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The Chair and Members of
Community, Customer and
Organisational Scrutiny Committee

17 January 2017

Dear Councillor,

Please attend a meeting of the COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE to be held on TUESDAY, 24 JANUARY 2017 at 5.00 pm in Committee Room 3, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' interests relating to items on the Agenda.
2. Apologies for Absence
3. Cabinet Member for Customers and Communities - Impacts of Welfare Reform (Universal Credit) (Pages 3 - 18)
 - 5.05 pm
4. Cabinet Member for Business Transformation - Progress Report on Workforce fit for the Future
 - 5.35 pm – Verbal report
5. Cabinet Member for Town Centre and Visitor Economy - Outdoor Markets Progress Report

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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- 6.05 pm – Verbal report
- 6. Scrutiny Project Group Report on Friends Groups (Pages 19 - 106)
 - 6.20 pm
- 7. Forward Plan
 - 6.35 pm – Forward Plan of Key Decisions 1 February – 31 May, 2017
<http://chesterfield.moderngov.co.uk/mgListPlanItems.aspx?PlanId=68&RP=134>
- 8. Work Programme for the Community, Customer and Organisational Scrutiny Committee (Pages 107 - 110)
 - 6.45 pm
- 9. Minutes (Pages 111 - 120)
 - 6.55 pm - Minutes of the Meeting of the Community, Customer and Organisational Scrutiny Committee held on 13 September, 2016.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Smith', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer



Customer Centric Services, Chesterfield

Damon Bruce, Head of Customer Centric Services

Paul Radcliffe, Benefits Manager

24th January 2017



Intended to explain major changes currently affecting claimant households, arvato services and the Council

Universal Credit

- **March 2015 new claims where single young people**
- **November 2017 – start of ‘full service digital’ roll out for all new claims and changes in circumstances**
- **Migration of all other legacy claims 2018 – 2021?**

Impact on workloads and planning of services

Benefit Cap changes

Planning for the future

Cumulative effect on HB & CTS caseload

CBC – started March 2015

Caseload May 2015	Caseload May 2016	Caseload December 2016
11,868 (CBC)	11,451 (CBC)	11,193 (CBC)

Impact on cases

- Expected reduction in combined HB and CTS caseload for working age claimants.
- Limited impact currently on overall caseload since UC claimants still need to be assessed for CTS.
- Caseload affected by other welfare reform issues i.e., allowance freezing, CTS replacing CTB etc.



Universal Credit Full Service Digital Roll Out

UC has been initially introduced for new claimants who satisfied 'gateway conditions' – 2017 sees the start of a new phase where national roll out of 'full service' will commence.

- Chesterfield Jobcentre – scheduled for November 2017 and will see all new claimants join UC
- Some current claimants will also be affected, should a change of circumstance prompt them to make a new claim for 'legacy' benefits or tax credits, which are replaced by UC
- The official 'migration' of current claims of legacy benefits and tax credits is due to take place between 2018 and 2021.
- Currently 181 local households receive CTS based on UC – consider that we have 6,143 Working Age households in receipt of HB in May 2016 – all will be transferred over to UC at the point they experience a change in circumstances
- We are:
 - Engaging with DWP to identify the work required to prepare and ensure that transition goes smoothly
 - Working with other CBC services to manage risks
 - To ensure claimant households are aware of their responsibilities and to pay their rent
 - Assistance and advice from Sefton

Universal Credit impacts on workloads

	CBC 2014-15	CBC 2015-16	Trend	2016/17 (up to 31/12/16)
Claims	6,347	5,879	Reduced 468	3,845 (5,127)
Changes	43,331	43,928	Increased 597	26,549 (44,000+)
Total	49,626	49,807	Increased 181	30,394 (50,000+)

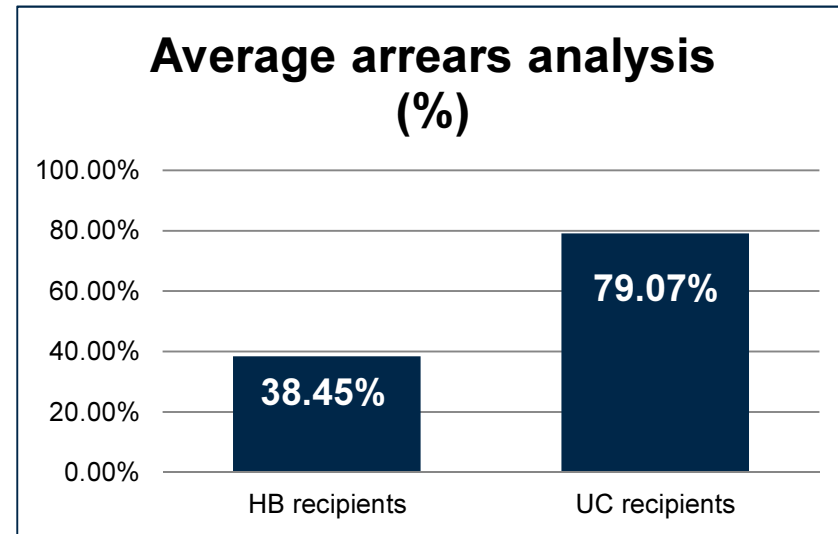
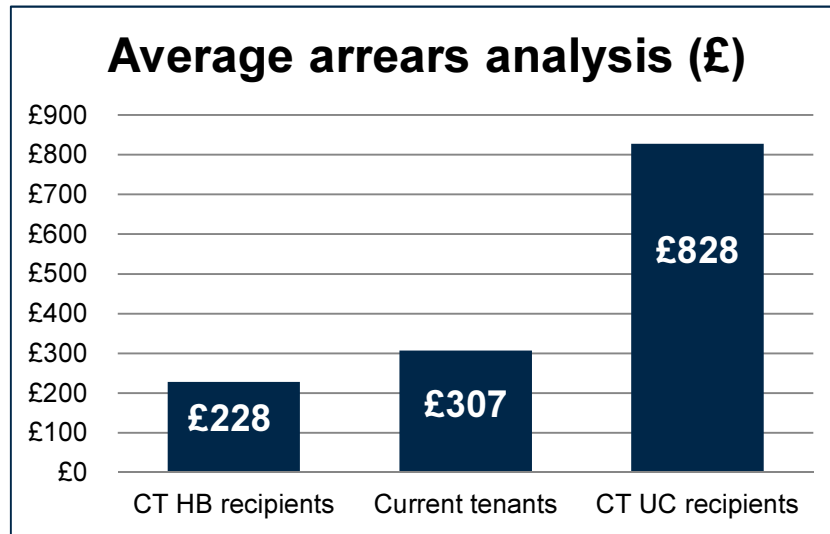
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Impact on workload

- Decisions on workforce changes and reallocation of duties.
- Long term plan was to merge HB and Ctax since CTS is a discount not a benefit.
- No current reduction in benefit workload.
- Work in progress to establish 'specified accommodation'. Housing costs will remain paid as HB not UC.
- DPA – increase of budgeting support roll of 2 assessors

Rent Service

Analysis carried out shows:-



Rent Service

Impact on cases

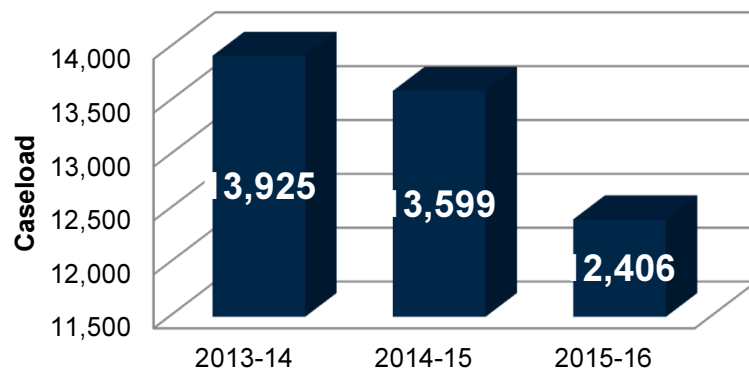
- UC is having a significant impact on rent collection.
- Paid in arrears with first payment usually 6 weeks after date of claim.
- UC paid to the claimant and not the landlord

- Early indication is that is that many former HB claimants are struggling with the UC conditionality and are incurring sanctions which for may means a housing cost sanction as well as living cost sanctions.

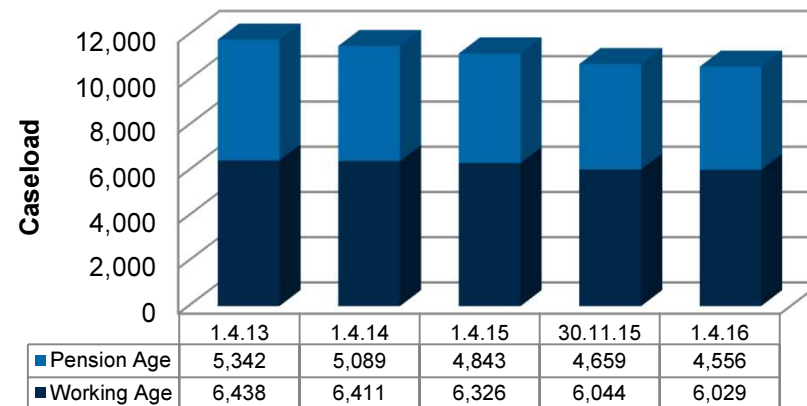
Our review work is ongoing and is used to inform working practices

CTS replacement of CTB from April 2013

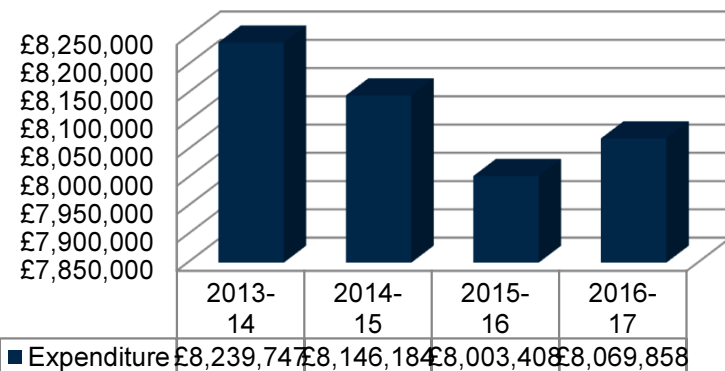
Households receiving some CTS in year (CBC)



CTS Caseload (CBC)



CTS Expenditure (CBC)



- The 2016-17 increase of 0.83% is affected by the increase in Council Tax charges of 3.6% Chesterfield and Brimington, and 4.1% Staveley.

Without this there would have been a reduction.

CTS

No Scheme changes for 2017/18

- No changes to the Local Scheme since the start with Working Age claimants continuing to have an 8.5% reduction from liability
- Officers continue to review the affordability of the scheme and update CBC
- April 2016 changes to HB scheme for backdating and family premium have not been mirrored in the CTS schemes.
- Valuation Tribunal are critical of LAs for not considering section 13 of the LGFA discretion to further reduce Council Tax liability.,
This has mainly come about from appeals where CTS schemes have a reduction of 20%+ for working age claimants.

Something to be said for keeping the scheme as generous as possible for working age claimants since discretionary awards are funded fully by the billing authority not preceptors.

- Year on year reduction in expenditure
- Need to establish how much funding is received currently for CTS scheme.

Welfare Reform Changes (Including HB) 2016-17

April 2016

- Working age backdating reduced to one month.
 - General admin issues and customer information.
 - Impact on rent collection.
 - Freeze on allowances mirrored also in CTS scheme so impact on Council Tax collection.
- National Living Wage (workers aged 25 and over)
 - Reassessment of HB and CTS. Already having increases reported by claimants.
Fill review to pick up any no-notified in June 2016.
 - May impact on caseload.
- Reduction in Social Sector Rents by 1% a year for 4 years.
 - Can only be beneficial for Rent collection purposes.
 - Increased difficulty in administering HB for specified accommodation.
 - Financial impact for our clients where the provider of supported accommodation is not a registered so HB expenditure is not fully received back in subsidy.

Welfare Reform Changes (Including HB) 2016-17

Autumn 2016: Benefit Cap

- Reduction in Benefit Cap income to £20,000 for families and £13,400 for single claimants.
 - As at 1/1/17 - CBC has 81 local households impacted on by Benefit Cap changes
 - Benefit Take up exercise commenced in June 2016 to help households ‘avoid cap’ (identify PIP, CA cases which are exempt from the cap.
- Average HB reduction of £49.20pw (lowest: £1.96 and highest: £149.09)

Increase in DHP budget for 2016-17 (Increase cost to administer).

- 2017/18 budget not yet announced
- We seek to identify vulnerability and award additional assistance

	2015-16	2016-17	Diff
Chesterfield	£173,312	£208,948	Inc £35,636

Welfare Reform Changes (Including HB) in future years

April 2017

- Housing Support removal for UC claimants aged 21 or under (some exceptions).
 - Massive implications for rent collection and housing allocation policies.
 - Not aware at the moment that this extends to HB as well.

April 2019

- Capping HB for tenants in social housing to LHA rates for tenancies starting on or after 1/4/2016 (1/4/2017 for tenants in supported accommodation).
 - we plan to assess this for Council tenancies to measure the impact
- by
 - comparing the expecting rents after taking account of the 1% reduction to LHA rates.
 - Single aged under 35 year olds are the group affected most and will have to have an impact on housing allocation policies.
 - Will there be an increase in government contribution to DHP/cost of administration?
- What is the future of DHP funding?

Welfare Reform Action Plan

- Benefit Cap – Benefit take up exercise commences June 2016 onwards.
Identification of claimants who are not in receipt of CA and PIP who potentially may be entitled – which would in turn mean exemption from the cap.
- Additional WR funding for Rents – Request for the funding to be extended for a further 6 months up to end March 2017.
Awaiting sign off.
- Ongoing Full review of the impact of UC on rent collection.
 - Reviewing the recovery activity to ensure robust and timely.
 - meaningful data to inform decision making and planning.
- Take up activity around customers claiming CTS for UC recipients.
 - Early indication that UC customers are not claiming CTS due to the complicated process.
- Reviewing process across rents to determine processes are as effective and as lean as possible to aid collection.

GLOBAL TRANSITION OF STAFF SKILLS AND TRAINING ACROSS THE REVENUES FUNCTIONS.

Questions



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BERTELSMANN

- Any questions?

Thank you



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*Community, Customer and
Organisational Scrutiny Committee*

Scrutiny Project Group

report on

Friends Groups

Date: December 2016

Project group members:

Councillors:

Lead	Kate Caulfield
Group Members	Jenny Flood Shirley Niblock Gordon Simmons

1.0 Introduction and review aims

- 1.1 This review looked at how friends and community groups¹ work with Chesterfield Borough Council to improve local parks and open spaces.
- 1.2 A friends group is a group of local residents and other interested parties who dedicate their time, skills and knowledge to improve their local park or open space. The project group notes that other groups and organisations may use the term " friends ", for example the Friends of the Pomegranate Theatre, however these groups did not meet the project group's definition of a friends group, and were therefore not considered in the group's research.
- 1.3 While the council works as landowner and public service provider with and offers support to these groups, how this relationship is managed has not been previously reviewed. The project group wanted to see if this relationship was enabling the best possible outcomes for both the groups and for the council's parks and open spaces.
- 1.4 The review also aimed to evaluate how the various friends groups from across the Borough worked together in order to share best practice, and also look at how open and accountable the groups were .
- 1.5 The project group set out to achieve the following objectives:
 - To have increased and productive communication between the council and individual friends groups.
 - Better communication and the sharing of best practice between friends groups, and for a more consistent method of operation to be taken by the groups

¹ Referred to as "friends groups" throughout the report.

- Increased support and training being made available to enable all friends groups to be effective and successful.
- For friends groups to have the support and resources to engage with all local residents.
- That all friends groups have strong, robust and inclusive constitutions in order to be accountable to local residents, and that the groups have the resources and training in order to do this.
- Greater synchronisation in the work and priorities of friends groups across the Borough, so as to maximise positive outcomes for the council's parks and opens spaces and for local residents.
- That friends groups have the tools and training to make sure that equality and diversity is considered in their decision making processes.

2.0 Reasons for the review and link to priorities

2.1 The review of friends groups was established as a result of the new annual work programming process. This process involved Cabinet, Overview and Scrutiny and all backbench members, as well as the Senior and Corporate Management teams working together to create one overarching Overview and Scrutiny work programme for the municipal year 2016/17.

2.2. The review links into the Chesterfield Borough Council Corporate Plan 2015 – 2019 objectives of:

- Vision: Putting our communities first.
- Priority: To improve the quality of life for local people.
- Objective: To increase the quality of public space for which the council has responsibility through targeted improvement programmes.

3.0 Introduction to recommendations

3.1 The project group sought in the review to learn how examples of best practice from elsewhere could be applied to Chesterfield so that all friends groups could play as full a part as possible in the care and

management of the Borough's open spaces. The group was also mindful that any changes recommended to the processes and resources needed to encourage new groups to form, and for established groups to succeed, should not create excessive demands on officers' time and workloads. The group's recommendations have been formed with consideration to both these objectives in mind.

4.0 Recommendations

The Project Group recommends:

- 4.1 That an up-to-date data base of Friends of Groups is maintained by officers and that all Friends of Groups are given a single point of contact at the council to facilitate streamlined , effective and accountable channels of communication between groups and the council.
- 4.2 That an annual survey with Friends Groups be carried out to collect information on their activities and achievements to enable the council to see how their work is contributing to the delivery of the councils objectives, as set out in the Parks and Open Spaces Strategy.
- 4.3 That all Friends Groups should have an agreed Management or Master Plan which has been developed in consultation with both the Council and the local community which clearly sets out both the group's and the council's role with regards to the development of the park or open space.
- 4.4 That Friends Groups be provided with information and guidance, as required, from the Communications and Marketing Team on how to publicise their activities to, and engage effectively with, their local communities.
- 4.5 That the documentation made available to new Friends Groups by the council is reviewed and refreshed, and that a knowledge bank of templates and guidance documents are made available to assist groups to put key documents and policies, including a strong constitution, in place.
- 4.6 That to facilitate effective communication channels between the council and friends groups, and between friends groups in Chesterfield, that a Friends Group Committee be established, also

that a bi-annual Friends Group newsletter be published which will also enable the work of Friends Groups to be shared and celebrated with a wider audience.

- 4.7 That officers work closely with, and provide advice and guidance to Friends Groups who are bidding for external funding in order to reduce duplication, increase coordination and ensure better outcomes from the bids.

5.0 Review approach

5.1 The review was carried out by:

- a) Reviewing and analysing the current resources and officer support available to friends groups provided by Chesterfield Borough Council.
- b) Reviewing and analysing the current resources and officer support to friends groups provided by other local authorities. This included a visit to Karen Lewis, Community Partnerships Officer at Sheffield City Council.
- c) Project group meetings to review findings.
- d) Meetings and discussions with Cabinet Members and officers including:
 - Councillor Chris Ludlow, Cabinet Member for Health and Wellbeing
 - John Ramsey, Principal Green Space Strategy Officer
- e) Consultation and discussion with friends groups via an online survey and face to face meetings with members of local friends groups.

5.2 The information received from the survey with the friends groups was collated and analysed for trends. This data together with the information gained from the subsequent meetings with friends' group members was considered by the project group in formulating their recommendations.

- 5.4 The project group selected a set of other local authorities to examine how they worked with friends groups. These were selected on a basis of either demonstrating best practice or having a similar demographic to Chesterfield.
- 5.5 The project group also referred to the extensive report "What are Friends for?" published by Cambridge City Council in 2013 as part of their research.

6.0 Review findings and analysis

- 6.1 At the start of the review the project group recognised the importance of talking with existing friends groups in Chesterfield to learn how they operated and about the types of activities they were involved in. The project group also wanted to learn how the groups communicated with council officers, and about the level of support officers provided to the groups.
- 6.2 The group agreed that to gather this information a survey should be conducted with members of friends groups in Chesterfield. Initially the council's website was checked to see if it contained a full list of friends groups and contacts. When it became apparent that the web site did not have a complete list of groups in the Borough the green spaces team were contacted in order to obtain a full list of friends groups.
- 6.3 The group subsequently received the list of friends groups currently held by the green spaces team, however it became apparent that this list was incomplete, with some contact details missing or out of date, as well as there being some doubt as to whether some of the groups were still in existence. The Committee and Scrutiny Coordinator then worked with group members to update the list so that it could be used to send a survey to key contacts in every active friends group.
- 6.4 After the survey had been completed by the friends groups, the project group invited representatives of each group to meet with them at the town hall. These meetings allowed the project group members to discuss the data collected directly with the friends groups

as well as to hear their thoughts regarding how the relationship between friends groups and the council could work most effectively.

- 6.5 The representatives of the well-established groups were of agreement that council officers were able to be contacted, and were helpful and supportive when they interacted with them, however representatives of a group that was in its early stages of development did note that initially it had been difficult to find which officer they should contact when setting up their group. All the groups noted that it can also be difficult to know who to contact at the council about specific enquiries that may not be the responsibility of the green spaces team. The green spaces team does have an online information pack on setting up a friends group which contains a list of key officer contacts; this list however is very out of date and needs to be reviewed.
- 6.6 Friends group representatives, as well as project group members were of agreement that while officers were very helpful when contacted, especially the Principal Green Spaces Officer, that one officer should not be expected to deal with all enquiries from all of the groups. Project group members were of agreement that friends group and officer communication should be organised in a way that provided groups with a single point of contact, but at the same time did not put all the responsibility on one officer to deal with all of the enquiries from all the groups. This could potentially be facilitated by each group being allocated an officer contact at the council who would then take responsibility for dealing with that group's enquires

Recommendation

That an up-to-date data base of Friends of Groups is maintained by officers and that all Friends of Groups are given a single point of contact at the council to facilitate streamlined , effective and accountable channels of communication between groups and the council.

- 6.7 The council's Parks and Open Spaces Strategy 2015 – 2024 is a key document that links with the council's key corporate priorities as set out in the council plan. The strategy is primarily concerned with the management and development of publicly accessible green space that has recreational value within the Borough. The strategy aims to direct and prioritise resources in order to gain maximum benefits in areas such as health and wellbeing for all of the communities across the

Borough through the provision of high quality and accessible green spaces.

- 6.8 The work of friends groups has played a significant role in delivering and achieving the objectives of the strategy by attracting external funding in order to drive improvements and attract more people to use parks and open spaces. However from the meetings held with the representatives of the friends groups it became apparent that most were unaware of the strategy and how their work was contributing to the achievement of its objectives. Some groups did note that they were aware of the strategy but had not used it when setting out their objectives. Only two groups advised that they were both familiar with the Parks and Open Spaces Strategy and had used it when drawing up their master plan so to ensure that their priorities and objectives supported those of the council.
- 6.9 As previously noted the project group used a survey in order to consult with and gather information from friends groups in Chesterfield. The survey was written by the group members with the support of the Policy team who set up the survey on the council's specialised survey system to enable online completion. This approach meant that the results could be collated quickly and easily for the group to consider. The survey sent to the friends groups is attached at **Appendix A**. The survey received a good response from the friends groups with eight groups completing the online survey.
- 6.11 The survey responses resulted in a significant amount of quantitative and qualitative information about friends groups and their activities being gathered. The full results of the survey are attached at **Appendix B**. The survey results, when collated, provided in a single document a comprehensive record of the activities of friends groups in areas including activities, community engagement, fund raising and bidding to external organisations.
- 6.12 Currently the green spaces team is generally well informed with regard to the activities of friends groups. For example if friends groups are holding a fundraising event this needs to be arranged in advance with officers. There is however no strategic over-arching data collection exercise with regard to friends group activities and subsequent evaluation of this data against the objectives of the Parks and Open Spaces Strategy.

- 6.13 Sheffield City Council, who has strong and constructive relationships with their network of friends groups, conducts an annual survey of friends groups. This allows data to be gathered on group composition, activities, fund raising and information on how many hours group members have spent on site as volunteers or organising events. The survey used by Sheffield City Council is attached at **Appendix F**.
- 6.14 Project group members were in agreement that the actions of friends groups operating on council owned land must support and be in alignment with council priorities and that for this to happen council officers must be fully aware of the each group's activities and objectives.

Recommendation

That an annual survey with Friends Groups be carried out to collect information on their activities and achievements to enable the council to see how their work is contributing to the delivery of the councils objectives, as set out in the Parks and Open Spaces Strategy.

- 6.15 One of the key areas that the project group were keen to review was how the relationship between friends groups and the council was managed. The group found from their discussions with both the groups and officers that the relationship was generally good with open channels of communication. Friends' group members consult with officers regarding their plans and officers attend friends groups' committee meetings.
- 6.16 As previously noted the majority of friends groups advised that they were unaware of the content of the council's Parks and Open Spaces Strategy, and as a consequence did not know how their activities were in alignment with council priorities. It should be noted that communication between the council and the groups is at a level where it would be extremely unlikely that a group's activities would be totally contrary to the objectives of the council. However it is possible that some groups could be carrying out activities that are not as strategically focussed and aimed at meeting the council's objectives for parks and open spaces as they could potentially be.
- 6.17 From the responses received to the survey only 20% of the friends groups in Chesterfield stated that they had a current Management or

Master Plan for their park or open space. The groups that did have a plan advised that they had been developed and agreed with the Green Spaces Development Officer and had been drawn up with full regard to the council's Parks and Open Spaces Strategy. These groups advised a Management/Master Plan had positively assisted them in producing better outcomes for their park or open space. These plans had also been beneficial in clearly defining the relationship between the council and their group, as well as assisting to clarify each party's role and responsibilities with regard to the development of the park and open space.

- 6.18 The friends groups that did have a Management/Master plan did note that the community should be involved and consulted in their development to ensure that the group's priorities were aligned to those of the local community as well as to those of the council and the friends group members.
- 6.19 Sheffield City Council, which the group used as an example of "best practice", had in the past considered using a formal partnership agreement between the council and friends groups to set out mutual expectations. This approach however was never implemented as it was feared that it could become a contractual relationship that might not be sustainable in the long term. The project group does note that expectations between the council and the friends groups should be clear from the start of the relationship.
- 6.20 The scrutiny project group appreciates that each friends group has varying levels of expectations of both their role and of the balance of responsibility between the council and themselves with regard to the upkeep and development of parks and open spaces. All groups were in agreement however that the relationship between themselves and the council, as well as each group's objectives needed to be clearly defined for each party by using a mutually agreed Management/Master Plan. This approach would help define the relationship between the groups and the council, provide a basis for mutual accountability and understanding and also assist with the setting of clear, targeted and realistic objectives for both the council and the friends groups from the outset.

Recommendation

That all Friends Groups should have an agreed Management or Master Plan which has been developed in consultation with both the Council and the local community which clearly sets out both the group's and the council's role with regards to the development of the park or open space.

- 6.21 The project group, at an early stage in their research looked at friends' group websites and social media activity to gain information about each groups activities. The project group found wide variances in how each group was using websites and social media, with some groups having both their own websites and social media accounts while others had no web presence at all. There were links to some group's websites from the council's website, but not all groups' websites were listed.
- 6.22 During project group meetings with the friends groups, the representatives noted that maintaining an up-to-date and professional looking web site was very time consuming and that not all friends groups were fortunate enough to have the expertise available to their group in order to do this type of work. Several groups noted that while they still had a website their primary method of online communication was via a Facebook page as this method of online communication had numerous advantages over a traditional website. The representatives noted that a Facebook page was both easy to set up and maintain, as well as having the benefit of being easier for members of the local, and wider community to access and subsequently get to know about the activities of the groups.
- 6.23 In addition to using websites and social media the different friends groups had mixed approaches to how they communicated with their local communities. The friends groups noted that it was important for them to engage with the wider community beyond those who came to their meetings or sat on their committee, so as to learn about what the community wanted for their park or open space.
- 6.24 The methods of communication that the groups had used included leafleting their local area, public meetings and using community events on their park or open space so they could talk face to face with local residents to learn about what they wanted to happen in their park. The success of leafleting had been very disappointing for many of the groups as the activity was very time consuming and had resulted in very low response rate. Public meetings had also been

held by some groups in the past, but these had been discontinued due to poor attendance. All of the friends groups that were spoken to thought that face to face communication with local residents was the most effective method of learning what they wanted for their park or open space.

- 6.25 In order that friends groups' activities are to be focussed on the priorities of their local communities the project group members and the friends' groups' representatives were in agreement that there must be effective communication between the group and their local community.
- 6.26 While information on the friends groups' activities can be found by following links from the council's website to individual websites, the representatives of the groups did feel that the council could do more to promote their activities to a wider audience. This could be done by including news stories on their activities in council publications or promoting their events on the council's web site or via social media activity.
- 6.27 The project group believes that for friends groups to be effective and to engage with all sections of their local community they must have the skills and knowledge on how to communicate effectively. As already noted the expertise available in each group varies and for equality of outcomes to be achieved for parks and open spaces, as well as for the communities across the Borough, all friends groups should have access to resources to enable them to communicate and engage effectively with their communities.

Recommendation

That Friends Groups be provided with advice and guidance, as required, from the Communications and Marketing Team on how to publicise their activities to, and engage effectively with their local communities.

- 6.28 The Chesterfield Borough Council website currently invites anyone considering setting up a friends group to contact the council by phone or email and includes a link to the document "Establishing a Park Friends Group". This document contains information and guidance to new groups and example documents such as a model constitution for groups. However due to officer resource this document has not been

reviewed for some time and contains out of date information, especially with regard to officer contact details.

- 6.29 As part of the group's research it reviewed the written resources provided by other local authorities to new groups setting up and compared them to the documents offered by Chesterfield. The group found wide variances in style and content of the written resources available, some were very similar to the document provided on the council's own website, however other authorities' documents were much more comprehensive with regard to content, and were presented in a much more user friendly and modern style.
- 6.30 The set of guidance documents for new friends groups that stood out to the group with regard to both content and presentation were those offered by Sheffield City Council. At the outset of the review project and group members read the report "What are friends for?" which had been commissioned by Cambridge City Council to look at their relationship with friends groups. In this report Sheffield City Council had been praised for demonstrating "best practice" with regard to their collaborative and constructive relationship with its large network of over 70 friends and community groups. To learn more about this relationship, and to see which practices could potentially be implemented in Chesterfield the project group lead member met with Karen Lewis, Community Partnerships Manager at Sheffield City Council.
- 6.31 Sheffield City Council provides a Starter Pack, "Starting a New Community Group" for new friends groups. The document sets out comprehensive but clear information in a series of worksheets which promote good practice for operating a friends group as well as providing templates for key documents such as an example constitution. Sheffield City Council is happy to share this documentation with other authorities to utilise or adapt for themselves. The pack is attached at **Appendix D**.
- 6.32 The pack provides all the resources needed for a group to be set up correctly and to give it firm foundations. The representatives of the longer established friends groups noted that receiving structured support at the outset of forming their group in areas such as establishing a constitution and developing other essential policies and procedures had been key to their groups' success and longevity.

- 6.34 The survey of friends groups showed that while all groups had a constitution only three had public liability insurance and only one had risk assessment forms. When the project group met with the friends groups, lack of available guidance and expertise was cited as the main reasons for not having these documents in place. It is not realistic to expect every group to have the expertise “in house” to create these documents. Consequently the group members feel strongly that it is vital in order to ensure equality of outcomes for different groups that guidance on key documents and procedures, as well as information on running an effective friends group is available to all groups. Other authorities do provide example risk assessments in their start up material in recognition that groups will need guidance in creating these documents.
- 6.35 The project group also reviewed the constitutions of friends groups in Chesterfield and found large variances between documents. While all the constitutions looked at set out the minimum requirements needed to have a formally constituted group, some were much more detailed and specific than others.
- 6.36 The project group understands that each group’s constitution will by necessity vary, and that as each group is an independent organisation it is important that they should have control over their own affairs. To this end the council should not insist that each group’s constitution should contain mandated objectives or commitments; however the council should provide the tools to ensure that each group can build a strong constitution that will effectively meet the needs of each park or open space. This approach will ensure that each friends group is able to work with the council as well as their local community constructively and inclusively, and in a way that is both accountable and transparent.
- 6.37 The project group reviewed several example constitutions provided by other authorities, and again wide variances in style and content were seen. The project group approved of several elements included over different constitutions for example with regard to equality issues and accessibility. While, as already noted the group believes constitutions should not be excessively prescriptive or contain excessive details that could be better included in protocol papers for groups, constitutions should always formalise the working relationship between friends groups and the council. The project group were of the opinion that the wording used in the Manchester City Council example constitution

met this objective effectively as it made it both the friends group and the council's relationship clear and unequivocal, but was worded in a cooperative and "light touch" manner.

"Aims

(that friends groups) work in partnership with Manchester City Council Leisure Department (and whilst recognising that the ultimate responsibility for funding lies with the Council) to identify other funding sources"

Manchester City Council" Friends of Park" Start-up pack

The full example constitution is included at **Appendix E**.

Recommendation

That the documentation made available to new Friends Groups by the council is reviewed and refreshed, and that a knowledge bank of templates and guidance documents are made available to assist groups to put key documents and policies, including a strong constitution, in place.

- 6.38 With friends groups being comprised of volunteers each group will as a consequence have members with different skills, strengths and experiences that can be utilised for successful operation of the group and for the benefit of their park or open space. Enthusiasm and generosity in giving up their time are attributes that are common to all friends groups, but the project group acknowledge that some groups will have more specialist knowledge than others in key areas such as compiling risk assessments, writing policy documents, obtaining insurance and submitting bids for funding.
- 6.39 The meetings held with representatives of the friends groups also highlighted differentials in experience in that some groups were fortunate in having active members with a broad skill set, and whose groups had clearly benefitted from their expertise in areas such as health and safety, drawing up detailed master plans or having the ability to build and maintain a website for their group.
- 6.40 The project group feel strongly that while the skill differentiation between groups is understandable, it is not desirable. Steps should be

taken to enable the sharing of skills and best practice between groups in order that all groups and subsequently the Borough's parks and open spaces and the communities use them, can benefit.

- 6.41 In order to enable groups to share expertise and ideas one solution could be that groups would have access to a central store of ideas, such as through a website, however this could be resource intensive for both the council and its officers, and friends groups. Another option which the project group considered and discussed with the friends groups was the establishment of a friend's group committee or forum to enable group members to come together and meet with officers to facilitate communication and information sharing. Some of the longer established friends group did advise that a forum for friends groups had been run in the past by the council, and had found this arrangement useful. During the project groups research members saw at first hand the value and potential of friends groups coming together and talking to each other to share ideas and experience. All the groups consulted with said they would like a forum to be set up so that they could meet with their counterparts from other friends groups in order to share information, ideas and best practice.
- 6.42 The project group notes that a committee or forum may initially require some officer time and input to set up, but that with careful planning a forum or committee should in time become self-sustaining with friends' group members taking the lead with the organisation of the meeting. Officers would then be only required to attend the meetings in the way that they currently attend individual friends' groups meetings across the Borough. This approach would also have the benefit of further strengthening the communication channels between the friends groups and the council and also enable officers to give out information once, rather than always needing to meet with groups individually.
- 6.43 Other methods of communication between groups, and between groups and the council, used by other authorities were also looked at. Sheffield City Council and Mansfield District Council, amongst others publish a newsletter. Sheffield City Council publishes an e-newsletter four times a year that it circulates to friends groups, containing news from the council and features on interesting activities that others might wish to replicate. This also gives Sheffield an opportunity to communicate the same messages at the same time to all its wide network of friends groups. Mansfield District Council publishes a

newsletter called "Parklife" quarterly to which all friends groups are encouraged to have an input in. The newsletter enables groups to promote their activities, encourage new members to join and allows them to report any good new stories to other groups and the community in general. The newsletter has been a success and in addition to it being available on their website, their officers are now looking into the newsletter being added to their district wide newspaper to help promote friends groups throughout the district. An edition of Parklife is attached at **Appendix C**.

Recommendation

That to facilitate effective communication channels between the council and friends groups, and between friends groups in Chesterfield, that a Friends Group Committee be established, also that a bi-annual Friends Group newsletter be published which will also enable the work of Friends Groups to be shared and celebrated with a wider audience.

- 6.44 Friends groups play an important role in the life and development of the parks and open spaces in the Borough by applying to external organisations for funds to enable improvements to the parks and open spaces to be made. The funds that are accessed by the friends groups are largely from sources that are not available to the council, so without the work of the friends groups many of the improvements and new facilities in the Borough's parks would not be possible.
- 6.45 Friends groups in Chesterfield have been successful in securing substantial grants in recent years to enable several schemes to be implemented; including the Stand Road friends group receiving £13,000 from Viridor to fund a wetland area project, and the Somersall Park friends group receiving £8,000 from Tesco Bags of Help.
- 6.46 Friends groups are encouraged before making a bid for funding to initially speak with the green spaces officers at the council to see if the council can support the bid and to offer technical guidance. This is a critical part of the process as some grant giving organisations require some funding for the project for which the bid is being made to be in place before an application is submitted. The Council has in some cases been able to assist with providing the up-front funding required enabling friends groups to make bids for grants.

6.47 From the consultation held with the friends groups it became apparent that the process of applying for grant funding was an area of great concern to many of them. Areas of concern highlighted included:

- Lack of expertise and knowledge amongst group members to enable the successful completion of complex grant application forms;
- Difficulties in getting financial support from the council needed in order to make a bid;
- Lack of coordination between groups and the council in the submission of bids, resulting in bids from neighbouring groups being submitted to the same organisation at the same time for similar projects which had resulted in bids being unsuccessful;
- Written guidance or pro-formas not being available to assist groups in writing bids that had a good chance of being accepted and also being successful.

6.48 As previously noted there is currently limited communication and best practice sharing between friends groups in Chesterfield, meaning that the expertise that there is with regard to submitting bids is concentrated in a few groups. These groups have consequently been more successful in accessing external grant funding. The project group members were very concerned about this situation and the subsequent inequalities that it could create with regard to the facilities available in the parks and open spaces, and between the different communities across the Borough.

6.49 All of the representatives of the friends groups advised that more support and guidance from the council being available to groups would be extremely beneficial when they were submitting bids. There are currently some very brief guidelines regarding the bidding process included the start-up pack, however other authorities provide much more detailed guidance to their groups. This can be seen in the document provided by Manchester City Council which is attached at **Appendix E**. The friends groups that had been successful in bidding for grants also advised they would be happy to share their experience to support other friends groups in Chesterfield in the writing and submitting of bids.

6.50 The Project group agreed with the friends groups that there needed to be much greater coordination and communication between all groups and the council with regard to the bidding process. This would ensure that neighbouring friends groups were not simultaneously bidding to the same organisation at the same time for the same money. The project group notes that a more coordinated approach being taken in the submitting of bids could result in more bids being successful.

Recommendation

That officers work closely with, and provide advice and guidance to Friends Groups who are bidding for external funding in order to reduce duplication, increase coordination and ensure better outcomes from the bids.

7.0 Review conclusions

- 7.1 In conducting this review the project group has met with friends groups from across the Borough and would like to acknowledge the positive contribution that they make to the upkeep and development of the Borough's parks and open spaces. The project group recognise that many of the improvements to, and activities that take place in the parks and open spaces would not be possible without the hard work and dedication of the members of the friends groups. The project group would also like to express their appreciation of the work of the officers who work with and support the friends groups with their activities.
- 7.2 In acknowledging the vital role of friends groups in the upkeep and development of the Borough's parks and open spaces, as well as to ensure that current groups flourish and that new groups are formed, the project group notes that there has to be high quality and easy to follow written guidance on key documents and procedures available to all friends groups.
- 7.3 During the project group's research members saw at first hand the value and potential of friends groups coming together and talking to each other. Consequently, for there to be the best possible outcomes for parks and open spaces across the Borough, both the project group and the friends groups think it is essential for there to be structures in place to encourage and facilitate effective

communication between groups. This approach should not only ultimately reduce the demand on officer time but also allow for there to be greater equality of outcomes across all parks and open spaces for the benefit of all communities across the Borough.

Appendices

- A:** Survey sent to friends groups
- B:** Summary of responses received to the survey sent to friends groups
- C:** Mansfield District Council "Park Life" newsletter
- D:** Sheffield City Council guide "Starting a new Community Group"
- E:** Manchester City Council "Friends of Park" Start-up pack
- F:** Sheffield City Council Friends of Green Spaces Survey
- G:** List of Friends and Community groups in Chesterfield Borough.

Bibliography

- What are Friends for? - A report for Cambridge City Council by Phil Back Associates Ltd, October, 2013
- Chesterfield Borough Council Parks and Open Spaces Strategy 2015 – 2024

Contacts:

Project Group Lead – Councillor Kate Caulfield

Committee and Scrutiny Co-ordinator - Martin Elliott

Friends of Groups Survey

The Community, Customer and Organisational Scrutiny Committee of Chesterfield Borough Council has set up a project group of to examine how Friends of and Community groups work with the council to improve local parks and open spaces.

We would greatly appreciate it if you would take a few minutes to complete this questionnaire. The information you provide will help us to update our information about your group and to collate how much Friends of Groups contribute to the local areas and wider community.

Name of your group:

Name of the area you support:

About Your Group

1. How would you describe the aims/activities of your group? (please tick all that apply)

Practical Work (e.g. gardening)	<input type="checkbox"/>	Green Space Improvement	<input type="checkbox"/>
New Facilities/Equipment	<input type="checkbox"/>	Pressure Group	<input type="checkbox"/>
Events and Activities	<input type="checkbox"/>	Awareness Raising	<input type="checkbox"/>
Historical/Archeological Projects	<input type="checkbox"/>	Consultation	<input type="checkbox"/>
Healthy Activities	<input type="checkbox"/>	Community Development	<input type="checkbox"/>
Wildlife/Biodiversity Projects	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
Other (Please specify)			

2. Approximately how many members does your group have?

a) Number of Management Committee members

b) Total number of group membership

3. How do you promote your group and its activities?

Comments:

4. How do communicate with Chesterfield Borough Council?

Comments:

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5. Does your group have any of the following? (please tick all that apply)

A Constitution	<input type="checkbox"/>	First Aiders	<input type="checkbox"/>
A Bank Account	<input type="checkbox"/>	Risk Assessment Forms	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	A Website/social media	<input type="checkbox"/>
A Child Protection Policy	<input type="checkbox"/>	Agreed Master/Management Plan	<input type="checkbox"/>
Tools & Equipment	<input type="checkbox"/>		

a) Please enter your social media address/details

--

Your Meetings

6. How often does your group currently hold meetings? (please tick)

Not Meeting	<input type="checkbox"/>
Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
Annually	<input type="checkbox"/>

7. For a normal group meeting please estimate:

a) the average length of the meeting (in mins) _____

b) the average number of group members present _____

Your Activities

8. During the last 12 months what do you feel have been your groups 2 key activities?

1.

2.

9. Have you raised funds for your project in the last 12 months? Yes/No
(If No go to Q11)

10. If you have raised funds in the last 12 months please tell us:

a) approximately how much have your raised £

11. Has your group organised any events in the last 12 months?

Yes / No, please give details if yes

--

12. How often in the last 12 months has your group held practical activities or volunteer days? e.g. gardening, tidy ups, litter picks, bench making, etc (please tick)

Not done any	<input type="checkbox"/>
Weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
Other (please state)	

13. Do you feel that you can influence decisions relating to your project?

Yes/No/Not Sure (please delete as appropriate)

Comments:

--

Thank You for taking the time to complete this survey

Please return this form to XXXXX by:

Friday xxxx 2016

Please return by email to:xxxxxxx or by post to:

This page is intentionally left blank

Friends of Groups Survey – Headline Results

28 October 2016

The Community, Customer and Organisational Scrutiny Committee of Chesterfield Borough Council has set up a project group of to examine how Friends of and Community groups work with the council to improve local parks and open spaces. We would greatly appreciate it if you would take a few minutes to complete this questionnaire. The information you provide will help us to update our information about your group and to collate how much Friends of Groups contribute to the local areas and wider community.

About your group

Name of your group:

- Friends of Stand Road Park
- Friends of Pevensey Green
- Friends of Whitecotes Playing Field
- Friends of Queen's Park
- Friends of Somersall Park
- Langerfield Park Community Group
- Friends of Spital Cemetery

Name of the area you support:

- Stand Road Park, Whittington Moor
- Pevensey Green, Newbold, Chesterfield
- Boythorpe, Whitecotes, Walton
- Queen's Park and the Annexe
- Somersall Park
- Langerfield Park
- Spital, Chesterfield – Cemetery

1. How would you describe the aims/activities of your group? (please tick all that apply)

- 5 (71.4%) Practical Work (e.g. Gardening)
- 4 (57.1%) New Facilities/Equipment
- 4 (57.1%) Events and Activities
- 2 (28.6%) Historical/Archaeological Projects
- 4 (57.1%) Healthy Activities
- 3 (42.9%) Wildlife/Biodiversity Projects
- 5 (71.4%) Green Space Improvement
- 2 (28.6%) Pressure Group
- 4 (57.1%) Awareness Raising
- 3 (42.9%) Consultation
- 4 (57.1%) Community Development
- 5 (71.4%) Fundraising

Other please specify (no answers)

2. Approximately how many members does your group have?

a) Number of Management Committee members	b) Total number of group membership
5	20
4	16
10	150
8	-
10	800
3	3
6	30

3. How do you promote your group and its activities?

Comments:

Through our facebook page, by issuing press releases and successfully getting effective media coverage of our activities and by engaging with visitors to our cafe in the park pavilion. When community events are held on the park we also have a stand with a display showing the community masterplan for the park and details of current projects at which we invite visitors to give their views by way of survey questionnaires.

With a letter box drop and posters when necessary

Via emails, group meetings, Streetlife, petitioning on the field, canvassing neighbourhood. Membership increasing all the time and is open to all.

Word of mouth and web site

Via the Friends of Somersall Park Facebook group (800 members). Also through posters displayed in the local community. We also use S40 Local.

The group is open access to all residents in Rother ward. Leaflets, social media, word of mouth, via schools, s health sub group network, CBC website, consultation events.

Via meetings and holding market stalls in town centre.

4. How do communicate with Chesterfield Borough Council?

Comments:

The masterplan for the park (which is in line with CBC's Parks and Open Spaces Strategy), and all of the staged projects towards delivering the masterplan have been discussed and agreed with CBC's Green Spaces Development Officer. We meet with the Green Spaces Development Officer at the ideas stage of each project and the project is developed in close liaison with him. Where broader issues of policy and strategy are concerned we discuss these with the relevant Cabinet member. We used to attend the regular Friends Group liaison meetings hosted by CBC. However, I am not aware that any have been held in recent months. They need to be reinstated.

<i>By letter and phone</i>
<i>Via emails, telephone and face to face.</i>
<i>E-mail and officers attending meetings</i>
<i>The main communication is via John Ramsey, who is excellent and our group would not be in existence without his support. We have other contacts within the council but John is the main point of contact and he directs us to others as required.</i>
<i>We liaise with the Parks and Open Spaces Officer using email, occasional meetings, by phone and site visits.</i>
<i>Via Bereavement Services at Brimington Cemetery. Angela Dunn and her team attend our AGM and meetings and invite us to their offices when appropriate.</i>

5. Does your group have any of the following? (please tick all that apply)

- 7 (100.0%) A Constitution
- 7 (100.0%) A Bank Account
- 3 (42.9%) Public Liability Insurance
- 1 (14.3%) A Child Protection Policy
- 2 (28.6%) Tools & Equipment
- 1 (14.3%) First Aiders
- 1 (14.3%) Risk Assessment Forms
- 6 (85.7%) A Website/social media
- 2 (28.6%) Agreed Master/Management Plan

Other policies or procedures, (please specify)

Health and Safety Policy, Environmental Policy
Insurance to be arranged as and when required.
AGM Policy of protecting the Park
We complete risk assessment forms supplied to us by the council

Please enter your social media address / details

https://www.facebook.com/standroadpark/
whitecotesplayingfield@gmail.com
http://www.friendsofsomersallpark.org.uk but our main communication is using Facebook - we have a members only group established.
Langerfield Community Group
https://www.chesterfield.gov.uk/living-here/people-and-families/bereavement-services/cemeteries-and-churchyards/friends-of-spital-cemetery.aspx

Your Meetings

6. How often does your group currently hold meetings? (please tick)

0 (0.0%) Not Meeting

0 (0.0%) Weekly

0 (0.0%) Fortnightly

1 (14.3%) Monthly

6 (85.7%) Quarterly

0 (0.0%) Annually

7. Are the meetings open to local residents as well as committee members?

6 (85.7%) Yes

1 (14.3%) No

8. For a normal group meeting please estimate:

a) the average length of the meeting (in mins)

90
90
90
60
90
90
60

b) the average number of group members present

12
9
25
7
8
20
20

Your Activities

9. How do you engage with the wider community over and above meetings?

Comments:

When we prepared the masterplan for the park we undertook extensive and lengthy consultation by way of community fun day and consultation events held on the park at which we invited visitors to give their views and complete questionnaires, by going door to door to engage with residents of the streets surrounding the park, by delivering newsletters in the park catchment area with tear out returnable survey questionnaires, by holding public engagement workshops e.g. at the Peter Webster Centre. For each staged project since then we have used the same approach to community engagement except we have focused the effort on the particular section of the community most interested. For example, when we drew up the projects to put the multi uses games area, skateboard park and young childrens play area we engaged with the secondary, primary and infants schools in the area by visiting the schools with outline ideas and seeking the views of the pupils. We also engage with the local nursery, infants, primary and secondary schools by inviting them to participate in our activities including planting daffodil bulbs and trees on the park. We also engage directly with the junior football clubs who play their league matches on the park especially Chesterfield Town Football Club whose secretary is invited to our meetings and with whom we have, in the past, organised jointly run events on the park.

They are informed of our AGM which is open to the general public by letter box drop and posters displayed in local churches and on trees on Pevensey Green. When a newcomer moves to our area, we put a "welcome card" through their letter box, describing our group in the hope they will join us. For fundraising events - flyers are put in letter boxes in the area and posters as above.

See previous

Talking to people both within and outside the park, giving talks to groups

We used to have regular public meetings but the attendance was very poor and so we don't hold these very often. We do regularly communicate with the community via Facebook and the site has been used by the local community and park visitors. People post photos taken in the park and report items found etc. We provide updates on progress towards funding, publicise litter picks and promote our events through it.

Events. Consultation meetings, liaise with schools, volunteer groups via email, local police at meetings, leaflets.

Notification in Grassroots with updates of meetings. Talks given at local history groups. Membership of National Federation of Cemetery Friends

10. During the last 12 months what do you feel have been your groups 2 key activities?

Activity 1

<i>We have worked with the nursery classes of Highfield Hall Primary School to plant 3000 daffodil bulbs on the park</i>
<i>We plant our gardens twice a year, prune shrub bed and mow the grass every week. This on-going maintenance takes up quite a lot of time.</i>
<i>We are a newly formed group and are engaging with the local community for their feedback.</i>
<i>Campaigning about the old leisure centre</i>
<i>Raising funding for the new play area</i>
<i>Installation of outdoor gym, raising funds</i>
<i>Development of background work for information boards to be displayed in the Cemetery.</i>

Activity 2

<i>We have transformed a boggy part of the park into a designed wetland feature planted with wet loving plants and a path (park seats, an interpretation panel and bird nesting boxes will be installed in the next few weeks.</i>
<i>A Summer Garden Party held in the garden of one of our volunteers, included plant stall, bric-a-brac, raffle, baking and lots of washing up.</i>
<i>We have been communicating with the Borough Council and local friends groups.</i>
<i>Representing local people</i>
<i>Holding events e.g. Turn Up and Play events, lantern parades</i>
<i>Raising funds; play area, consultation over equipment, assessing bids and ensuring accessibility and inclusivity.</i>
<i>Growing and broadening the membership so that relationships can be improved and the group is more coherent.</i>

11. What has been your most successful achievement to date?

<i>Developing a regeneration scheme, including a masterplan, that is owned by the community, for the improvement of the park in order to create a park that is safe and enjoyable for everyone and something the community will be proud of and delivering five staged projects that take us a considerable way towards delivering this.</i>
<i>The whole project of making the area into a place that the public like to walk through. We were successful with "Britain in Bloom" awards twice. The daily interaction between neighbours, school children and our volunteers. The area is no longer a muddy mess where footballs were kicked into people's gardens and their cars.</i>
<i>To set our constitution which we hope will enable the future generations of the community to enjoy the green space which we currently have.</i>
<i>Persuading the Council to consult people about the future of the leisure centre site</i>
<i>Raising funding and the community events - both have been very successful (especially the lantern parade)</i>
<i>Getting muga and the outdoor gym</i>
<i>Bringing in more members.</i>

12. Has your group raised funds in the last 12 months?

6 (85.7%) Yes

1 (14.3%) No

13. If you have raised funds in the last 12 months please tell us about:

a) Fundraising events

<i>We have a cafe in the park pavilion, run by our volunteers, that opens on Saturday mornings during the football season. All profits are used towards park improvements.</i>
<i>Garden Party see above</i>
<i>Giving talks</i>
<i>None other than through donations, which has been <£100. Keith Morgan has been supportive and we have secured funding through him. However the ceasing of the minor grants and community chest awards means that the events we hold may no longer be able to proceed due to insufficient funds.</i>
<i>None</i>
<i>Market stalls. Talks and walks.</i>

b) Application for grants

<i>We were awarded £13,000 by Viridor Credits under the LCF scheme with the mandatory third party contribution of 10% being awarded by CBC from the Community Chest. This is to fund the wetland area project that will cost circa £17,000. The balance will come from cafe profits.</i>
<i>Awaiting a £250 grant from the Community Leadership Scheme - D.C.C.</i>
<i>Pending</i>
<i>We have secured £8000 through Tesco Bags of Help. We have two other funding bids submitted. One with DET for £30K and another with OneFamily for up to £25K.</i>
<i>Public Health - to put in outdoor gym Labour Group - to fund a plaque Just put in a bid for a play area from Viridor</i>
<i>None.</i>

c) Approximately how much have you raised

<i>In total, circa £20,000 in the last 12 months. Since we were first established in 2002 we have raised in excess of £220,000 and made capital improvements to the park to this value.</i>
<i>Garden Party £293</i>
<i>£75</i>
<i>£8,300</i>
<i>£25,250</i>
<i>£150</i>

14. How often in the last 12 months has your group held practical activities or volunteer days? e.g. gardening, tidy ups, litter picks, bench making, etc (please tick)

1 (14.3%) Not done any

2 (28.6%) Weekly

0 (0.0%) Monthly

4 (57.1%) Quarterly

15. Do you feel that your group can influence decisions relating to the area you are friends of?

6 (85.7%) Yes

0 (0.0%) No

1 (14.3%) Not sure

Comments

We are disappointed at the lapse of the regular Friends Groups Liaison meetings organised and hosted by CBC. These provided the opportunity for the representatives of various friends groups to meet each other and share information and best practice while at the same time affording CBC the opportunity to provide advice, guidance and support.

The group was formed in 2005 and through the years we have maintained good support from Chesterfield Borough Council. We are happy to meet with any new group wanting to try the same scheme, to give advice, (although due to the lack of time and our ages we are unable to give practical help).

We try!

Will expand at meeting.

This has been possible up to a point as we are aware that the Council is operating within a limited budget.

Park Life

Winter 2016/2017

The newsletter about Conservation Groups and Friends Groups in the district of Mansfield

Wolves return to Mansfield Woodhouse

ON the High Street in Mansfield Woodhouse is a cottage called Wolf Hunt House and it is reputed that long ago the man who lived there had the job of keeping the area free from wolves.

The wolves are back in Mansfield Woodhouse again. This time though they are part of a new community artwork on the Millennium Green. Created by Nottingham based carver Mark Manders, the sculpture was carved out of an old ash tree that was felled in 2014.

Carving

Children from the Bramble and Manor Academies attended a workshop where they heard about the natural history of the Green. After this session the children submitted suggestions for the design of the carving and Mark interpreted these to produce the finished work.

The carving was commissioned by the Mansfield Woodhouse Millennium Green Trust and funded by a grant from the SUEZ Communities Trust; an ethical



funding organisation dedicated to making lasting improvements to the natural environment and community life.

It's a big year for volunteers

2016 has been a busy time for Friends Groups across the district.

Thanks to the support of Friends Groups a large number of conservation projects have been completed in Mansfield's open spaces and nature reserves.

The year saw a wide range of activities from litter picks, bulb planting, the creation of orchards and wildflower meadows and development of wildlife habitats.

Volunteers donated thousands of hours of their time to help out and together they've made a huge difference.



• The opening of the picnic site at Quarry Lane Nature Reserve was just one of the many successful projects in 2016.

For further details about how to get involved in future projects, please email mansfielddistrictcouncil@mansfield.gov.uk or sandopenspaces@mansfield.gov.uk.



Mansfield
District Council

Fisher Lane Park project blossoms

EARLIER in the year the wildflower meadow on the Fisher Lane Park was extended and has flowered profusely.

The park's trees, funded by Greenwood and Mansfield District Council, have flourished. Apart from the American sweet-gum tree, which has not survived, the oaks, beeches, a swamp cypress, a walnut tree, a ginkgo biloba and a tulip tree are all looking healthy. They have been providing an autumnal display of vibrant colours over the last few weeks. It is hoped to plant a rowan in the near future to replace the sweet-gum tree.

Friends Award

The Friends of Fisher Lane Park were very pleased to receive the Friends Award at the recent Mansfield District Council ceremony that recognised the work carried out at their litter pick on the Timberland Trail and the park during a very wet Clean up Mansfield Day.

Meanwhile, the Rock House project continues to move forward. An update will be included in the next issue of Park Life.

• **The wildflower meadow is pictured above in all its glory during the summer. Pictured to the right are members of the group receiving an award on behalf of the group.**



Busy season for Forest Road Friends

THE wildflower meadow at Forest Road Park, funded by Veolia and supported by Mansfield District Council and King Edwards School, bloomed for the first time this year.

The park's Friends Group bought mulch mats for the 160 tree fruit Community Orchard and additional mowing by Mansfield District Council enhanced the orchard which is now in its third year.

Cricket ground

Meanwhile, 75 broad leaf trees, sponsored by OVO were planted on the park by the Friends Group and new bins and benches have been placed on the Cricket Ground to improve it for park users.

The park has seen the addition of new round goal posts, provided by Mansfield District Council, and the pitches are to be replaced.

There will also be repairs in the original goal-mouths to spruce up the area.

In the meantime, a large area of brambles has been felled in the park to provide additional amenity space.

Fields

An application has been made for Fields in Trust status and The Friends Group has responded to relevant sections of Mansfield District Council Local Plan Consultation.

Recently the Greenwood Trust carried out a survey of the park and an application has been made for two or three additional native broad leaf trees.

The Friends Group continue to be busy and over the coming months the group's volunteers will carry on supporting the park through regular litter picking activities and will continue to replenish the bird



Pupils from Sutton Road Primary School and members of the Maun Conservation Group celebrate the launch of the picnic site at Mansfield's Quarry Lane Local Nature Reserve.

Life's a picnic at Quarry Lane Reserve

MEMBERS of the Maun Conservation Group were pleased to be awarded Green Flag status for the Quarry Lane Local Nature Reserve.

It followed much work and improvements to the site, including the creation of a picnic area which is now accessible to the whole community thanks to the recent construction of a path and steps leading down to the green space alongside the River Maun near the Field Mill Pond.

The new picnic site was funded by the Veolia Environmental Trust and was officially opened in September by the Mayor of Mansfield, Kate Allsop.



Children from Sutton Road Primary School joined the Conservation Group, Cllr Kevin Brown, Environment Agency and Keep Britain Tidy representatives, Notts County Council Greenwood Team and volunteers at the launch.



• The wildflower meadow at Forest Road Park bloomed for the first time this summer

Hat trick for Mansfield

Mansfield topped the best city category for the third time in the East Midlands in Bloom awards.

The district also received a high scoring silver gilt medal and a special Judges' Award for improvements made to the River Maun conservation area and the environmental education and involvement of children.

Judges

The judges said they were impressed with the tour of the district which demonstrated the landscape and character of Mansfield with its many open spaces, allotments, schools and town centre. The teamwork between community groups, schools and the council played a part in its success.

Yeoman Hill group have pride in park

THE last few months have been a busy time for the Friends of Yeoman Hill Park, who were pleased to receive the 'Love Where You Live' award at the Chad Pride celebrations.

The group also took part in the 'Whistle for the Somme' commemoration and joined the seven local schools that marked the centenary of the battle with a ceremony by the park's poppy bed.

Over the summer, the Friends assisted with two Xplorer sessions and also introduced working parties after their monthly meetings. They are getting set to run a fundraising stall at the Christmas Event and look forward to another good year ahead.

Now that Mansfield District Council has drawn up plans for a replacement pavilion in the park, the group is seeking a grant to cover the cost of a new facility which will be used by all parts of the community. It's hoped that 2017 will be another good year for the park and the Friends.



The poppy bed in Yeoman Hill Park.

Call for new members!



THERE are many Friends Groups across the district, who are made up of volunteers who work with Mansfield District Council's parks team to improve and maintain their local green spaces.

Volunteers are involved in a range of activities from litter picking, bulb and tree planting to fundraising, organising fun days and events.

Outdoors

Most of the groups work closely with schools and play an important part in encouraging children and young people to take an active interest in horticulture and conservation.

If you are interested in becoming a member of a Friends Group, please get in touch with our parks team by calling 01623 463463. It's a great way to make new friends, support your local community and enjoy the great outdoors.

For more details please check out the council website on www.mansfield.gov.uk/parks.

For more information about Mansfield's parks and open spaces contact:
Mansfield District Council, Hermitage Lane, Maunside, Mansfield NG18 5GU
Tel: 01623 463463 www.mansfield.gov.uk/parks

Information Pack 1

Starting a New Community Group

Worksheet 1 Getting Started

Why form a group?

Start by listing the reasons you want to form a group. This should be a list of all the activities or things you would like to achieve and can be done as part of your first meeting. This list will help you to agree your aims ready for forming your group and developing your Constitution (see **Worksheet 3**).

Be specific about what you want to achieve, but do not go into details about how you will achieve them yet. Examples are; liaising with the Council, raising awareness, involving local people, fundraising, bringing in resources, volunteering time to improve an area, etc.

As well as helping you to think about your aims, developing a list of activities will also help you to decide if forming a new group is the best option to achieve what you want to do.

- **We would like to achieve**

Questions to ask

There are a number of questions it's useful to ask yourself before forming a new group.

1. Is there any public interest?

Many groups start off very small, as sometimes it is difficult to attract people to get involved. However, it is still important to talk to other local people to see if they are interested in your ideas, even if they do not want to be actively involved. This can be done formally through your first meeting, but it can also be done informally just by speaking to people in the area.

- **We will gauge public interest through**

2. Is there already a group with a similar aim?

It is important to talk to other groups in the area as they may have already thought of similar ideas and be working towards achieving them. Where there is a group working towards similar aims it may be better to join in with them rather than set up a new group.

- **Other groups we should approach are**

3. Is a group the best way to achieve your aim?

Look at your list and decide if forming a group is really the best way to achieve your ideas. Are there more appropriate ways to achieve your aim? For example, if your idea is to bring a specific problem to the attention of the appropriate authority, could this be more easily done in a personal capacity?

- **Are there other ways we can achieve our ideas?**

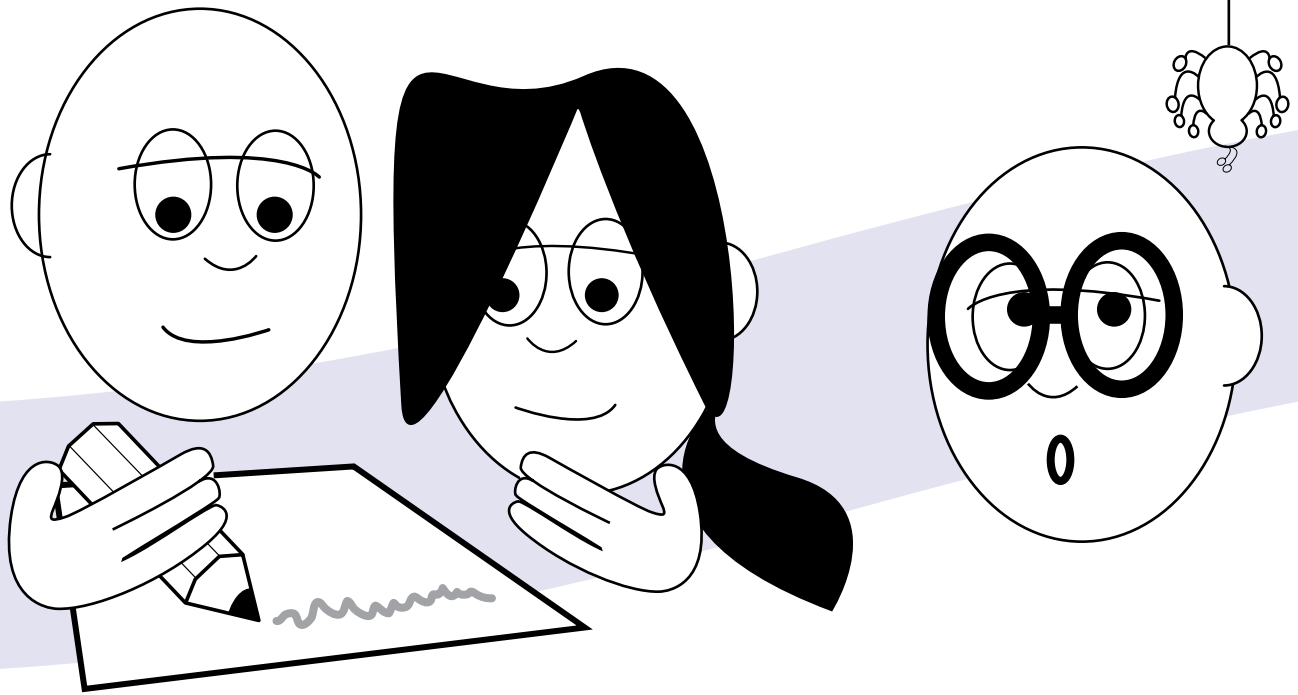
How do we go about forming our group?

There are essentially four steps to formally setting up your group - the relevant worksheets in this pack are included under each heading:

Step 1: Hold a public meeting

To gauge interest and see what support there is for your ideas amongst the local community. See **Worksheet 2** for advice on how to go about holding your first meetings.





Step 2: Draw up a list of what you would like to achieve

At your first meeting try to come up with a list of ideas that your group would like to achieve. Try to involve as many people as possible in this, recording all ideas suggested without getting bogged down in the details - action planning will come later!

Step 3: Agree your aims and draw up a Constitution

Follow the guidance in **Worksheet 3** to decide what your group's aim will be and how you will work together to achieve it. This is a really important step in forming your group and it is worth spending some time on.

Step 4: Nominate and agree your Management Committee

It is a requirement of being formally constituted as a group that you have an elected Management Committee. When drawing up your Constitution you will have agreed how many people can be on your Management Committee. All groups must have at least a Chairperson, Secretary and Treasurer - see **Worksheets 4** through to **8** for more information.

Why do we need a Constitution?

Your Constitution, once it has been agreed, is essential for outlining your group's aim and providing the ground rules of how your group will work together to achieve your aim. The Constitution is a legal document and establishes the legal status of your group. It is important that any changes to your Constitution are carried out and recorded correctly and that your group always follows the procedures as outlined in it. Potential funders and any other organisations that you work in partnership with may ask for copies of your Constitution so keep it up to date and have copies available.

Why is the Management Committee important?

An effective Management Committee is essential to the success of your group, it is responsible for managing the running of your group and for any decisions or actions that your group takes. You cannot agree your Constitution and formally set up your group without electing a Management Committee. More details on the role of the Management Committee can be found in **Worksheet 4**.

Information Pack 1

Starting a New Community Group

Worksheet 2 Holding Meetings

1. Where and when should we have a meeting?

Think about why you want the meeting and how soon you feel the meeting should be held. Consider your local area and people you want to attend and ask yourself:

- Do we need to hold meetings at particular times to catch a specific audience?
- Will the meeting clash with other events or days of religious significance?
- Is it best to vary the times of meetings?
- Is the building we want to use accessible?
- Would using a particular building exclude any groups?

- **Our meeting will be:**

- **Where?**

- **When?**

2. Who will we invite?

Try to involve as many people as possible from your local community and local groups. You may want to invite others who have a local influence e.g. Councillors, appropriate Council Officers, Community Safety Officers, local Police Officers, etc

- **We will invite**

3. How will we let people know?

Look at how you will get people to come along to the meeting. You could advertise through posters, flyers, local newsletters or send out personal invites. You could also visit groups and organisations in the area, combine the



meeting with a small activity to draw people in or visit other local events in the area to let people know about your group and activities. Try to be creative with your publicity to reach as many people as possible.

- **We will involve others by**

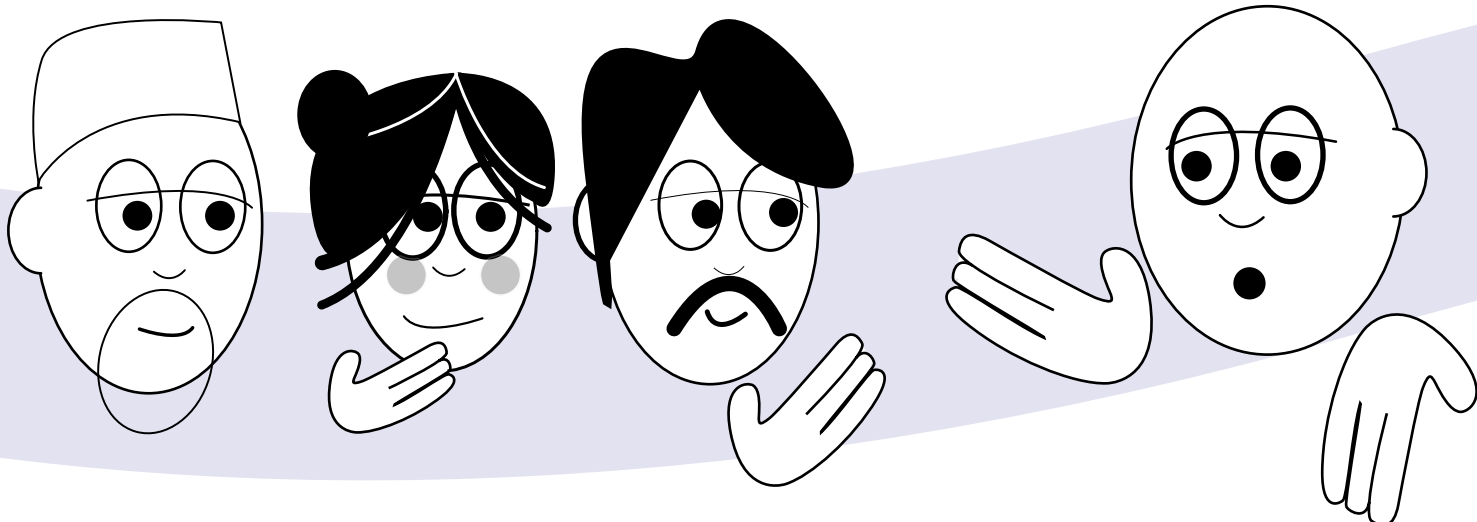
4. How will we run the meeting?

If you do not already have a Chair and a Secretary then you need to nominate people to take on these roles for the meeting. If no-one feels confident in managing these roles, approach your Local Councillors or appropriate Council Officers to see if they can assist.

- **The meeting will be chaired by**

- **Minutes will be taken by**





5. How will we keep people updated?

Decide how you will distribute your minutes; can they be posted or emailed? Record who was at the meeting and ask people to provide contact details so you can send minutes and details of future meetings/events.

- **We will distribute the minutes by**

Top ten tips for a successful meeting

The Chairperson should:

1. **Before the meeting** - Circulate an agenda with start and finish times and ensure that participants are provided with enough information for decision-making.
2. **Open the meeting** - The Chair if your group has one, or a person nominated to act as Chair, should open the meeting by highlighting the agenda and objectives.
3. **During the meeting** - The Chair should invite participation and eliminate any issues that are not on the agenda or that can be resolved elsewhere. The Chair should stick to the agenda and ensure each item is covered in full, allowing participants enough time to comment, whilst keeping to the agreed timescale. Items should only be carried over to a following meeting if there is not enough time or information to agree. Avoid letting the meeting over-run to allow participants who may have other commitments a full opportunity to engage in all the agenda items.

4. **Conclude the meeting** - The Chair should summarise the highlights of the meeting, identify action points and assign them with timetables for completion, then set the date and venue for the next meeting.

5. **After the meeting** - The Secretary (or a person nominated to act as Secretary) should provide written minutes to all participants. The minutes should highlight the main areas of discussion, action points and who will follow up the action points with appropriate timetables and the date and venue of the next meeting.

The people attending the meeting should agree to:

6. Listen actively and refrain from interrupting other speakers. Allow other participants and speakers time to answer any questions.
7. Be prepared to contribute to the meeting but avoid raising issues that are not on the agenda unless under any other business (AOB).
8. Issues that are not on the agenda but require further discussion should be proposed for the agenda of a follow up meeting.
9. This is your opportunity to get involved and have your say - it is not appropriate to raise items of concern outside of the meeting.
10. Be aware that issues cannot always be resolved by the end of a meeting and that follow up meetings may be required.

Information Pack 1

Starting a New Community Group

Worksheet 3 Agreeing Your Aim & Developing A Constitution

This is a step by step guide to agreeing your group's aim and developing a Constitution. A Constitution is a governing document which will outline exactly what your group plans to do (your aim) and how you will work together to achieve this. By working through the 10 steps below at your first meeting you will be well on your way to developing your Constitution.

1. Name of your group

Try to ensure it is unique and that it reflects what you are about - keep it short and simple!

- **Our name is**

2. Aim

What is your group's fundamental reason for forming? Keep it as broad as possible to allow flexibility as your priorities or needs change. This is usually only one or two sentences stating your aim e.g. 'To improve/protect/support the area known as....'.

- **Our aim is**

3. Objectives

This gives a bit more detail about how your group will achieve your aim but keep it really general to allow flexibility for your group to develop in future. Your objectives may include things like fundraising, promotion, conservation, involving local people, etc.

- **Our objectives are**

4. Powers

What powers will your group have? Be clear about what you want your group to be able to do and not do. A 'catch all' that states your group can 'take any action that is lawful, which will help us to fulfil our aims' is a good idea.

- **Our powers are**

5. Membership

Who can be a member of your group and how will they join? Keep membership as broad as possible and do not exclude any groups within your community (funders will want see that you involve the whole of your community).

- **Our membership is open to**
- **People can become members by**
- **Members can resign or be removed by**

6. Management Committee

Agree nominations for your Management Committee. Agree a maximum number of committee members but keep it manageable - 15 is often a good maximum. You might decide to have deputy (vice) officers for key roles such as Chair, etc. How will you elect your Management Committee, for example will it be an annual vote at your annual general meeting (AGM)? Can new members be co-opted between AGMs?

- **Maximum number of Management Committee members**



- **Nominations for our Management Committee are ...**
- **Chair**
- **Treasurer**
- **Secretary**
- **Others**
- **We will appoint members to the Management Committee by ...**

7. Meetings

Where will you meet and how often? Agree the minimum number of meetings you need in a year. What is the minimum number of people needed for a meeting to take place? How will you agree decisions? Will it be a majority vote? If the vote is tied, will the person chairing the meeting have a second vote?

- **Our meetings will be ...**
- **Where?**
- **When (how frequently)?**
- **Who?**
- **How many people we need (quorum number)?**
- **We will agree decisions by**

8. Money

If your project requires finance, you will need to have a bank account in the name of your group with at least two signatories (but not more than three) - one of which will be your Treasurer.

- **Our bank account signatories are**

9. Date of your first Annual General Meeting (AGM)

This will be the date that you agree your Constitution and elect your Management Committee (by formal voting). You need to hold annual AGMs within 12-15 month intervals of this date. Decide on the minimum number of people (quorum) needed for an AGM.

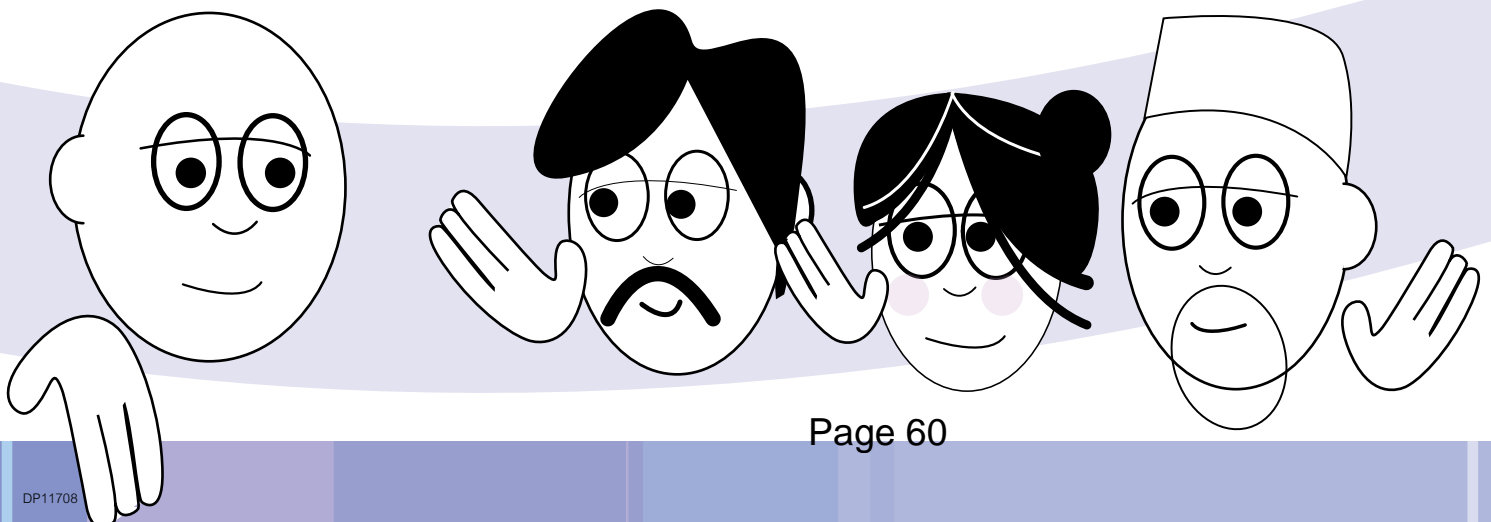
- **Our first AGM is**
- **Quorum no. (Management Committee)**
- **Quorum no. (members of the public)**

10. Changing your Constitution or closing your group

Agree at the outset on how you will change your Constitution if required, or how you will close your group when the time is right. For example will it be by a majority vote? Who will be able to vote? Will it be at an AGM/ Extraordinary General Meeting (EGM)?

- **We will change our Constitution by**
- **We will close our group by**

If you have been able to discuss and reach an agreement in all of the above 10 areas it will now be a simple process to draw up your group's Constitution. Nominate one or two people from your proposed Management Committee to go away and develop your Constitution ready for your first AGM - you can find a sample Constitution to use as a template for the wording/ layout in this pack.



Information Pack 1

Starting a New Community Group

Worksheet 4 Management Committee Roles & Responsibilities

Do we need a Management Committee?

Groups following the guidance in this pack will be constituted as an unincorporated organisation and for most groups this is fine for their activities. However, if your group intends to own land or buildings, employ people or enter into other contractual arrangements then a different organisational structure may be more appropriate and you should speak to us or contact a local support organisation for advice (such as Voluntary Action Sheffield).

What officer roles do we need?

All Management Committees must have a named Chair, Secretary and Treasurer and you can find more guidance on these roles in **Worksheets 6, 7 and 8**. As well as the above three officers there can be a number of other members on the committee - it is good to encourage more members however, you will have stated a maximum number in your Constitution and you need to stick to this to ensure your group remains manageable. You can give all of the additional committee members agreed roles, such as publicity officer, website officer, fundraising officer, etc or they can be general committee members.

Agreeing a Management Committee

All Management Committee members should be nominated by your group members and then agreed through a majority vote at a general (members) meeting. This is done at the same time as the adoption of your Constitution, which is signed by all of the

Management Committee. This will be your groups first Annual General Meeting (AGM)!

• **Nominations for our Management Committee are:**

- **Name**
- **Role (if any)**

The role of the Management Committee

The role and responsibilities of the Management Committee will include:

- Meeting regularly
- Working as a team to make decisions
- Having an overview of the group's activities
- Ensuring activities contribute towards your aim (as stated in your Constitution)
- Ensuring all activities are legal
- Getting appropriate permissions where required
- Ensuring members are involved and informed
- Consulting with members of the group
- Encouraging and enthusing members
- Managing finances and setting budgets
- Agreeing a fundraising strategy and raising funds
- Making sure the organisation is appropriately insured
- Developing any policies or procedures as appropriate
- Monitoring and evaluating group activities and performance
- Managing volunteers (if appropriate).



Information Pack 1

Starting a New Community Group

Worksheet 5 First Steps

Once you have agreed your Constitution and the Management Committee, your group is up and running. Your Management Committee will need to start looking at the next steps, some are listed below and **Worksheets 9 & 10** also have some, including acquiring insurance and action planning.

1. Identifying & contacting partners

It is almost certain that you will need to involve other partners in order to achieve your group's aim. If you are working on a green space based project then you will need to establish land ownership at an early stage and involve the land owner at all times.

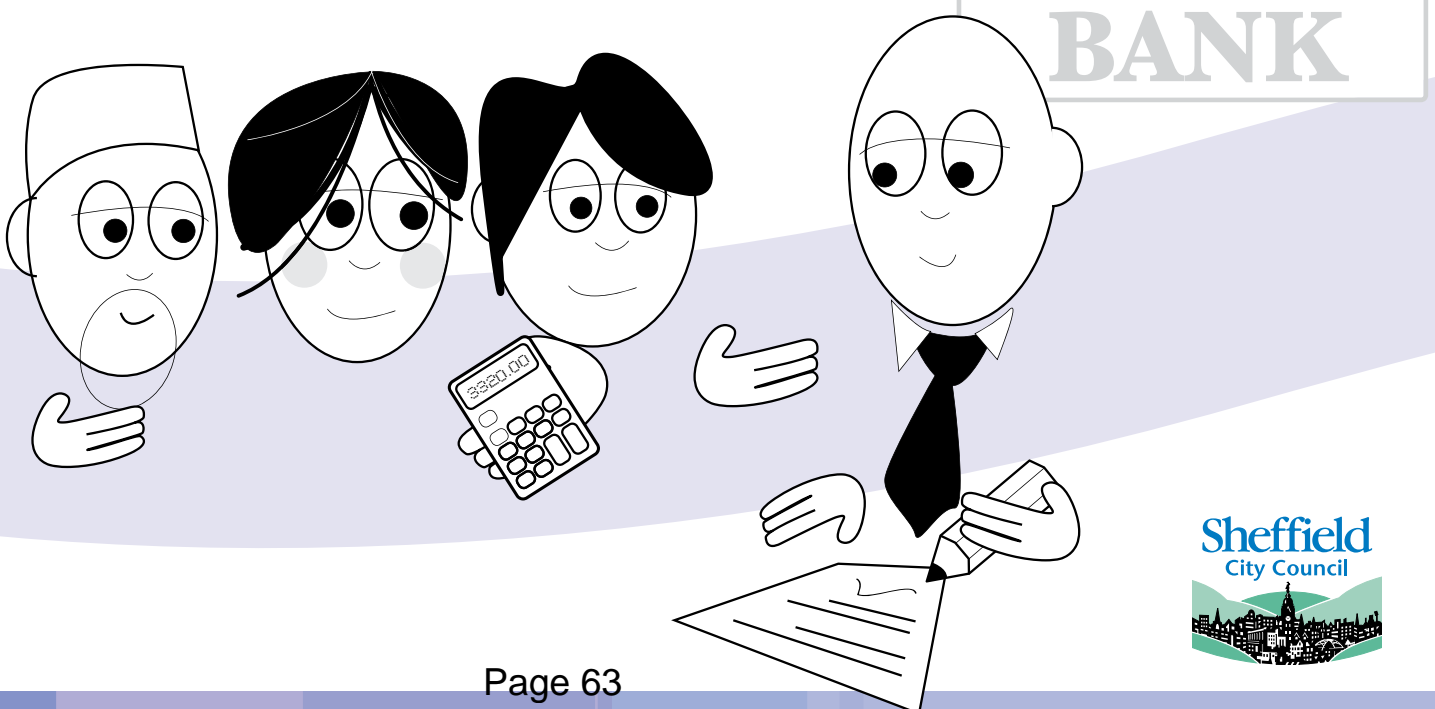
If you think the green space you are interested in is managed or owned by the Parks and Countryside Service at Sheffield City Council then please contact us. We will need to work with you and, where necessary, give you the appropriate approval or permission for you to carry out your group's activities on the green space.

Agree who will contact your partners as soon as your group has decided to form (or even before) and invite all partners to future meetings to discuss your ideas. All partners will need to be on-board before you start any action planning as you may need approval/ agreement for some of your proposed activities.

- **Our partners are:**
- **The land owner/manager is:**
- **Who will contact partners:**

2. Opening a bank account

If your group is to manage any finances, either through fundraising or collecting subscriptions for example, then you must open a bank account. It is worth approaching a number of banks to see what they offer and the account must be suitable for a community group. Please see **Worksheet 8** for details on managing your group's money.



- **Who will approach banks for details?**
- **Which banks will we approach?**
- **When will we approach them?**

3. Start up costs

Most group's will have costs associated with their activities, such as room hire, printing, insurance, etc. It is important that you work out what your costs will be and secure funding to cover them. For some groups (for example with allotment societies) it may be appropriate to ask for subscriptions from your membership to cover basic costs.

Other groups will need to look for funding from other organisations to help with these

costs. If you are looking for funding to help with start up costs you may need to approach smaller local funders for the best chance of success. South Yorkshire Funding Advice Bureau (SYFAB) can help you find details of appropriate funders and the Community Partnership Team can also supply you with some ideas of who to contact.

- **What are our start up costs?**
- **Do we want subscriptions?**
- **If so, how much per year?**
- **Will we approach funders?**
- **If so, who will we approach?**

Information Pack 1

Starting a New Community Group

Worksheet 6 Information For The Chairperson

What does the Chairperson do?

- Facilitate (chair) meetings
- Create agendas (see overleaf)
- Have an overview of your group's activities
- Take a lead role in organising your group and its activities
- Monitor the progress of your group towards your aim
- Represent your group
- Write an annual report on your group's activities and achievements
- May also have a casting/deciding vote in situations of disagreement.

What are my skills?

The Chairperson may need certain skills in order to carry out the role effectively. Some examples of key skills are given below but don't worry if you don't have all of them, you will learn new skills as you go along!

- Confidence in public speaking
- Ability to direct or lead others
- Ability to stick to an agenda and timescales - and to lead others in doing so
- Ability to create a supportive environment, to enable others to participate
- A willingness to explain information simply
- Good listening skills
- Fairness and patience
- Objectivity
- Ability to be decisive when required
- Negotiation and conflict resolution skills
- Presentation Skills

My skills are:

- **Skills I may need to develop include**

Where can we find support for the role?

If you are taking on the role of Chairperson then there is plenty of help and support available to you. In **Worksheet 2** we provide guidance on organising and managing meetings and overleaf we provide some information on creating agendas. There is training widely available through a number of local voluntary sector organisations or you can contact us for more support.

- **Support for the Chairperson role will be through**

Vice Chairperson

If your Chairperson needs more support you could also consider electing a Vice Chair to share some of the responsibility. A Vice Chair is also a good idea for occasions when the Chairperson may not be available.

Creating an agenda

An agenda is circulated prior to a meeting to let people know what is going to be discussed. It is also used as a prompt during meetings and allows the Chairperson to manage the meeting effectively. Another important function of the agenda is to structure the meeting and to assist the minute taker in making notes and writing up the minutes.



What do we need to have on our agenda?

See below for an example of a typical agenda that you can use as a guide.

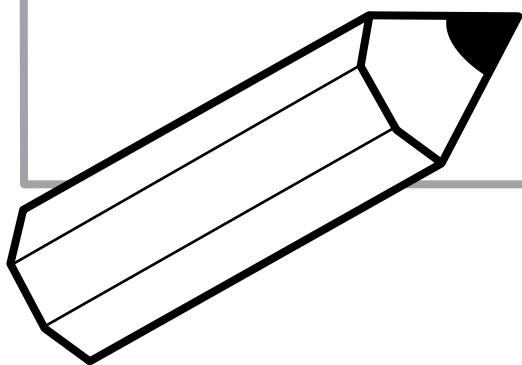
Meeting: Friends of Sheffield's Green Spaces

Venue: Meersbrook Park Offices

Date: 00/00/00

AGENDA

- 1. Introduction and apologies**
- 2. Minutes of the previous meeting (for agreement or amendment)**
- 3. Matters arising (from the previous minutes)**
- 4. Agenda items & topics**
- 5. Reports from Management Committee if appropriate (e.g. Treasurers report)**
- 6. Reports from any sub committees if appropriate (e.g. funding sub group)**
- 7. Any Other Business**
- 8. Date & time of next meeting**
- 9. Proposed agenda items for next meeting**



Working with your agenda

The Chairperson should allocate a specific length of time to each item on the agenda. Where possible it is better to try and reach an agreement within the allotted timescale rather than continually carrying items over to the following meeting. Voting can be a helpful way of resolving any contentious issues.

Any items not on the agenda should only be discussed under any other business (AOB) or added as an agenda item for the next meeting.

It can be really useful to agree agenda items for the following meeting at the end of your meeting - this reassures people that anything they feel has not been discussed will be looked at in a follow up meeting.

Information Pack 1

Starting a New Community Group

Worksheet 7 Information For The Secretary

What does the secretary do?

- Take care of the group's correspondence
- Be a main point of contact
- Deal with all official or important documents
- Keep copies of the group's Constitution and other important documents
- Maintain the group's membership list and ensure members are kept informed
- Organise meetings
- Prepare (with the Chairperson), produce and circulate agendas and other information for meetings
- Take minutes during meetings and circulate them afterwards
- Ensure the group has appropriate and adequate insurance

What are my skills?

As with the Chairperson, the role of Secretary requires certain skills to carry out the role effectively. Some of the key skills you may need are given below but don't worry if you don't have all of them, you will learn new skills as you go along!

- Organisational
- Accuracy
- Ability to keep on top of things (prioritise)
- Writing and form filling
- Information Technology (IT) where appropriate
- **My skills are**
- **Skills I may need to develop include**

Where can we find support for the role?

There is plenty of help and support available to anyone wishing to take on the role of Secretary. Overleaf we provide guidance on writing minutes. In this pack we also provide templates for you to use for your minutes and attendance (a 'sign in sheet'). These can also be downloaded from our website. There is training available through a number of local voluntary sector organisations or you can contact us for more support.

- **Support for the Secretary role will be through**

Vice Secretary

If your Secretary needs more support in the role, your group could also elect a Vice Secretary to share out the responsibility. A Vice Secretary is also a good idea for occasions when the Secretary may not be available.

Taking minutes

Minutes are the official record of matters discussed and the decisions taken at a meeting. It is important that the minutes are as accurate as possible as they are one of the key ways that a group is accountable to its members. The Secretary usually takes the minutes but other members of your group can be allocated this job. Templates are available for you to use for your minutes and can be found on our website.



How can we make sure we record the right information?

Feel free to ask for clarification from your group on any of the points discussed as they arise because it is important the minutes are recorded accurately. It is useful at the end of an agenda item, or at the end of the meeting, for the minute taker to summarise what they have recorded as the key points and action

points. This can avoid future disputes but don't let this result in contentious discussions being held all over again - if agreements can't be reached, this should be recorded and the matter should be deferred as an agenda item for a future meeting.

What should we include in the minutes?

The following should be included in the minutes:

MINUTES

Meeting: Friends of Sheffield's Green Spaces

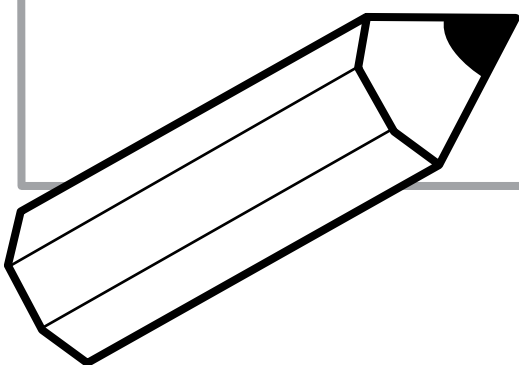
Venue: Meersbrook Park Offices

Date: 00/00/00

Present:

Apologies Given:

- 1. Agreement of previous minutes (where they are not agreed, amendments/ record of disputes should be recorded).**
- 2. In a numbered list, give a summary of each agenda item discussed including:**
 - matters arising and any reports presented**
 - any decisions that were agreed**
 - who has agreed to do what (action points)**
- 3. Date and time of next meeting**
- 4. Proposed agenda items for next meeting**



The minutes do not need to be too detailed and it is not necessary to record what every person has said but do make sure that you

record any key points, decisions agreed, and any subsequent action points.

Information Pack 1

Starting a New Community Group

Worksheet 8 Information For The Treasurer

What does the Treasurer do?

- Have an overview of the group's finances
- Keep accounts up to date
- Keep account information for 7 years
- Check bank statements
- Pay bills & bank income
- Manage petty cash
- Collect and store all receipts
- Ensure group follows correct financial procedures
- Report regularly to group
- Ensure funds are spent in accordance with the group's aim
- Produce end of year accounts & report
- Organise external examination of accounts by an independent auditor

Although it is the Treasurer's responsibility to manage the group's money on a day to day basis, the whole of the Management Committee remain responsible for the group's finances. Any decisions regarding the setting of budgets, fundraising, allocation of money should therefore be agreed through the whole Management Committee.

What are my skills?

As with other Management Committee roles the role of Treasurer does require certain skills to carry out the role more effectively. Some of the skills needed are given below but don't worry if you don't have all of them, you will learn new skills as you go along!

- Accuracy
- Numeracy
- Ability to keep on top of things (prioritise)
- Organisational
- Able to be a signatory for bank account

- **My skills are**
- **Skills I may need to develop include**

Where can we find support for the role?

There is plenty of help and support available to anyone wishing to take on the role of Treasurer. There is some additional guidance on managing money below. We can also provide templates for recording and organising financial information, and these are available to download from our website. There is training widely available for the role of Treasurer through a number of local voluntary sector organisations or you can contact us if you require further support.

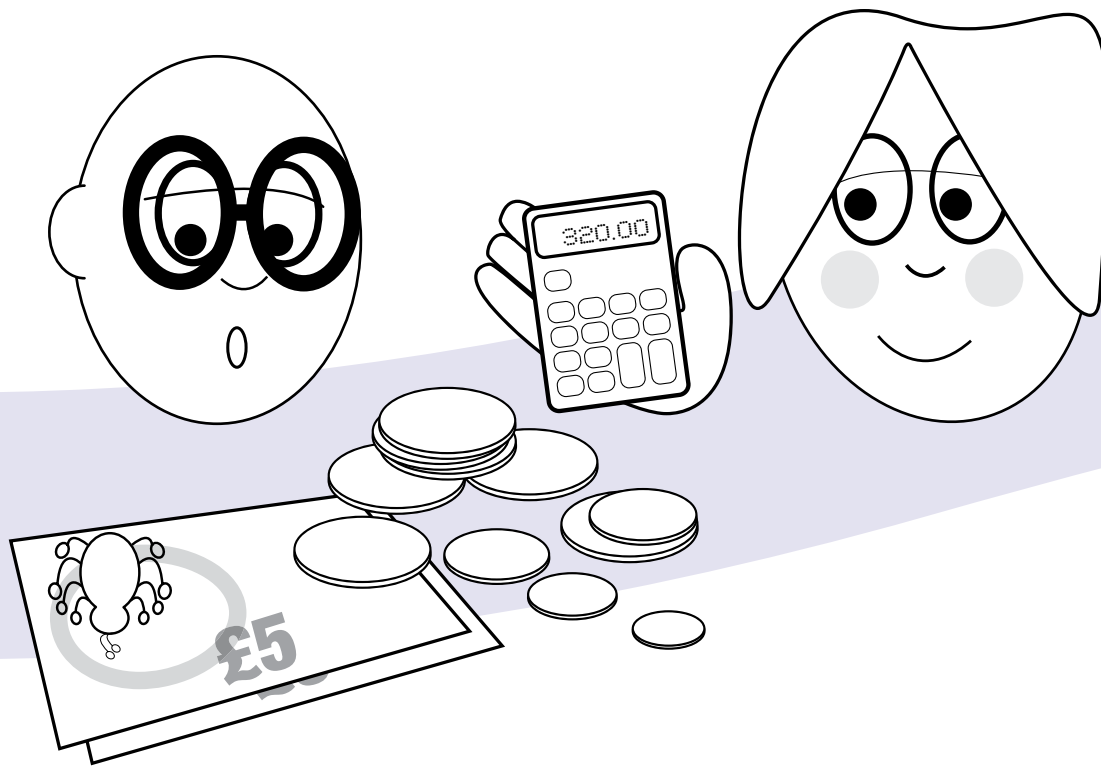
- **Support for the Treasurer role will be through**

Rules about money

The following information has been provided by Voluntary Action Sheffield, who also provide training and support.

- The group's finances are the responsibility of the whole Management Committee, not just the Treasurer!
- There should be a separate bank account in the name of the organisation - money should never be paid into a personal account.
- Cheque books, petty cash and account books should be kept in a secure place.





Cheques

- All cheques should be signed by at least two people (signatories).
- Cheques should not be signed by the person to whom the cheque is payable. Avoid a situation where relatives, spouses or partners sign cheques together.
- When cheques are signed, the person signing should see the appropriate invoice.
- No-one should ever sign blank or partly completed cheques. If possible, payments should be made by cheque rather than cash.
- There should be an agreed limit to the amount that can be signed for by the signatories - larger amounts should be authorised by the Management Committee.
- Get a receipt for any payment, whether cash or cheque.
- Do not pay bills without an invoice. Each bill paid should be filed, with the date and cheque number written on it.

Money received

- All cash and cheques received must be paid into the group's bank account.
- Keep a record of the date and the amount paid in, each time money is banked.
- Give a receipt for any money or cheque received.

- If cash is collected at least two people should be there when the money is counted and they should sign a slip certifying the total amount.

Recording

- Enter all items into the cash book regularly. Make it clear whether payments and receipts are cash or cheques. You could use separate columns.
- Check the bank statement against the cash book entries every time it is received.
- Keep files of all bills and invoices sent out, all receipts, etc. Give them a number, and write that number in the books as well.

Petty cash

- Agree on a maximum figure for the petty cash float. All cash payments should be made from this float, which should be regularly replenished from the bank account.
- No petty cash should be given out without a petty cash voucher being completed. Receipts should be produced where possible. The petty cash voucher should be signed by the person receiving the money and the person authorising payment.
- Petty cash should be handled by only 1 or 2 people from your group.

Information Pack 1

Starting a New Community Group

Worksheet 9 Insurance

Now you are up and running as a group there are a few more steps you will need to take towards getting more active and ultimately working towards your aim.

Insurance

As a group you are responsible for all your member's actions when carrying out activities on behalf of your group. We recommend that you acquire appropriate Public Liability Insurance for your own protection as the Management Committee of your group could be held jointly or personally liable if a claim was made against your group.

Think about your activities

It is important that your insurance cover is appropriate for your activities. Think about what activities you would like to do (look at your list in **Worksheet 1**). Make sure your insurer is fully aware of all the activities you would like to do so they can provide the appropriate cover.

- **What are our activities going to be? (look at worksheet 1 and your Constitution)**

What insurance do we need?

You need Public Liability Insurance. You may also need other types of insurance depending on your group or activities (for example if you have tools you may require insurance against loss, theft or damage). Sheffield City Council require you to have Public Liability Insurance with indemnity of at least £5 million (this may be more if you run high risk activities) before we can approve your activities such as a practical work day. Voluntary Action Sheffield (VAS) have really useful information on insurance and can also provide details

of some insurance companies. You can also do an internet search and look for insurers who offer insurance specifically for small community/voluntary organisations.

- **What types of insurance do we need?**
- **Which insurance companies will we approach for quotes?**
- **Who will approach the companies?**
- **When will we approach them?**

Does Sheffield City Council provide insurance cover?

In most circumstances your group's activities will NOT be covered by Public Liability Insurance provided by Sheffield City Council (SCC). There are a few exceptions to this as listed below. If you are in any doubt as to whether an activity is covered by SCC insurance you must assume it is not or contact us for advice.

Activities that are covered by SCC insurance

- Activities managed, supported and directly supervised by staff (e.g. on a Ranger led work day)
- Meetings in SCC buildings
- Low risk litter picking events provided you have sought prior agreement, received health and safety information and completed an appropriate Risk Assessment

For all other activities it is the responsibility of your Management Committee to ensure that you have the appropriate insurance cover.



Information Pack 1

Starting a New Community Group

Worksheet 10 Action Planning

Action planning involves looking at what you would like to do in more detail. Look at your list of activities from your first meeting (**Worksheet 1**). Vote on the activities to decide which are your priorities to take forward into action planning.

Keep it simple

Start off with just one relatively simple activity (e.g bulb planting or litter picking). If your priority is not something simple see if you can agree another project, which may not be your first priority, but which is something your group could easily manage and achieve.

How to action plan

Once you have identified your activity you need to work through the questions provided below (you may also think of other questions relating specifically to your activity). You will then be able to decide how realistic your activity is and be able to break the activity down into all the steps needed to achieve it - this will form the basis of your action plan. You need to repeat this process for every activity you do.

Working together

Many activities on Parks and Countryside managed green spaces require our approval first. This includes development projects, practical work and events. Make sure that you have contacted us **before** you start action planning to tell us what you would like to do. Some of these activities are subject to Sheffield City Council (SCC) guidelines and approval processes and these need to be built into your action planning. In addition

some development projects also have to meet with SCC local priorities and other criteria, and you should be aware that approval may not always be granted. Council officers will be able to give you more information to help you plan your activity with realistic timescales, outline SCC guidelines and approval processes, and provide you with an indication of whether a particular project idea is likely to be approved.

Starting your action plan

As a group decide on the following questions:

1. What is the activity?
2. Is there a need for this activity?
3. Who will benefit from this activity?
4. Do we need permission?
5. Who do we need to involve?
6. What resources will we need?
7. What is our budget?
8. Where will we secure the money/ resources needed?
9. When will we do the activity?
10. How will we manage the activity?
11. How can we record and demonstrate the success of the activity?

Once you have discussed the above draw up a realistic timetable of all of the steps needed to achieve your activity, using the questions overleaf to help you.



At each step identify:

- 1. Who will be responsible for achieving that step?**
- 2. When can the step be (realistically) achieved by?**
- 3. What resources are required to achieve the step?**
- 4. How will we secure the resources needed for the step?**
- 5. Who else do we need to involve in helping us to achieve the step?**





**MANCHESTER
CITY COUNCIL**

'FRIENDS OF PARK' START UP PACK

Guidance notes for starting a Friends group

August 2013
Community and Cultural Services

Together. We are Manchester

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INTRODUCTION

Manchester City Council supports local communities to take care of and develop their local park or green space by assisting the setting up of friends groups

Friends Groups gives residents the opportunity to take a lead role in the development, care and ownership of key community assets.

This advice pack has been put together to help you set up your own group to work along side the City Council.

Being a “friend” is an excellent way of providing facilities, events and activities for your local community, although this is sometimes hard work the rewards are more than worth the effort.

This pack explains the basic stages of starting up a group, organising your first AGM, suggests sources of funding which may be of use, and finally a list of useful contacts.

If you do feel you need any help or would like to ask any questions please contact us,

Contact the team directly using the feedback form or alternatively, you can contact us: - using the details below.

Telephone: 0161 234 5000

Email: contact@manchester.gov.uk

Post:

Manchester City Council
Town Hall
Albert Square
MANCHESTER
M60 2LA

STARTING A GROUP

If you are thinking of setting up a friends group, as a first step find out if there is a group already set up (see link below), if there isn't a existing group then the council will be able to support you in setting up your group and may be able to help with resources such as meeting rooms.

To help you decide if setting up a group is for you this simple guide takes you through the basic steps you need to take:

Setting up a "friends of" group takes four stages. Perhaps the most difficult stage is the first which consists of finding like minded individuals who want to become involved in a voluntary group. Stages 2 and 3 that follow should be carried out at the first AGM (Annual General Meeting) of the group. Finally stage 4 should be completed after the first AGM.

(http://www.manchester.gov.uk/info/200101/voluntary_organisations/872/friends_of_the_park/2)

Stage 1

This can seem like the most difficult and daunting stage to tackle, don't panic!

Most groups tend to advertise an informal gathering where interested parties can get a feel for what the group aims to do.

The main aim of this stage is to gather as much interest in your potential group as possible, a Neighbourhood officer will be able to support you to advertise your meeting, the Neighbourhood Officer will also be able to advise you on suitable venues, and give you access to park buildings or Library meeting rooms.

Your group will generally find that there are many people in the local community who have an opinion about the park or open space in question. Part of the work of a "friends of" group is to take on these views and opinions and work together with the City Council to make this happen.

- **To be carried out at the first AGM ***

Stage 2

The second stage consists of choosing a constitution. (We have a model)

A constitution basically explains how your group will be managed, from the aims and objectives of the group through to how meetings are to be run. The constitution of your group does not have to be complicated but it should reflect how you wish your group to be managed.

Your group does not have to start from scratch when deciding on a constitution; parts of other groups' constitutions can be used.

Your group will probably have a copy of a constitution they wish to adopt, however the group need to formally adopt it at the AGM, to adopt the constitution the group have to agree upon it and the committee have to sign it.

- **To be carried out after the first AGM ***

Stage 3

The third stage consists of electing a committee, depending on the constitution you have adopted will depend on the criteria included for your committee. A committee should consist of a chairperson, treasurer, secretary and at least 5 other members. The 5 other members do not have to take up a specific role, however other groups have chosen to elect vice positions, such as vice chairperson, vice treasurer and vice secretary.

Anyone can elect another member to a position; however it must be decided by vote who takes a position.

It is possible for individuals to act as chairperson and secretary whilst organising the first AGM, but they must give up their position when the committee are to be elected.

Stage 4

The fourth stage is to set up a bank account. Any account set up for the group should be set up in the name of the group with at least 2 signatories for the account. The signatories must be members of the committee, usually the chairperson and the treasurer and should not be directly related (partners, sister/brothers).

It is a good idea to have 3 signatories on the account; therefore if one member of the committee is unavailable, another can sign in their place. An account with a chequebook is essential for easy access to the group's funds.

After these stages are complete you will be a fully a constituted group with a committee and a bank account, the next stage is to start working towards yours groups aims and objectives.

You can get advice on choosing a bank and applying for an account from:

M.A.C.C - <http://www.macc.org.uk/>

Macc is the voluntary and community sector support organisation for the city of Manchester

SETTING UP YOUR FIRST AGM

Setting up your first AGM can seem quite complicated if you have never done anything similar before. Below are some guidelines that should remind you of the small things that it is so easy to forget.

Where should we hold the meeting?

The meeting should be organised in a facility that is local to your park or open space, and as open and accessible to as many community members as possible. Remember that there will be a range of people attending your meeting including older age people, parents of young children and possibly wheel chair users. Facilities such as Libraries schools, churches and community rooms are commonly used as meeting places as they usually offer toilets, tea making equipment, parking and easy access to the building. If your local park or open space has a building speak to your Delivery Officer about using this facility or use of your local library.

When should we hold the meeting?

Give yourself at least 3 weeks to organise your first AGM, this will give interested people the chance to make arrangements so that they can attend your meeting. Your meeting should be organised at a time when most people in the community are able to attend, late afternoon/early evening meetings are good because they allow community members who work to attend the meetings. Following meetings can be held at whatever times suit the majority of your group best.

Who should we invite?

As a community group you need to involve as many people as possible, therefore your meeting should be advertised as much as possible. Word of mouth is the best form of advertising; however posters and leaflets are also beneficial if they are put in the right place. Libraries Schools, shops, clubs and the park itself are great places to put advertising for your meeting. Some groups also choose to invite their local councillors; the council will be able to put support putting posters in park notice board and in local libraries.

What do we need to do?

All meetings held by your group should have an agenda (what is to be included in the meeting) and all meetings should be minuted. Minutes do not have to be a complete copy of everything that is said in the meeting, they should reflect the major themes which are discussed in the meetings with any action points marked against a name. Minutes should also record the names of the people who have attended and any apologies sent for the meeting.

Sample agendas and minutes are included within this pack.

APPLYING FOR FUNDING

When applying for funding it is really important that the funding body you apply to is willing to give funds for projects similar to yours. For example, it would not be advisable to apply for an environment grant if you wanted to set up a sports project. By reading through the information provided with the application you will be able to work out what the funder is willing to give money for.

To help fill in your application please bear the following points in mind:

- 1.** Photocopy the application first; you can fill the photocopy in without worrying about any mistakes.
- 2.** Don't be too extravagant with your first bid; it is better to apply for smaller amounts of money when you first begin. Funders like to see experience of dealing with money and projects before they offer you a large sum of money.
- 3.** Make a list of the funding body's aims and objectives and make statements about how your project will reach these aims and objectives.
- 4.** Funders like projects which meet the needs of local people, if you have completed a piece of consultation that shows that your project will meet these needs try to refer to it in the application.
- 5.** Funders also like to fund projects which include more than one group or organisation, refer to the fact that you work in partnership with Manchester City Council and any other groups or organisations such as GMP.
- 6.** Before filling out the application make sure that you have a full project proposal that covers how the project will be managed. Funders like to give money to groups who are well organised and would be ready to start the project as soon as the money is available.
- 7.** Try not to ramble, include everything that you feel you need to write but write it in the shortest way possible.
- 8.** Make sure you include any match funding you have received. Equipment, facilities or staff given in kind can be classed as match funding, speak to your Delivery Officer to get a cost for these items.
- 9.** Make a checklist of any extra information other than the application form that needs to be returned to the funder, such as a constitution or financial records. Tick each item as you put it in the envelope.
- 10.** If you are not successful with your first bid, don't give up, try and try again! Some funders will give you an explanation of why you were not successful if you request it in writing.

11. Try to get a copy of a successful application for that funder, this will show you what kind of things the funders are looking for. Many friends groups apply to the same funders so another “friends of” group may be able to offer you some help.

12. Finally, remember that the Delivery Officer team are always available to offer help and support to your group.

Funding Sources

There are many sources of funding which your group will be able to apply for.

NB. Some of these will be out-of date by the time you read this as funding streams change constantly. For current sources of funding, please check with your council.

Below are some of the grants sources that are commonly used by “Friends of” groups.

Awards for All – This is a lottery based grants scheme that is aimed at local communities. They award grants of between £500 and £5,000 in a simple and straightforward way. They can fund projects that enable people to take part in art, sport, heritage and community activities, as well as projects that promote education, the environment and health in the local community. For more information or an application form, contact 0845 600 2040 or <http://www.awardsforall.org.uk/>.

CAS:H Grants -This is a grant scheme organised by Manchester City Council aimed at making areas cleaner and safer. They award grants of various sizes throughout the year for community led initiatives that result in a cleaner, greener and safer environment. For more information or an application form please contact – contact@manchester.gov.uk

Forever Manchester - Forever Manchester runs a number of grant programmes, and they may also be able offer advice on bank accounts.
<http://forevermanchester.com/apply-for-funding/>

The Manchester Airport Community Trust Fund - A registered charity and was established to promote, enhance, improve and protect both the natural and built environment in our local community. The Trustees award grants of a maximum of £3,000.
<http://www.manchesterairport.co.uk/manweb.nsf/Content/CommunityTrustFund>.

CONTACTS

Below are a number of voluntary sector agencies who provide information and support to new groups. Please find them listed below.

Manchester Community Central – Manchester Community Central is a project which is managed by Macc. Macc is the voluntary and community sector support organisation for the city of Manchester. Macc aims to improve the health and social welfare of the people of Manchester by working with voluntary and community sector organisations.

<http://www.manchestercommunitycentral.org/about-us>

GreenSpace - Working towards achieving a network of easily accessible, safe, attractive and welcoming parks, gardens and green spaces which meet the needs of everyone and which contribute to the economic, social and environmental well-being of people and places, now and for future generations. <http://www.green-space.org.uk/>

Greater Manchester Voluntary Sector Support - GMVSS is a partnership of local support organisations in Greater Manchester. Individually and collectively they provide support to help the voluntary and community sector. <http://www.gmvss.net/>

SAMPLE AGENDA

An agenda does not have to be complicated. It should simply reflect what the group wish to cover in the meeting.

The agenda below is an example of how an agenda could be set out and what it could contain. It is completely fictional and is not linked to any "friends of" group.

<p style="text-align: center;">AGENDA</p> <p style="text-align: center;">FRIENDS OF FRIENDLY PLACE PARK MEETING</p> <p style="text-align: center;">20TH OCTOBER 2013, 6.30PM</p> <p>Venue: CROWCROFT PARK BOWLING PAVILION</p> <ol style="list-style-type: none">1. Welcome, introductions and apologies.2. Progress since last meeting3. Consultation4. Funding applied for5. A.O.B. (any other business)6. Date and time of next meeting7. Close

An agenda for an AGM would be slightly different because it would have to include a financial report for the year and election of the committee, it could also include guest speakers and a progress report from the committee

SAMPLE MINUTES

MINUTES OF MEETING

FRIENDS OF FRIENDLY PLACE PARK MEETING 20TH OCTOBER 2013, 6.30PM

Venue: CROWCROFT PARK BOWLING PAVILION

1. Welcome, introductions and apologies.

Name	Community member i.e. Friend of Park
Name	Community member i.e. Friend of Park
Name	Community member i.e. Friend of Park
Name	Community member i.e. Friend of Park
Name	Community member i.e. Friend of Park
Name	Manchester City Council
Name	Incident Response

Etc.

Apologies received: Names

2. Progress since last meeting

Charlotte reported that youth workers will now be approaching youths in the area and speaking to them about the "Dream Scheme".

Action - Charlotte to give feedback at next two meetings.

A team of youths has been registered with the MAD scheme. They are working together at the moment to identify a project which they are interested in.

Action - Cath to work with the team to give support and ideas.

3. Consultation

The last draft of the questionnaire has been completed, consultation has been planned to take place at the forthcoming fun day.

Action - Sam to collect names of volunteers for consultation at the forthcoming fun day.

It was also suggested by Charlotte that the Youth Workers may be able to help carry out questionnaires.

Action - Charlotte to liaise with youth workers

4. Funding applied for

Bob has received the applications for Awards for All. The group discussed that funding for the Easter celebrations or Easter half term sports coaching could be applied for. It was decided that the Awards for All money should be used for the Easter half term sports coaching.

Action - Bob to fill in the Awards for All application, Cath to give support where needed.

5. A.O.B. (any other business)

Sam enquired about the park closing times over the next few weeks. Cath explained that the park closes at dusk every night.

Action - Cath to put poster on main gates with the approximate closing time for the park.

6. Date and time of next meeting

Next meeting will be 22nd November 2013, 6.30pm at Crowcroft Park Bowling Pavilion.

7. Close

SAMPLE CONSTITUTION

Below is an example of a constitution, feel free to use any ideas you may gain from it.

Again the constitution can be as simple or as complicated as you like. If you would like more sample constitutions contact your warden who will be more than happy to help.

AIMS

The Friends of **FRIENDLY PLACE** Park aim to:

1. Create a secure environment in which everyone can enjoy the benefits of the park facilities. This is to be achieved through liaison with the residents, police, council and any other relevant bodies.
2. Enable and encourage informal and formal activities for those of all ages who live and work in the neighbourhood.
3. Work in partnership with Manchester City Council Leisure Department and (whilst recognising that the ultimate responsibility for funding lies with the Council) identifying other funding sources to secure an adequate level of resources to meet local needs; ensure that all developments, activities and uses of the park are carried out in such a way as to encourage and promote environmental sensitivity.
4. Encourage and promote good environmental practice.
5. Establish an acceptable balance between the needs of dog owners and the needs of other park users.

MEMBERSHIP

Membership shall be open to all interested in actively furthering the aims of the Association.

Corporate members shall be such societies, associations; educational institutions or businesses as are interested in actively furthering the needs of the Association. A corporate member shall appoint one representative to vote on it's behalf at all meetings but before such representative exercises his/her right the corporate member shall give written details of the representative to the Secretary.

MEETINGS

The inaugural General Meeting will be held on DATE followed by an Annual General Meeting in or about DATE ONE YEAR ON of subsequent years.

There will be a minimum of four ordinary meetings of the Association each year, the timing of which will be decided by the Executive Committee. Special General meetings of the Association shall be held at the written request of 25 per cent or more members or by the Officers of the Association.

The Executive Committee shall give at least 21 days notice to members of the Annual General Meeting each year and at least 7 days notice of other meetings.

In the event of equality in the votes cast at an Annual General Meeting or Special General meeting the motion will fall.

The AGM will from time to time consider and approve standing orders for the conduction of meetings and financial regulations. There is a policy on conduct at all meetings.

OFFICERS

Nomination for the election of officer shall be made in writing to the Secretary at least 7 days before the Annual General Meeting. To be valid a nomination must be of a member of the Association who is resident of the local neighbourhood, their nomination must be proposed and seconded by other paid up members and the consent of the nominee must be obtained. Nomination forms will be available on request from the Secretary.

If there is no nomination for a particular post received 7 days before the Annual General Meeting nominations shall be accepted from the floor of that meeting.

Nominees for election as officers of Executive Committee members shall declare at the meeting of which their election is to be considered any financial or professional interest known or likely to be of concern to the Association.

The Officers of the Association shall consist of:

Chair
Vice Chair
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer

All of who shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting, but no individual may serve more than 3 consecutive years in one post, unless no other member is eligible or nominated. The Executive Committee shall have the power to fill casual vacancies occurring among the Officers from the membership of the Association.

THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management and administration of the Association.

The Executive Committee shall consist of the Officer and not less than 5 and not more than 8 individual members, plus up to 3 corporate members.

The Executive Committee shall have the power to co-opt further members who shall attend in an advisory and no-voting capacity.

In the event of equality in the votes cast at a meeting of the Executive Committee the motion will fall.

Nomination for election to the Executive Committee shall be made in writing to the Secretary at least 7 days before the Annual General Meeting. To be valid nominations must be of fully paid up members who are local residents (with the exception of corporate members), proposed and seconded by two other paid up members and the consent of the nominee must be obtained. Nomination papers will be available from the Secretary on request.

If fewer nominations are received by the deadline than there are vacancies, nominations may be taken from the floor of the meeting up to the number of vacancies available.

Members of the Executive Committee shall be elected annually at the Annual General Meeting of the Association; outgoing members may be re-elected up to a maximum of 6 consecutive years, unless no other member is eligible or nominated.

The Executive Committee shall meet not less than 4 times a year. The Secretary shall give all members not less than 7 days notice of all the meetings.

The quorum shall be 5 Members of the Executive Committee.

The Executive Committee shall have the power to fill casual vacancies occurring between General Meetings from amongst the paid up members of the Association.

ELECTIONS

If more than one valid nomination for an officer post is received within the time specified, or if the number of valid nominations for members of the Executive Committee received within the specified time exceeds the numbers of places available, election shall be by secret ballot at the Annual General Meeting.

Only those members of the Association present in person at the meeting may vote.

The votes will be counted during the meeting, scrutineers appointed by the meeting and the results announced before the end of the meeting.

SUB COMMITTEES

The Executive Committee may constitute such subcommittees from time to time as shall be considered necessary for such purposes as shall be thought fit in pursuit of the aims of the Association.

The members of each sub- committee shall be appointed by the Executive Committee from amongst the members of the Association. Subcommittees may, with the approval of the Executive Committee, co-opt members who are not members of the Association but they shall advise in an advisory and nonvoting capacity only.

In the event of an equality of votes cast at any meeting of any subcommittee the motion will fall.

Members of the Executive Committee may be members of any subcommittee.

Subcommittees shall be subordinate to and may be regulated or dissolved By the Executive Committee.

DECLARATION OF INTEREST

It shall be the duty of every member who is in any way, directly or indirectly, interested financially in any item discussed at any meeting of the Association (including any meeting of any committee or subcommittee) at which s/he is present to declare such interest and s/he shall not discuss such item (except by invitation of the Chair) or vote there on.

EXPENSES

The Executive Committee shall, out of the funds of the Association, pay all proper expenses of administration and management of the Association.

After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Association shall be applied by the Executive Committee in furtherance of the purposes of the Association.

INVESTMENT

All moneys at any time belonging to the Association and required for immediate application for it's purposes shall be invested by the Executive Committee in or upon such investment, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

AMENDMENTS

This constitution may be amended by a 2/3rds majority of members voting at an Annual General Meeting or Special General Meeting of the Association confirmed by a simple majority of members voting at a further Special General Meeting held not less than 28 days after the previous meeting, providing that at both meetings the majority of those present and voting are residents of the local neighbourhood.

If a motion for dissolution of the Association is to be proposed at an Annual General Meeting or a Special General meeting this motion shall be referred to specifically when notice of the meeting is given.

In the event of dissolution of the Association the available funds of the Association shall be transferred to another body with similar objectives.

On dissolution the minutes and other records of the Association shall be deposited with the Local Studies Section of the Central Reference Library.

Adopted by:

Name:

Committee Role:

Signature:

Date:



MANCHESTER
CITY COUNCIL

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Sheffield City Council

Parks and Countryside Service

Community Partnerships Team

Friends of Green Spaces Survey

We would greatly appreciate it if you would take a few minutes to complete this questionnaire. The information you provide will help us to update our information about your group and to collate how much Friends of Groups contribute to Sheffield's green and open spaces.

Name of your group:

Name of the green space(s) you support:

About Your Group

1. How would you describe the aims/activities of your group? (please tick all that apply)

Practical Work (e.g. gardening)		Green Space Improvement	
New Facilities/Equipment		Pressure Group	
Events and Activities		Awareness Raising	
Historical/Archeological Projects		Consultation	
Healthy Activities		Community Development	
Wildlife/Biodiversity Projects		Fundraising	
Other (Please specify)			

2. Approximately how many members does your group have?

a) Number of Management Committee members _____

b) Total number of group membership _____

3. Please provide an approximate number of group members from each category:

Total Males	
Total Females	
Young People (aged under 20 years)	
Adults over 60 years	
White English/Welsh/Scottish/British/Northern Irish	
White other	
Mixed / Dual Heritage	

Asian or Asian British	
Black or Black British	
Other Ethnic Group	
How many members of your group consider themselves to have a disability? (This is an impairment that has, or is likely to have, a substantial (more than minor) adverse, long-term effect on their ability to carry out normal day-to-day activities)	

Do you feel there are any barriers that may prevent new members from joining your group?

Comments:

4. How do you promote your group and its activities?

Comments:

5. Does your group have any of the following? (please tick all that apply)

A Constitution		First Aiders	
A Bank Account		Risk Assessment Forms	
Public Liability Insurance		A Website/social media	
A Child Protection Policy		Agreed Master/Management Plan	
Tools & Equipment		A Stewardship/Lease Agreement	

a) Please enter your social media address/details.....

Your Meetings

6. How often does your group currently hold meetings? (please tick)

Not Meeting	
Weekly	
Fortnightly	
Monthly	
Quarterly	
Annually	

7. For a normal group meeting please estimate:

a) the average length of the meeting _____

b) the number of group members present _____

Your Activities

8. During the last 12 months what do you feel have been your groups 2 key activities?

1.

2.

9. Have you raised funds for your green space in the last 12 months? Yes/No
(If No go to Q11)

10. If you have raised funds in the last 12 months please tell us:

a) approximately how much have your raised £_____

11. How many events your group has organised in the last 12 months, in your green space?

12. Tell us about any organisations that your group has worked in partnership with in the last 12 months.

(e.g. Wildlife Trusts, Tenants & Residents Associations, Businesses, Schools, etc):

Practical Volunteering

13. How often in the last 12 months has your group held practical activities or volunteer days? e.g. gardening, tidy ups, litter picks, bench making, etc (please tick)

Not done any	
Weekly	
Monthly	
Quarterly	
Other (please state)	

14. If your group has done practical activities in the last 12 months please tell us:

a) What kind of activities have you done? (please tick all that apply)

Gardening and planting	
Equipment making (e.g benches, raised beds, etc)	
Litter Picks	
Conservation work	
Other (please state)	

b)

b) for an average work day, tell us the approximate number of hours spent on site _____

c) for an average work day, tell us the approximate number of volunteers present _____

About the Parks and Countryside Service

15. How often have you met with, or contacted, the Parks and Countryside officers over the last year? (please tick)

At least once a month	
At least once every 6 months	
Once during the last 12 months	
Not at all	

16. How satisfied or dissatisfied is your group with the Parks and Countryside Service?
Satisfied/Neither satisfied or dissatisfied/Dissatisfied (please delete as appropriate)

Comments:

17. If you have contacted the Parks and Countryside Service in the last 12 months did we respond to your request for service/information/support in a timely manner?

Yes/No/Not Sure (please delete as appropriate)

Comments:

18. Over the last 12 months do you feel you have been treated with respect and fairness by the Parks and Countryside Service?

Yes/No/Not Sure (please delete as appropriate)

Comments:

19. Do you feel that you can influence decisions relating to your green space?

Yes/No/Not Sure (please delete as appropriate)

Comments:

20. Do you feel there have been improvements to your green space over the last year?

Yes/No/Not Sure (please delete as appropriate)

Comments:

21. Are you a member of the Sheffield Green Spaces Forum?

www.sgsf.org.uk

Yes/No/Not sure (please delete as appropriate)

Comments:

Thank you to all Friends groups for your hard work, passion and commitment to Sheffield's green and open spaces.

Thank You for taking the time to complete this survey

Please return this form to the Parks and Countryside Service by:

Friday 25th March 2016

Please return by email to: karen.lewis1@sheffield.gov.uk or by post to:

Karen Lewis
Parks and Countryside
Meersbrook Park
Brook Road
Sheffield
S8 9FL

The results of the survey will be posted on the Parks and Countryside website below:

<https://www.sheffield.gov.uk/out--about/parks-woodlands--countryside.html>

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APPENDIX G

List of Friends and Community groups in Chesterfield Borough

Brimington Village Circle

Eastwood Park

Hollingwood Parks

Holmebrook Valley Park

Friends of the Inkerman

King George V Park

Langerfields Park Community Group

Friends of Mastin Moor

Pevensey Green

Queens Park

Somersall Park

Spital Cemetery

Stand Road

Whitecotes Park

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Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: Scrutiny
Lead Officer: Martin Elliott

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Community, Customer and Organisational Scrutiny Committee Scrutiny Project Group report on Friends Groups

Is the policy, project, service, function or strategy:

Existing
Changed
New/Proposed

Q1 - What is the aim of your policy or new service?

To review how friends and community groups work with Chesterfield Borough Council to improve local parks and open spaces.

Q2 - Who is the policy or service going to benefit?

This review will benefit friends and community and groups in Chesterfield. The review aims to improve how the groups work with council and each other so that the positive benefits of friends group work can be maximised for the council's parks and open spaces and consequently for communities right across the Borough.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.			X
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			X
Gender – men, women and transgender.			X
Marital status including civil partnership.			X
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			X
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			X
Ethnic Groups			X
Religions and Beliefs including those with no religion and/or beliefs.			X
Other groups e.g. those experiencing deprivation and/or health inequalities.	X		

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes
 No

Q5 - Reasons for this decision:

There will be no negative impact on any group with protected characteristics.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.

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CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME : COMMUNITY, CUSTOMERS AND ORGANISATIONAL SCRUTINY COMMITTEE for 22 NOVEMBER 2016

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
1	22.11.16	Impacts of Welfare Reform	Agreed to include on Scrutiny Work Programme – OP 10.05.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Business Transformation</i>
2	22.11.16	Markets	Agreed to include on Scrutiny Work Programme – OP 10.05.16. Outside Market Reconfiguration considered 22.03.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Town Centre & Visitor Economy</i>
3	24.01.17	Workforce Fit for Future	Report considered on 5.07.16. Consider progress since 5.07.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Business Transformation</i>
4	24.01.17	Friends of Groups	Agreed to set up Scrutiny Project Group – CCO 24.05.16. Consider report of SPG	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Governance</i>

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
5	21.03.17	Health Scrutiny / Deprivation, including Press Red work	Report considered on 13.09.16. Consider progress since 13.09.16.	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing</i>
6	21.03.17	Crime and Disorder Scrutiny (with Police & Crime Panel Update and Monitoring Reports)	Report considered 13.09.16. Consider progress since 13.09.16.	<i>Statutory requirement at least once per year</i>	<i>Health & Wellbeing</i>
Scrutiny Project Groups :					
	TBC	Venues	Agreed to set up Scrutiny Project Group – joint lead Tricia Gilby & Lisa Derbyshire - CCO 24.05.16. Agreed to defer start – CCO 5.07.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Town Centre & Visitor Economy</i>
	Each Meeting	Friends of Groups	Agreed to set up Scrutiny Project Group - lead Kate Caulfield – CCO 24.05.16 & 5.07.16	<i>Scrutiny Work Programme Action Planning – April 2016</i>	<i>Health & Wellbeing, Governance</i>

CHESTERFIELD BOROUGH COUNCIL

	Scrutiny Meeting Date :	Business Item :	Status :	Raised by :	Cabinet Responsibility:
Items Pending Reschedule or Removal :					
	TBC	Monitoring: Community Engagement, Internal Communications, etc	CCO agreed 24.11.15 to monitor corporate progress following next major consultation exercise.	<i>New Leisure Facilities (SPG), EW 05.06.14, Cabinet 23.09.14.</i>	<i>Governance, Business Transformation</i>
	TBC	Monitoring: Review of decision to stop locking park gates at night	Progress reported 15.09.15 and 24.11.15 – CCO requested account be taken of its views in final decision.	<i>CCO 8.01.15</i>	<i>Health & Wellbeing</i>
New Business Items Proposed :					

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Note:

Items for monitoring (from scrutiny reviews and other recommendations) are not included above but are listed in the Scrutiny Monitoring Form, a separate item to the agenda.

Members may wish to schedule items from the Forward Plan and Scrutiny Monitoring Form into the work programme.

CHESTERFIELD BOROUGH COUNCIL

[KEY to abbreviations :

OP = Overview and Performance Scrutiny Forum.

CCO = Community, Customer and Organisational Development Scrutiny Committee.

EW = Enterprise and Wellbeing Scrutiny Committee.

TBC = To be confirmed].

COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

Tuesday, 13th September, 2016

Present:-

Councillor Slack (Chair)

Councillors Borrell
Miles

Councillors Flood
Bagley

Councillor Bagley +

Wendy Blunt, Health and Wellbeing Officer ++
James Creaghan, Senior Public Health Manager (Mental Health,
Workplace Health and Chesterfield Locality), Derbyshire County Council ++
Anita Cunningham, Policy and Scrutiny Officer
Dianne Illsley, Community Safety Officer +++
Brian Offiler, Committee and Scrutiny Coordinator

+ Attended for Minute Nos. 21, 22, 23 and 24

++ Attended for Minute No. 21

+++ Attended for Minute Nos. 22, 23 and 24

**19 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA.**

No declarations of interest were received.

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jeannie Barr, Dyke and Sarvent.

**21 CABINET MEMBER FOR HEALTH AND WELLBEING - HEALTH
SCRUTINY AND DEPRIVATION, INCLUDING 'PRESS RED' WORK**

The Assistant Cabinet Member for Health and Wellbeing explained that the recently appointed Health and Wellbeing Manager, who was unavailable to attend the meeting due to a prior commitment, had the important role of

improving the general health and wellbeing of the people of Chesterfield. He would develop a Health and Wellbeing Strategy by the end of the year and was preparing a report for Cabinet in October on the current consultation on integrated healthcare being undertaken by the North Derbyshire Clinical Commissioning Group.

The Senior Public Health Manager (Mental Health, Workplace Health and Chesterfield Locality), Derbyshire County Council, outlined some of the issues arising from the Chesterfield Health and Wellbeing Partnership Plan. The 2015 Index of Multiple Deprivation (IMD) data showed Chesterfield was the 85th most deprived district (of 326 English local authority areas) with pockets of deprivation in different wards. The Partnership Plan aimed to identify actions both borough-wide and targeted at specific needs in particular areas to address the root causes of deprivation.

The Chesterfield Health and Wellbeing Partnership, which included Members and officers from the Council, had identified five priorities:

- Social Capital
- Financial Inclusion
- Mental Health and Wellbeing
- Healthy Lifestyles
- People

To deliver against these priorities, a multi-agency partnership approach was being used in target areas, based on the following key principles:

- Identifying Need - based on IMD, NHS and local Council data
- Asset Mapping - to identify local facilities (open spaces, buildings, groups)
- Community Engagement – to build relationships with local people
- Community Consultation – to identify what local people want
- Local Action Plan - to develop and deliver actions
- Ongoing Engagement, Consultation and Delivery

This approach had been used by the Press Red consultancy firm on the Inactivity project in Rother ward, and the Senior Public Health Manager outlined some of the key findings from this project:

- Learned helplessness – the status quo became normal
- Community safety issues – going out after dark, the state of public spaces, concern about the behaviour of others
- 1/3 people not even thinking about being active, but 2/3 are
- People busy, especially with families and work
- Childcare a challenge
- Affordability of activities provided
- Gap in knowledge about what's on offer locally

A localised action plan had been developed through the South Health and Wellbeing Group. One initiative was Gussie's Kitchen (a Fareshare project) at St Augustines' Church, which provided a low cost meal, but also opportunity for social interaction and for agencies to make contact with people and offer support. It was emphasised that such initiatives required ownership by the local community with support from agencies.

Based on the IMD data of the most deprived areas and the experience of the project in Rother ward, this approach had already been started in Barrow Hill and New Whittington and was planned to commence in Loundsley Green, St Helens, Middlecroft and Poolsbrook, Lowgates and Woodthorpe and Hasland North East over the next 18 months. It was noted that the specific needs of each area would need to be identified to enable appropriate local action plans to be developed.

Arising from Members' questions and discussion the following points were raised:

- possibly extending the Gussie's Kitchen project to include elderly residents
- considering distribution of food boxes, as part of the Fareshare project, using food from supermarkets which would otherwise go to waste
- recipe cards
- involvement of College students in projects to develop links with educational establishments
- developing links between schools and College and businesses to raise educational aspirations.

The recently appointed Health and Wellbeing Officer outlined her role in seeking to achieve improved health and wellbeing outcomes through a range of initiatives, such as:

- Health, Wealth and Wellbeing projects currently working with a range of agencies in Barrow Hill, St. Helens, Poolsbrook, Middlecroft, Holme Hall and Grangewood, with further projects in Brimington, Dunston and Mastin Moor planned later in the year – including visits to individual properties;
- the Holiday Hunger programme in Barrow Hill over the summer holidays – providing breakfast and packed lunch through Fareshare, but also including a reading challenge and outdoor activities. It was hoped to roll this out to other areas next year;
- Time 4 U Café in Rother and Holme Hall – enabling agencies to provide information and craft activities. This would be run in Barrow Hill next month;
- Community Garden behind St. Augustines' Church;
- Equipped 2 Succeed course – providing a second chance to learn;
- Council Healthy Workplace Group – including a weight management group to start next week;
- the Inactivity Project and work undertaken by Press Red.

She emphasised the benefit of a good working relationship with the Public Health service and partnership working through the Chesterfield Health and Wellbeing Partnership and Chesterfield Health and Wellbeing Group.

Members expressed concern that some schools had not signed up to take part in the Holiday Hunger programme, and it was confirmed that arrangements would be considered for future programmes, in order to ensure that the families most in need were able to be included.

The potential impact of possible future reductions in public transport services in areas where many people did not have access to a vehicle was raised as an area of concern.

RESOLVED –

That progress on the work to address deprivation in the borough be reported to the Committee in six months' time.

CRIME AND DISORDER COMMITTEE

For Minute Nos. 22, 23 and 24 the Committee sat as the Council's designated Crime and Disorder Committee, in accordance with Section 19 of the Police and Justice Act 2006.

22 **CABINET MEMBER FOR HEALTH AND WELLBEING - UPDATE AS CHESTERFIELD SCRUTINY MEMBER OF THE DERBYSHIRE POLICE AND CRIME PANEL**

The Cabinet Member for Health and Wellbeing, as Chesterfield Scrutiny Member of the Derbyshire Police and Crime Panel (PCP) was unable to attend the meeting but submitted the minutes of the meeting of the PCP held on 14 July, 2016 for the information of the Committee.

RESOLVED –

That the minutes of the Derbyshire Police and Crime Panel meeting held on 14 July, 2016 be noted.

23 **CABINET MEMBER FOR HEALTH AND WELLBEING - PROGRESS REPORT ON COMMUNITY SAFETY PARTNERSHIP**

The Assistant Cabinet Member for Health and Wellbeing and the Community Safety Officer presented a report on the progress of the Community Safety Partnership (CSP) towards the delivery of the current Community Safety Action Plan (2016/17), to inform Members of the current crime trends and to present the Derbyshire Police and Crime Commissioner's (PCC) Police and Crime Plan for 2016-21.

The CSP's performance to April 2016 as recorded by the Safer Derbyshire Research and Information Unit was attached to the report as Attachment A.

The data showed that reported crime in Chesterfield had reduced by 0.6% in the 12 months to April, 2016 compared with the previous 12 months. The largest reductions had been in respect of Shoplifting, Other Theft Offences and Theft from a Vehicle, whilst the largest increases had been in Violence with Injury and Violence without Injury. There had been a 6.1% reduction in

calls for service relating to Anti-Social Behaviour compared to the previous 12 months.

The Community Safety Officer referred to some of the activities funded through the CSP, including a project at Hasland Park and activities on Langer Field, which it was hoped to continue through the winter, subject to match funding being obtained.

The Community Safety Officer circulated information about the County Lines Action Plan, developed as a multi-agency approach to improve information sharing between agencies to combat the supply of drugs through criminal gangs and to protect vulnerable people. The recently appointed Assistant Community Safety Officer would lead progress of the Action plan through the County Lines Action Meeting, including prevention and diversionary work ('Prison Me, No Way' project).

The Derbyshire PCC's Police and Crime Plan for 2016-21 was attached to the report as Attachment B. The Plan identified 13 priority risk and threat areas:

- Substance Misuse
- Safeguarding Children
- Safeguarding Adults
- Domestic Abuse
- Organised Immigration Crime, Human Trafficking and Exploitation
- Organised Crime Groups
- Rape and Sexual Assault
- Terrorism and Domestic Extremism
- Acquisitive Crime and Offender Management
- Cyber Crime
- Killed and Seriously Injured Road Collisions
- Economic Crime
- Anti-Social Behaviour

The PCC's allocation of resources to Chesterfield CSP would be considered against these priority areas. Funding of £25,000 p.a. from the PCC would be available to the CSP for the next three years. Due to the short timescales involved, it was proposed to submit bids for next year on the same basis as for the current year.

In response to questions from Members it was confirmed that it was hoped to continue activities at Whitecotes School through Sporting Futures, subject to match funding being obtained. It was noted that it had not been possible to continue the programme of door-to-door visits to identify people's community safety concerns, although some information did come through the Safer Neighbourhood Teams.

RESOLVED –

- (1) That the report be noted.
- (2) That a further progress report on the Community Safety Partnership's Action Plan and Performance on crime data be provided at the next Crime and Disorder Committee.

24 SCRUTINY MONITORING (CRIME AND DISORDER MATTERS)

The aspects of the Scrutiny recommendations monitoring schedule that related to Crime and Disorder matters were considered by the Committee.

In respect of the Committee's recommendation that a review be carried out of the decision to stop locking the park gates at night it was noted that currently the gates at Eastwood Park were continuing to be locked. Activities were being planned for the park to encourage a sense of ownership amongst local youth.

In respect of the Committee's two recommendations regarding the sharing of information on alcohol related hospital admissions it was proposed to remove one of these items from the monitoring schedule.

RESOLVED –

- (1) That the Scrutiny monitoring report be noted.
- (2) That the decision dated 10.04.14 regarding the sharing of information on alcohol related hospital admissions be removed from the monitoring schedule.
- (3) That the monitoring schedule be approved.

COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

For the remaining items the Committee sat as the Community, Customer and Organisational Scrutiny Committee.

25 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 October, 2016 – 31 January 2017.

RESOLVED –

That the Forward Plan be noted.

26 WORK PROGRAMME FOR THE COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE

The Committee considered the list of items included on its Work Programme for 2016/17.

It was proposed that the November meeting of the Committee may need to be cancelled, unless reports were available on the items on Impacts of Welfare Reform and Markets.

RESOLVED –

That the Work Programme for the Community, Customer and Organisational Scrutiny Committee for 2016/17 be updated to defer the item on Friends of Groups to the January meeting, and to defer the items on the Impact of Welfare Reforms and Markets to the January meeting, subject to there not being reports available for the November meeting.

27 SCRUTINY PROJECT GROUPS PROGRESS REPORTS

The Committee considered the document which detailed the Scrutiny Project Group's brief and scope in respect of its review work looking at Friends of Groups.

RESOLVED –

That the brief and scoping document for the Scrutiny Project Group in respect of Friends of Groups be approved.

28

MINUTES

The Minutes of the meeting of the Community, Customer and Organisational Scrutiny Committee held on 5 July, 2016 were presented.

RESOLVED –

That the Minutes be approved as a correct record and signed by the Chair.

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