

# 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?**

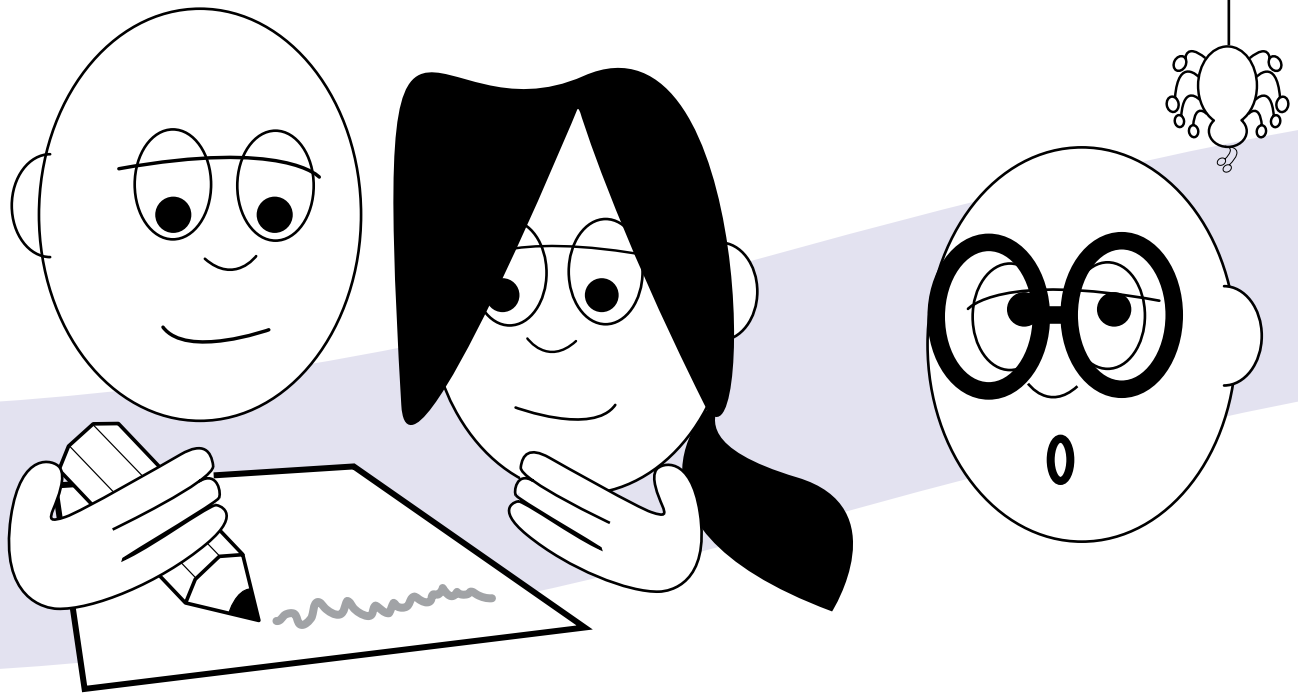
#### How do we go about forming our group?

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**.

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### 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 ....**

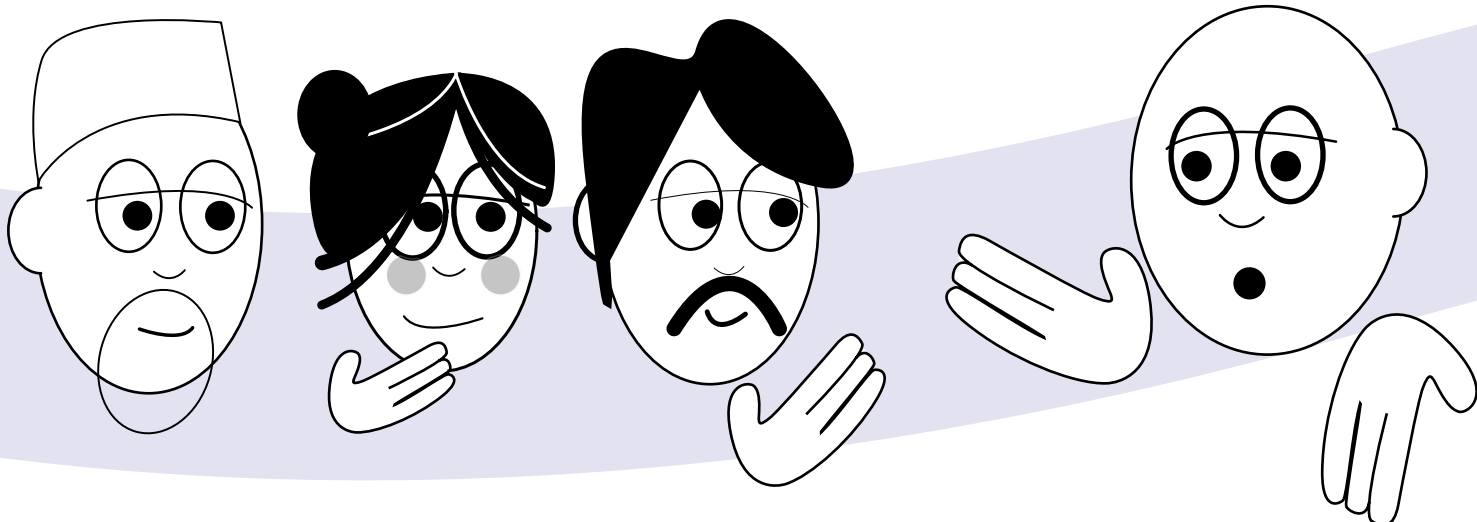
#### 4. How will we run the meeting?

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.

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### 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.

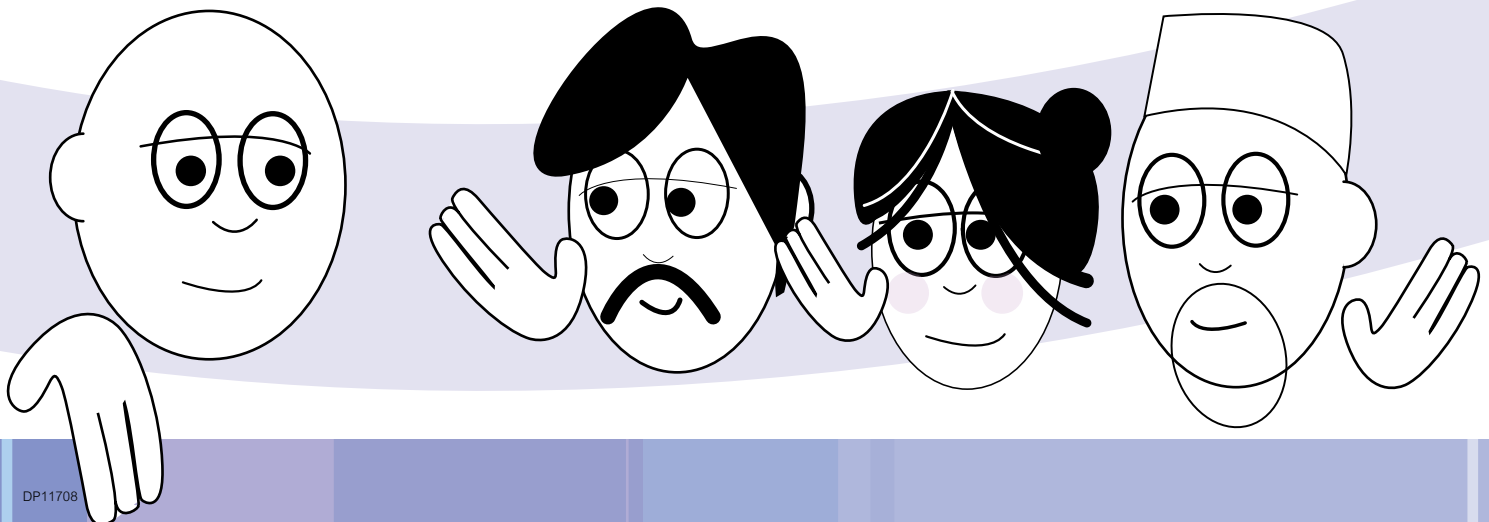
- **Our first AGM is ....**
- **Quorum no. (Management Committee)**
- **Quorum no. (members of the public)**

## 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.



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### 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).







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### 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.

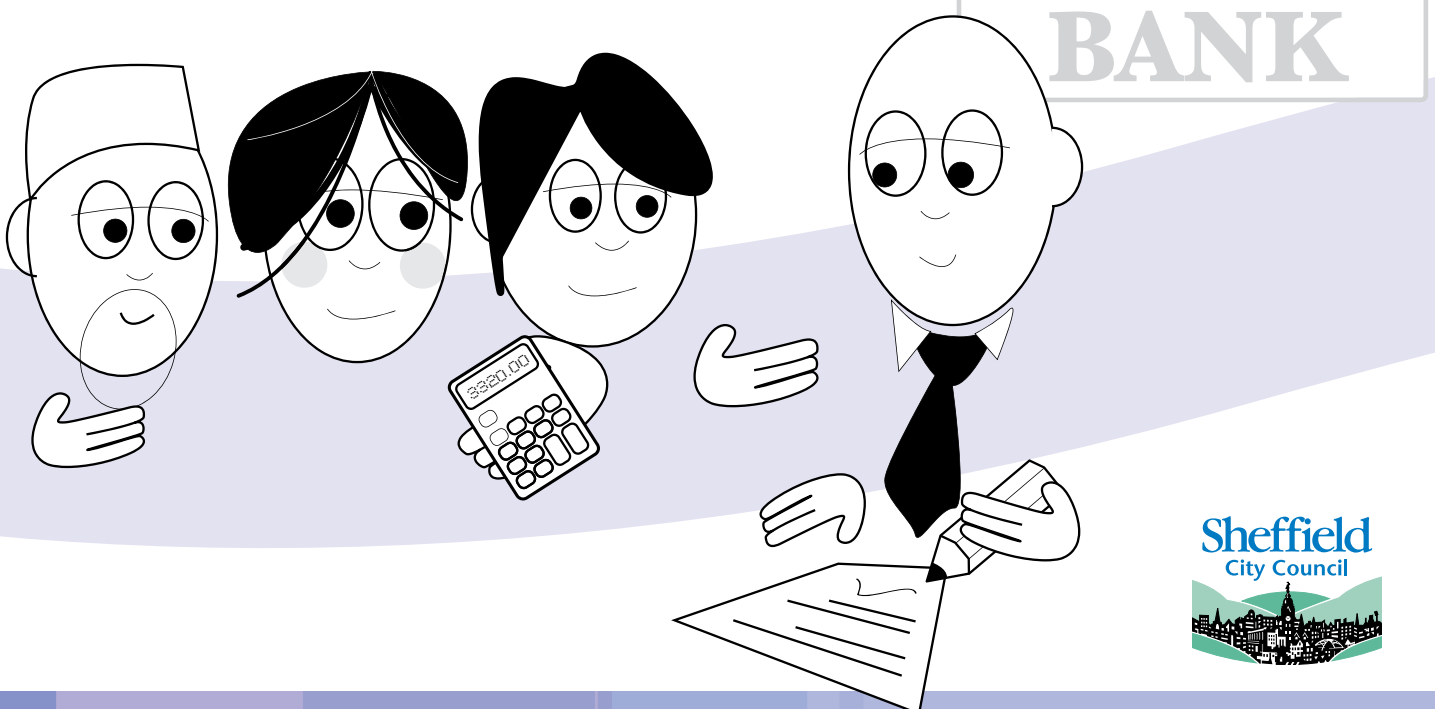
If you think the green space you are interested in is managed or owned by the Parks and Countryside Service at Sheffield City Council then please contact us. We will need to work with you and, where necessary, give you the appropriate approval or permission for you to carry out your group's activities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

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## 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.

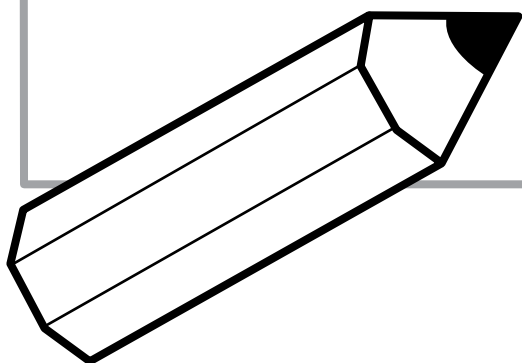
**Meeting: Friends of Sheffield's Green Spaces**

**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.

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## 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**

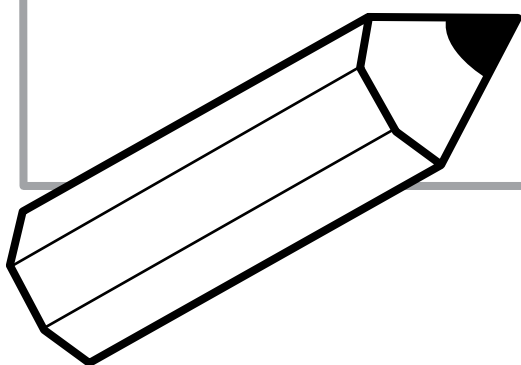
**Venue: Meersbrook Park Offices**

**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.

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## 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.

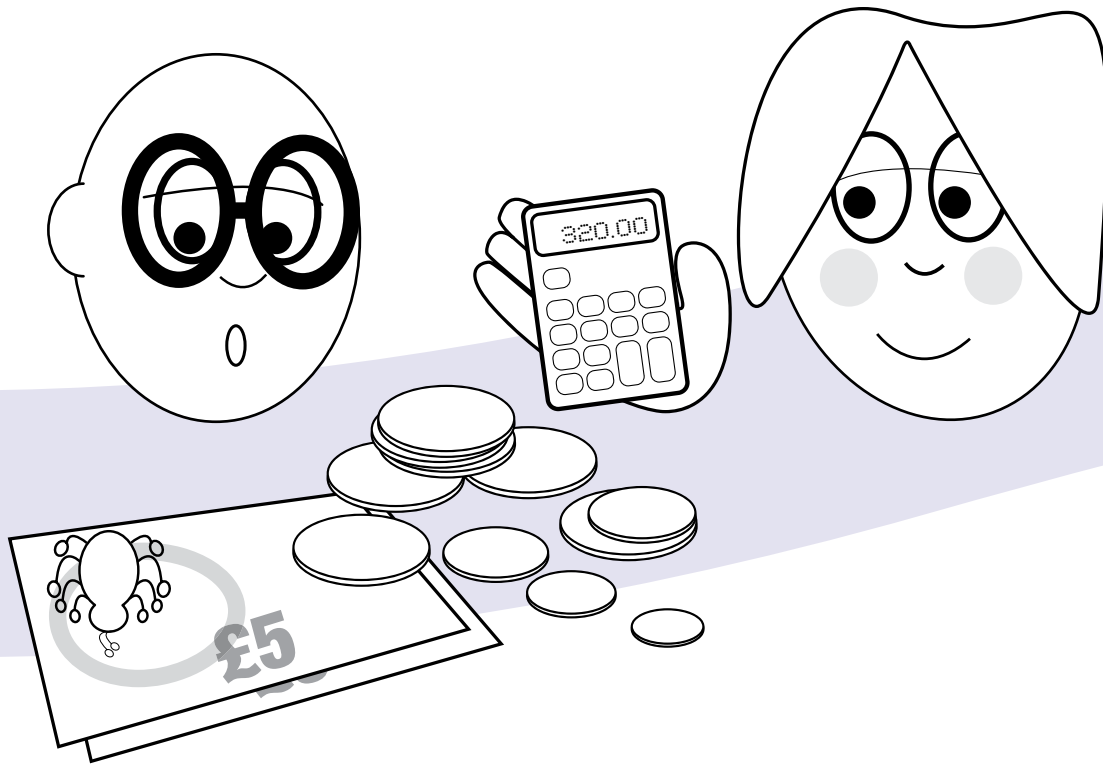
- **Support for the Treasurer role will be through ....**

#### 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.



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### 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?**

