

SCRUTINY PROGRESS MONITORING REPORT ON : FRIENDS GROUPS

To provide progress in implementing recommendations of the Community, Customer and Organisational Scrutiny Committee from its scrutiny project work on Friends Groups – approved at **Community, Customer and Organisational Scrutiny Committee (19 September, 2017 – Minute No. 19)**.

These recommendations were considered by **Cabinet on 14 November, 2017**, where it was resolved:

That Cabinet receives with thanks the report and recommendations of the Community, Customer and Organisational Scrutiny Committee and commissions a corporate officer working group to consider the resource implications to the Council of implementing the Committee's recommendations, and to report this considered position back to the Committee and Cabinet for further review and final decision. (Minute No. 81)

Recommendation 1 - That an up-to-date data base of friends of groups contacts is maintained by officers and that all friends of groups are given defined points of contact at the council to facilitate streamlined, effective and accountable channels of communication between groups and the council.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Existing resources	31 July 2018	Officers were tasked to begin this work on 10/5/18.

Recommendation 2 - That the Friends of Groups information pack is reviewed and updated to provide:

- Guidance on developing a new group or joining an existing group
- Guidance on developing aims, constitutions, management committees and financial arrangements
- Advice and tips for key management committee roles including the chair, secretary and treasurer
- Tips for keeping the members of the friends of group, local community and council updated including social media and links to council publications, social media and websites
- Basic insurance and risk management advice
- Advice on developing an action plan
- Templates and examples of key documents to assist groups
- Where to go for help and support including Chesterfield Borough Council and Links CVS

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	31/10/18	Officers were tasked to begin this work on 10/5/18.

Recommendation 3 - 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 council's objectives, as set out in the Parks and Open Spaces Strategy				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services. Green spaces team	Within resources	31/12/18	Officers were tasked to begin this work on 10/5/18.

Recommendation 4 - That the council encourage and support friends of groups to develop a plan for their park or open space. This plan should be developed in consultation with both the council and the local community and should clearly set out both the group's and council's role in developing the park or open space				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	31/12/18	This is an ongoing target but we aim to have begun the process with groups which require it by the end of 2018.

Recommendation 5 - That in addition to the support within recommendations 2 and 3, the council's policy and communications service work with the green spaces team and friends of groups to develop case study material for Chesterfield Borough Council led promotional opportunities including Your Chesterfield (the Council's magazine that goes to all homes in Chesterfield borough), the website and social media channels

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within existing resources	31/12/18	This is an ongoing target but we aim to have begun the process with groups which are interested by the end of 2018.

Recommendation 6 - That a bi-annual friends groups' forum is re-established to share key messages, best practice, increase networking and support and to enable the work of the friends groups to be shared and celebrated with a wider audience.

Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	10/5/19	Work will be ongoing to prepare with a target of May 2019 to hold the first event

Recommendation 7 - That a working group be established to assist with the delivery of the recommendations within the report.				
Action	Responsibility / Implementation by:	Resources Needed / Available	Target Date	Achievement / Completed
As per recommendation	Assistant Director – Commercial Services / Manager of Environmental Services	Within resources	10/5/18.	Complete, the working group consists of the Environmental Services Manager, Green Spaces Strategy officer, Green Spaces delivery officer and Green Spaces development team leader.