

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 02 March 2015

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	<b>Proposed Funding Arrangements for Community Action Fareham (CAF) - 2015-16</b>
<b>Report of:</b>	Director of Community
<b>Strategy/Policy:</b>	
<b>Corporate Objective:</b>	Strong and Inclusive Communities

**Purpose:**

To consider the future funding arrangements for Community Action Fareham which are due to take effect from 1 April 2015.

**Executive summary:**

Community Action Fareham (CAF) is the local Council for Voluntary Services (CVS). CAF offers support to a range of community organisations providing services and activities to meet the needs of local residents.

The current Service Level Agreement (SLA) with Community Action Fareham expires on 31 March 2015, having been renewed on a six-monthly basis since September 2013. New arrangements have been pending the outcome of Hampshire County Council's Review of Support to the Community Sector which has now been completed.

This report proposes changes in the funding arrangements for Community Action Fareham and sets out proposals for a new grant funding arrangement, to be effective from April 2015.

**Recommendation/Recommended Option:**

The Executive is requested to consider the options available and agree the most effective option for supporting community and voluntary groups in Fareham.

**Reason:**

In order to sustain the range of local community and voluntary groups, the Council provides funding to CAF to assist in supporting a robust and active community and voluntary sector in the Borough.

**Cost of proposals:**

The total cost of the proposal can be met from available revenue budgets.

**Appendices:**

**A: Table showing current level of funding available to CAF for 2014/15**

**B: Proposals by CAF in response to the priorities outlined by FBC**

**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 02 March 2015

**Subject:** Proposed Funding Arrangements for Community Action Fareham 2015-16

**Briefing by:** Director of Community

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. Community Action Fareham (CAF) is a Council for Voluntary Services (CVS); as Fareham's local CVS, CAF works for the benefit of Fareham-based residents, community groups and organisations. They offer support to a range of community organisations across a raft of issues, this includes the provision of services and activities to meet the recreational and social needs of local residents.
2. Support is provided to help assist the network of community and voluntary groups operating across Fareham, helping them with things such as achieving good governance and management arrangements, development opportunities, attracting volunteers, grants and fund-raising.
3. In Fareham, CAF has held a service level agreement (SLA) with the Council for the delivery of core services since 1995. In addition to the core services, Community Action Fareham also operates a range of other services such as Community Transport, Dial a Ride, Home Help Service and Shopmobility, as well as hosting a number of smaller organisations at their local offices.

#### ADDITIONAL SUPPORT FROM FAREHAM BOROUGH COUNCIL

4. A table showing the current level of funding that CAF receives from Fareham Borough Council and Hampshire County Council is contained in Appendix A.
5. CAF also holds a lease with the Council for office accommodation which was newly built and opened in 2009. The lease was due for renewal on 24 February 2015. For their offices they pay below-market rent of £13,000 per annum. Their rent is reduced by approximately £9,000 per year (It is estimated that the current market rent would be in the region of £11 per square foot). Their office accommodation and the future of the lease is being reviewed separately by the Council's Estates Service.
6. To assist with their operation, CAF have also been allocated four free car parking spaces for the use of their staff and volunteers. The value of each season ticket is £520.00, meaning that further support of £2,080 is provided by the Borough Council.

## **CURRENT FUNDING FOR CORE SERVICES**

7. Under the current arrangements, a budget of £41,000 per annum is available to CAF for 'core services'. The sum of **£31,000** is allocated for the provision of five activities which are classed as 'core' functions, these are as follows:
  - (a) Proactively identifying needs in the local community and facilitating improvement in service provision to meet those needs;
  - (b) Assisting local voluntary and community organisations to function more effectively and deliver quality services to their users, members or constituents;
  - (c) Facilitating effective communication or networking and collaboration amongst local voluntary and community groups;
  - (d) enabling the diverse views of the local voluntary and community sector to be represented to external bodies, developing and facilitating structures which promote effective working relationships and two-way communication; and
  - (e) Enhancing the voluntary and community sector's role as an integral part of local planning and policy-making.
8. In addition to the SLA 'core' payment, a further £10,000 is available for CAF to access as an 'Enabling Fund'. This funding has been set aside to help and assist the organisation with transition; for instance, helping to reconfigure working practices in order to reduce duplication, accommodate priorities and to address new and emerging community needs.
9. CAF can bring forward proposals at any time to utilise this funding for such purposes and the award of funding is made at the discretion of the Executive Member for Leisure & Community. To date, CAF has been awarded £1,000 from this fund to assist with undertaking a survey of local community need; the results of the survey were anticipated at the end of January but are still being collated.

## **ISSUES WITH THE CURRENT FUNDING ARRANGEMENTS**

10. The existing arrangement of providing a 'block' of funding for a broad range of "core" activities has proved challenging in terms of both:
  - accountability; in particular, how the funding provided is being utilised, and
  - the identification of meaningful measures, in order to demonstrate how the activities (and the use of the Council's funding) are meeting our community needs.
11. Monitoring meetings for the current SLA are held quarterly. However, performance measures have been a regular, on-going topic for discussion. This has also been a concern for Hampshire County Council (HCC) which has incorporated this consideration into their recent review and have subsequently reflected a new approach in their arrangements for future funding.
12. The current SLA has been an interim arrangement to allow HCC time to complete a review of the funding they provide for CVS's in Hampshire. Having commenced the review in 2012, this review is now complete and the outcome provides a very different focus for the funding to be awarded from April 2015.

13. HCC have now decided to award funding to specific 'clusters' in future. Consequently resources will be awarded to CAF and Gosport Voluntary Action (GVA) jointly, to form a Fareham and Gosport cluster. Gosport Voluntary Action is proposing to be the lead organisation in the new cluster arrangements.
14. To support work across Fareham and Gosport, HCC is proposing that the new, combined award will be £83,644 in 2015/16, decreasing to £80,717 in 2016/17. Overall this represents a reduction of 7% in funding, based on the current level, over the proposed two-year agreement which is being offered.
15. However, under the new arrangements, grant objectives will be very specific; in a move away from core funded activities, HCC priorities will now be focussed on the following functions:
  - a. *To help build community resilience and capacity of the voluntary and community sector to improve outcomes for vulnerable residents and to help reduce/delay demand on high cost services.*
  - b. *To agree with co funders, (FBC) a specific development plan for working with the sector on HCC recognised key priorities:*
    - *Support the independence of vulnerable older people*
    - *Support for vulnerable children and families*
    - *Any additional agreed priorities which meet local need (According to the local Development Plan)*

## **PROPOSED WAY FORWARD - A GRANT FUNDING APPROACH**

16. Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The aim is to ensure the voluntary sector is prepared and able to respond to change. As such the Council is keen to strengthen the focus on developing resilience to build stability, sustainability and capacity within the local community.
17. As preliminary research in the review, a survey of voluntary and community groups across Hampshire (including responses from Fareham) was undertaken by HCC in 2013. This identified the following top two priority areas, where help and support was most required:
  - a. Grants, fundraising and assistance with submitting bids
  - b. Recruiting new or more volunteers
18. There is still an indication from community and voluntary groups and organisations in Fareham that these are critical areas where on-going help and support is required to ensure the effective management and operation of voluntary and community based activities and services.
19. CAF is currently undertaking its own survey of community and voluntary groups in the borough to determine their needs and priorities. The Council has awarded £1,000 from the £10,000 Enabling Fund to help fund the survey. The results of the survey will be available shortly and shared with the Council to ensure that the information can be used to inform future service and funding priorities.

20. Fareham Borough Council wants to ensure that the funding provided is targeted effectively and used efficiently to meet the needs of the community and voluntary organisations in the borough. In consideration of these priorities and in light of the change in funding from HCC for CVSSs, the Council is proposing to award a grant to Community Action Fareham for delivering the following three specific activities:

**A. VOLUNTEERING & SKILL EXCHANGE:**

- Enabling the community (groups, organisations & individuals) to meet their mutual volunteering aspirations.
- Facilitating people to independently 'match' with available volunteering opportunities.
- Where there is an identified need, develop 'skill exchange' initiatives; which seek to address local community needs in Fareham and involve local people in finding and sustaining solutions.

**Suggested initial priority areas for FBC could include:**

- *The Fareham Park area – 'Fareham Park Project'*
- *Helping all Older People - particularly around befriending & reducing isolation*
- *Positive youth opportunities (peer led or intergenerational)*

**B. FUNDING ADVICE AND SUPPORT:**

- With a thorough knowledge of the funding opportunities to support the community; work proactively with groups and organisations to identify and secure external (of the Council) funding opportunities, maximising income for the voluntary and community sector in the Borough.
- Raising awareness about how CAF can support groups and organisations to access external funding.

**C. GOVERNANCE AND COMMUNITY RESILIENCE:**

- Helping community groups maintain a high level of familiarity with their legal, operational and management requirements, including charities, constitutions and trustee responsibilities.
- Interpret and advise the community and voluntary groups on emerging and existing government policy and initiatives, encouraging local response accordingly.

21. It is suggested that the Enabling and Efficiency Fund of £10,000 should remain available as a separate fund to support the transition of the organisation. This could be used to support things such as reconfiguring CAF's working practices in order to reduce duplication, accommodate priorities and to address new and emerging community needs.

**CAF's RESPONSE TO DELIVERING NEW ARRANGEMENTS FOR FAREHAM**

22. During December 2014, CAF was given a draft copy of the Council's new priorities and was encouraged to consider how it proposed to respond to the new arrangements.

23. As part of this process, CAF attended the meeting of the Leisure & Community Policy Development and Review Panel on 15 January to present its proposals. Members supported the proposal from Officers to move towards a grant funding approach.
24. A further discussion took place on 6 February between CAF and Officers, to try and determine a further understanding of the activities that CAF is proposing to provide in response to the Council's specification. The submission from CAF is attached at Appendix B.

### **OPTIONS FOR FUTURE SUPPORT**

25. The Executive is requested to review the proposals from CAF, as contained in appendix B, and consider whether these meet the objectives of the proposed grant that the Council is seeking to award. Furthermore, in order to ensure that Council resources are targeted and used effectively to meet the needs of the community and voluntary organisations, the Executive is asked to consider the following options and agree the way forward;
26. **Option A:** Award CAF a grant of £30,000 for the year from 1 April 2015 – 31 March 2016 in accordance with the proposals submitted by CAF services in response to the Council's priorities, as detailed in appendix B. The Executive Member for Leisure & Community will continue to have delegated authority to approve the award of the £10,000 Enabling Funding for any initiative brought forward by CAF, which meets the criteria of the fund.
27. **Option B:** The existing funding arrangement for "core services" with CAF is not extended and no further grant funding is made available for this purpose. Instead, it is proposed that the Council reviews the level of demand for help and support from the community and voluntary sector and considers the impact of their needs, with a formal review in twelve months' time.
28. **Option C:** As detailed in Option B, but with an opportunity for a new external voluntary or community organisation to provide some support to the sector. It is recognised that the opportunity could be widely advertised on the Council's Business Portal and submissions from interested parties to deliver the work, be invited and considered. An interim arrangement could be negotiated with CAF to assist with the transitional arrangements, until the commissioning process is complete. HCC would need to separately determine the outcome of this option, on the cluster arrangements for Fareham and Gosport.

### **BUDGET IMPLICATIONS**

29. It is proposed that in total, there will be a grant of £40,000 available to CAF, £30,000 for the priority areas and £10,000 for the Enabling Fund. This represents a reduction of £1,000, approximately 2.5% on the current level of funding available.

### **CONCLUSION**

30. The Council recognises the importance of well-supported and effective community and voluntary activities and support services for local residents. In light of the significant change in funding arrangements for CVS's in Hampshire, the Council has set out what it considers to be the priorities that local voluntary and community groups require in the Borough of Fareham.

31. The proposals outlined in this report suggest a number of options to offer targeted support and assistance to the local community, whilst promoting and exploring new, emerging opportunities for greater efficiency and new collaboration.

**Enquiries:**

For further information on this report please contact Janie Millerchip. (Ext 4597)



Table showing current level of funding available to CAF for 2014/15

Service	Fareham BC	Hampshire CC	Combined total of FBC & HCC £ only for each service
CVS Core Funding	£41,000	£43,340	£84,340
Community Transport	0	£10,015	£10,015
Dial a Ride Contract	£27,734	£27,734	£55,468
Dial a Ride Half Fare Subsidy	0	£11,036	£11,036
Shopmobility	£14,700	0	£14,700
Subsidy on accommodation costs	£9,000	0	£9,000
Courtesy Parking tickets for staff at the main office	£2,080	0	£2,080
<b>Total</b>	<b>£94,514</b>	<b>£92,125</b>	<b>£186,639</b>

## **Proposals by CAF in response to the priorities outlined by FBC**

### **2015-16 Community Groups Support Strategy: Focussed Support Strengthening Communities**

#### **Summary**

This strategy presents three plans to meet the defined areas of service specified by Fareham Borough Council in order to achieve the mutual aims of enabling communities, supporting groups so that they are responsive to changing demand, resilient and able to achieve the service outcomes their members and beneficiaries need. The 3 plans demonstrate a new approach to the way Community Action Fareham works with groups. There will be some re-structuring, investment in a new management system and more collaborative working with others. A critically important aspect is to facilitate individuals and groups to support each other through channels prepared by Community Action Fareham.

#### **The Intended Benefit in Our Communities**

- People enabled to help themselves
- More people helping each other
- People feeling safer
- Being happier
- Having a sense of independence, inclusion, identity, and satisfaction

#### **Issues in communities that voluntary organisations address**

- Isolation and loneliness
- Wellbeing and fitness could be better
- Need to feel safer in neighbourhoods
- Young Person disaffection occurs with some
- Debt issues
- Substance misuse, domestic violence and homelessness issues are hidden but universal.
- Some child protection issues

#### **Issues in the voluntary / community sector**

- Challenging volunteer availability
- Advancing age of leaders / activists in many groups; often a skills gap with modern ways of working.
- Long established community & self-help groups at risk because of volunteers and funding.
- Increasing interest in voluntary sector supporting wellbeing for prevention of move to acute care.

#### **People and Communities**

The link between Community Action Fareham and people in their own communities is through small community groups or charities with specific purposes. There are also intermediaries such as Community Associations and some churches that act as centres for local activity; the focus of this strategy is to achieve change by building resilience and the ongoing capacity of local groups to continue to serve their changing communities. We aim to provide the support in the most efficient way and, in order to future proof it, to continually review and improve it. Links through the Ward structure will be important too.

## **Fareham's Voluntary Sector Identity**

Fareham's 108k population has 86k adults between 18 and 85. Home office statistics over many years shows that 28 percent of the adult population is engaged in regular voluntary work. A further similar number 'lend a hand' informally. A Mori poll across Hampshire showed that 22 percent of the adult population is engaged in regular voluntary work for local organisations. Although a little lower, this shows reasonable consistency with the national statistic. When Fareham's statistic is multiplied with average time spent and with a notional value of £8 per hour the value of voluntary work in Fareham is about £42m per year. This work is expressed in nearly 600 local community groups, charities and public sector organisations. The analysis of groups in 21 categories is below.

Welfare groups	89
Welfare - focused on	
Children and Families	13
Sports	82
Youth	55
Children's group	50
Churches	49
Hobby Club	38
Health conditions	33
Older Person's Groups	28
History, Heritage, Civic	
Society, Campaigning	24
Community Association	
or hall	23
Music	19
Dance and Drama	13
Fundraising	12
Friends of Schools	12
Social	10
Media related	9
Conservation	8
Residents Association	8
WI	3
Advice - CAB	1

## **Outline Plan**

### **Promotion and Support for Volunteering and Skill Exchange**

#### **Aim**

- Increase participation in volunteering to build capacity and skill base in the sector
- Increase voluntary activity to connect local people within their communities to give them voice, ownership and value

#### **Process**

- Develop existing and new marketing opportunities: national advertising platforms (do-it); county-wide promotion (tie-in with HVC network and HCC promotions e.g. driver recruitment); local campaigns including targeted ward-based events to meet specific needs and local loyalties.
- Work with groups to help them make best use of local volunteers in the face of a changing demographic: assistance developing roles to add flexibility; mentoring/skill exchange between groups; training; networking
- Encourage more feedback from groups about volunteering success/failure: good news stories for publicity; problems for training/networking topics

#### **Targets**

- Increase publicity: More press and other media stories
- Organise the annual awards presentations and themed promotions.
- Investigate funding for supported volunteering opportunities: training; mentoring; buddy system to help support introduction of hard to place volunteers
- Investigate opportunities for intergenerational skill exchange: young people; home-makers returning to work; early-retired; older people
- Investigate other options for rewarding and recognising volunteering: Business and FBC partners for Fareham-focussed or branded advantage scheme for volunteers.

### **Enabling activity through Funding Advice and Support**

#### **Aim**

- Ensure that groups are confident to use an “outcomes” approach when considering new projects
- Funding advice is provided in the simplest possible way

#### **Process**

- Rewriting and continual updating of members funding pages
- Access and support in using TrustFunding
- Assistance with Bid Writing
- Providing funding references after development of the proposal
- Facilitate examination of needs in localities, working with Community Associations, similar organisations and partners so that evidence is available to justify funding applications

- Provide Training needs templates so that groups' skills gaps can be met in proactive way. Affordable training opportunities can then be presented.
- Obtain commitment to providing funding / support advice feedback

## **Targets**

- Online fund finding support to 50 groups
- In person support for bids to 25 groups

## **Encouraging good governance that will lead to organisational resilience**

### **Aim**

- Increase involvement and ownership in the Borough of Fareham's Voluntary Community Sector (VCS)
- Build a strong mutually supportive network of VCS organisations.
- Groups are "fit for purpose" and would not fail funding because they require organisational improvement
- VCS organisations are trusted, respected and valued

### **Process**

Starting with the larger organisations, to promote the benefit of involvement in the VCS network. This is based on the fact that 150 organisations are members and their involvement is already 'good'.

- New website with member log-in (so be able to access restricted pages and a training course discount)
- Use concept of "Gold Membership" of Community Action Fareham
  - Commitment to undertaking "Got it Right" (GiR) simple quality audit.
  - Access to update own public details
  - Work towards participation in sector development network
  - Give self-assessment of their impact
  - Give assessment of value of Community Action Fareham
- Launch strategy with Community Associations and Churches
  - In each locality (or ward if applicable) to work with Community Associations or similar (eg large churches) as local community centres to undertake needs analysis as a method of community engagement. Then to respond with very local projects; to provide assistance with funding bids.
- Hold engagement meeting with all groups
- Briefings or information for local individuals including ward councillors so that they know of the group support (and community services) that are available for groups and people in their wards. Such people would be able to spread the information through their personal networks. The new literature and website will enable this.
- Provide access to "knowhownonprofit" training videos for Gold members

## **Targets**

- Undertake 50 GiR Audits
  - Provide online solutions for improvement through training and fact sheets
- Ongoing programmes of short course training, especially for governance, policy development, volunteering good practice and safety.
- Provision of one-to-one / mentoring support when needed
- Encouragement through the presentation of GiR Gold Awards in prestigious venue
- Recruitment of “Business Partners” – through Chamber of Commerce. This would be for recruitment of volunteers, time-limited pro bono support and consultancy as appropriate.
- Feedback from 100 groups (total with funding programme)

## **Internal organisational change using the Enabling Fund**

- Restructure staff support to meet the requirements of this strategy.
- Development of the log-in capable / tracking website
- Use specialist training for funding advice and re-development of online funding pages and support.
- Development and improvement of the Got it Right award simple quality audit, through a customer feedback approach including endorsement from statutory sector partners.
- Development of an integrated contact relationship management system (CRM) for groups and volunteer centre
  - Exportable to searchable directory type database and website
  - Annual owner update required
- To test meetings with groups / VCS at different / additional times of day
- Development of a communications plan that will meet the needs of this strategy.

## **Aspirational developments**

To use the analysis of our internal process review to find joint solutions with others. Eg jointly undertaking more backroom functions. While such development is aspirational, it is helpful to have the additional targets in the strategy to enable a quick response as additional opportunities arise.

Investigate use of county-wide specialist trainers / supporters that would be organised with partner CVSs or other providers.

- Health and Safety / Environment
- Website Development for Community groups, including social media and communications strategy
- Internal CRM / databases / communications support person.

Syndication of the Got it Right award to other areas

Streamlining of short course training provision across Hampshire so that all groups see one coherent offer.

Provision of change management consultancy through the “Big Assist”

Complete investigations of opportunities for integration of activities with neighbouring CVSs that could improve efficiencies. These could include: news content, Joint press releases, Joint Information sheets, Jointly organised contact with groups in clusters, routine way of “capturing emerging needs” Joint specialist forums; Community Association, youth, wellbeing, older person’s, HR – employed staff expertise, negotiated central support from Action Hampshire.