

WASHINGTON AREA COMMITTEE

AGENDA

Extraordinary Meeting to be held on Wednesday, 25th July, 2018 at 4:00pm

VENUE – Parsons Conference Room, Parsons Depot, Glover Road

Membership

Cllrs Lauchlan (Chair), F. Miller (Vice Chair - Place), H. Trueman (Vice Chair – People), Farthing, Fletcher, Kelly, Middleton, G Miller, Scaplehorn, David Snowdon, Dianne Snowdon, T. Taylor, D Trueman, P. Walker and Williams,

Part I

		PAGE
1.	(a) Chairman's Welcome (b) Apologies for Absence (c) Declarations of Interest	
2.*	Financial Statement and Proposals for further allocation of Resources	1

(copy attached)

* Denotes an item relating to an executive function

ELAINE WAUGH
Head of Law and Governance

17th July, 2018

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WASHINGTON AREA COMMITTEE
25th July 2018
EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Strategic Initiative Budget (SIB) and Community Chest - Financial Statement and proposals for further allocation of resources

Author(s):

Head of Strategy, Partnerships and Transformation Directorate, Member Support and Community Partnerships Service

Purpose of Report:

Area Committee has delegated budgets to allocate to specific strategic priorities identified in the Local Area Plan, with the overall aim to benefit the wider community and to attract other funding into the area. The report provides a financial statement as an updated position on progress in relation to allocating SIB, and Community Chest and presents proposals for further funding requests.

Description of Decision:

The Area Committee is requested to:-

- (a) Note the financial statement set out in the report
- (b) Consider and approve **£50,000** SIB(2018/19) for the Volunteer and Community Support Project
- (c) Consider and approve **£20,000** SIB(2018/19) for the Usworth Park Management Plan

Is the decision consistent with the Budget/Policy Framework?

Yes

Suggested reason(s) for Decision:

Alternative options to be considered and recommended to be rejected:

Is this a “Key Decision” as defined in the Constitution? No

Is it included in the Forward Plan?

Relevant Scrutiny Committees:

**REPORT OF THE HEAD OF STRATEGY, PARTNERSHIPS and TRANSFORMATION DIRECTORATE
- Strategic Initiative Budget (SIB), Community Chest – Financial Statement and proposals for
further allocation of resources**

1. Purpose of Report

- 1.1 Area Committee has delegated budgets to allocate to specific strategic priorities identified in the Local Area Plan, with the overall aim to benefit the wider community and to attract other funding into the area. The report provides a financial statement as an update position on progress in relation to allocating SIB and Community Chest and presents proposals for further funding requests.

2 Strategic Initiatives Budget (SIB)

- 2.1 The table below shows the financial position of SIB for 2018/2019:

	Committee Date	Aligned	Approved	Balance
Total SIB available at the beginning of municipal year 2018/2019 is £356,535. This includes new allocation of £287,261 plus 'returned to budget funds of £14,155 and £2,099. Also added to the balance is £28,020 allocated to Positive Activities for children and young people and £25,000 from Public Health for the Health & Heritage Project.				
Project Name				
				£356,535
Washington Healthy Lifestyles		£25,000		£331,535
Health and Heritage			£25,000	£306,535
WISP2 (Previously aligned)			£30,000	£306,535
Positive Activities			£50,000	£256,535
Washington Safe Partnership			£10,000	£246,535
Washington Safe		£40,000		£206,535
Fire Safety Education Project			£5,000	£201,535
Clean and Green		£50,000		£151,535
Usworth Park Management Plan			£20,000	£131,535
Washington Ward Improvement Project			£50,000	£81,535
Washington Events 2019		£40,000		£41,535
Balance				£41,535

- 2.2 Members are asked to note the available balance as detailed in the table above

3. People based priorities: Community Inclusion

- 3.1 June Area Committee agreed an amended Project Brief and Call for Projects for the VCS Support Project.
- 3.2 In line with SIB procedures the Area Committee and relevant partners are consulted on the applications. The resulting comments are then considered as part of the formal scoring and assessment of the applications and form part of the Officer recommendation to Area Committee.

Scoring and assessment will take place 17th – 19th July. The Project Briefs and Scoring Matrix are attached as **Annex 1**.

Given the deadline for applications, the schedule for scoring and the requirement to publish the papers, the Executive Summary and Officer Recommendation will be circulated prior to the Extraordinary Area Committee to be held 25th July 2018.

4. Place based priorities: Environment and Green Space

- 4.1 June Area Committee agreed a Project Brief and Call for Projects for the Usworth Park Management Plan. 1 application has been received by the deadline of 17th July 2018.

In line with SIB procedures the Area Committee and relevant partners are consulted on the applications. The resulting comments are then considered as part of the formal scoring and assessment of the applications and form part of the Officer Recommendation to Area Committee. Scoring and assessment will take place 17th – 19th July. The Project Briefs and Scoring Matrix are attached as **Annex 2**.

Given the deadline for applications, the schedule for scoring and the requirement to publish the papers, the Executive Summary and Officer Recommendation will be circulated prior to the Extraordinary Area Committee to be held 25th July 2018.

6. Recommendations: Members are requested to:

- 6.1 Note the financial statement set out in the report.
- 6.2 Consider and approve **£50,000** SIB (2018/19) the Officer recommendation to award SIB for the Volunteer and Community Support Project.
- 6.3 Consider and approve **£20,000** SIB (2018/19) the Officer recommendation to award SIB for the Usworth Park Management Plan

Contact Officer: Karon Purvis Washington Area Community Development Lead 0191 561 2449
karon.purvis@sunderland.gov.uk

Annex 1: VCS Support Project Brief and Scoring Matrix

Annex 2: Usworth Park Management Plan Project Brief and Scoring Matrix

SIB Project Brief and Call for Projects: Volunteer and Community Support Project
Project Brief: Volunteer and Community Support

Washington Area Committee would like to invite local Voluntary and Community Sector (VCS) groups and non-profit making organisations to submit a full application that will develop and implement a **Volunteer and Community Support Project** in the Washington area. Applications will be considered from VCS groups who have a management committee, constitution and bank account with dual signatories. VCS groups must adhere to accounting requirements in accordance with the Companies Act.

1. Introduction and Background

- There is an opportunity for local VCS groups with a track record of successfully delivering support to the third sector, and volunteering activity, to submit a full application to deliver a project on behalf of Washington Area Committee.
- It is intended this new project will build on and consider the outcomes and Exit strategy of the previously SIB funded initiative, the Community and Volunteer Development Project, delivered via the Washington Trust.
- The new project should also consider the opportunities available to the VCS to bring in further funding via the CLLD funding for **Objective 3 Improving community capacity, partnership working and social innovation**. This opportunity includes
 - **Action 3.1** Projects that promote leadership development, volunteering, active inclusion and citizenship, and that support the sustainability of VCSE organisations
 - **Action 3.2** Projects which stimulate innovation and investigate, develop and implement new opportunities, services and models, including social investment activity.
- The Area Committee is keen to develop initiatives to provide additional support to new and existing groups, and to all aspects of volunteering in Washington
- Research was undertaken to gather information on existing projects and support within the area and identify gaps. It was identified that many local organisations traditionally operated by volunteers are struggling to attract new and younger volunteers to help sustain them. This new project should look at how it can make a link between developing new volunteers and helping future proof some of the local VCS organisations.
- The research also identified the need to develop and co-ordinate support specifically for grassroots groups and volunteers across the whole of the Washington area.

2. The project proposal should:

- Be focused and specifically meet local needs within the Washington area (Washington Central, Washington East, Washington North, Washington South, and Washington West) as identified by the VCS Sector.

- Proactively work with local organisations who make a real difference in the area to ensure they have the correct procedures and mechanisms in place to sustain their activity and recruit, support and retain volunteers
- Identify, advise and support local and smaller grassroots VCS organisations who need help to build their capacity, helping them move on to the next level re delivering services for the benefit of Washington residents.
- Provide a local DBS service for Washington based organisations
- Recognise and be familiar with existing support in the area and the city to ensure partnership working and non-duplication. It is necessary to ensure that the Washington area receives support from citywide infrastructure and support organisations and the proposed project needs to complement and add value to any offer from initiatives being delivered within the City and the Washington area.
- Ensure the project delivers a partnership approach and establishes relationships with other organisations, local businesses and local voluntary and community sector groups. This includes further development of corporate volunteering across Washington.
- Be creative and innovative
- Attract additional funding from sources other than SIB
- Be for a period of at least two years
- Employ a dedicated member of staff to deliver the project locally and be the point of contact for stakeholders of the project.
- Include a forward plan/exit strategy to identify how the project continues once the SIB funded project is complete
- Identify what added value your organisation can bring
- Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector in Washington
- Identify how volunteering activity and support is to be monitored

Project outcomes

- Volunteers are recruited and supported to
 - a) work within a specific organisation in the area, to contribute to the development of that organisation
 - b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities
- Corporate volunteering is established as a route to involve local business in the community
- Local organisations are equipped to continue to deliver valuable services in the community and they have the capacity to recruit, support and retain volunteers
- Smaller grassroots organisations are supported to increase their capacity and grow and are aware of the opportunities available to them for support.
- A local DBS service is provided across Washington
- There is increased recognition and celebration of volunteering within the local community
- A volunteering steering group specific to the area is developed to ensure collaboration and partnership working with relevant organisations continues
- A Washington Plan identifying how this project fits within the current strategic activity across the Washington area and the City of Sunderland, and how it will work in partnership at a local level to meet the needs of the local VCS and to ensure no duplication

3. Strategic Fit

The proposal should acknowledge and identify how the project will fit within the current strategic activity across the Washington area and the City of Sunderland. To ensure a joined up approach, a number of partners should be considered, including:

- VCAS
- Gentoo
- Age UK
- Sunderland City Council
- Local VCS Organisations

In addition, applicants should familiarise themselves with other Washington SIB funded initiatives and plans that could assist with delivering the proposed project outcomes and could add value to any new project.

4. Budget

There will be a maximum overall budget of **£50,000**. The project will be for a **minimum of two years**, with a full review after the first year.

5. Assessment

Each project application will be assessed against set criteria. The results of that assessment and a recommendation will be presented to Washington Area Committee.

6. Proposed Timescale

Project brief and Call for Projects invitation	4 th July 2018
Deadline for applications	17 th July 2018
Assessment and consultation by	22 th July 2018
Award of grant	25 th July 2018

Return Date

SIB Application form, guidance notes and scoring matrix are available from 0191 561 2449 or by emailing karon.purvis@sunderland.gov.uk

The deadline date to return the completed application (in two formats), along with necessary documents is **17th July 2018**

Two formats will need to be submitted.

Format One: (Hard Copy): A signed hard copy of the application form, along with all relevant paperwork should be posted into Sunderland City Council, Member Support and Community Partnership Service, Room 3.98, Strategy Partnership and Transformation Directorate. Civic Centre, Burdon Road, Sunderland, SR2 7DN.

Format Two: (Electronic Copy): An electronic copy of the application should be emailed to karon.purvis@sunderland.gov.uk and copied to scrutinyandareaarrangements@sunderland.gov.uk.

Queries

If you have any questions regarding the application process or you require any advice on the development of the project please do not hesitate to contact Karon Purvis on 0191 561 2449 or on karon.purvis@sunderland.gov.uk

SIB Scoring Method (external)

Please note that the project will be scored on the level of detail provided in the application form. Insufficient detail or a lack of clarity will result in a lower mark being allocated. A total of 160 marks is available, as detailed below. The results of this scoring will be used to inform decision making. There is not a minimum required score in order to gain funding. However, where there are competing bids the scores will be used to compare projects and select the preferred option.

Application Section		Scoring Methodology (Range)
Question 1	XX marks	0 - 15
Question 2	xx marks	0 - 60
Question 3	XX marks	0 - 20
Question 4	XX marks	0 - 10
Question 5	XX marks	0 - 30
Question 6	XX marks	0 - 25
		Total Score Available = 160

SIB Scoring Criteria (external)

Project Name	Volunteer and Community Support Project
Organisation	
Area	Washington
Total Score/Total Available	/160

Question 1	
Is the organisation based in/local to the relevant area	How it will be scored?
Comments and Score:	15 - based in or delivers activities that benefit the relevant area 10 - based in Sunderland 5 - based in region Score 15

Question 2	
How does the project meet the outcomes identified in the brief?	How it will be scored?
Comments and Score: How <ul style="list-style-type: none"> Volunteers are recruited and supported to <ul style="list-style-type: none"> a) work within specific organisations in the area, to contribute to the development of that organisation 5 points b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities 5 points Support for local organisations (particularly grassroots organisations) will help equip them to build capacity to continue to deliver valuable services in the community 5 points Develop initiatives to provide support to new and existing groups, and support and co-ordinate volunteers and all aspects of volunteering 10 points A local DBS service is provided 5 points Opportunities for increased recognition and celebration of volunteering within the local community 5 points 	Score 60

<ul style="list-style-type: none"> • Show how the proposal can proactively work with local organisations who make a real difference in the area to ensure they have the correct procedures and mechanisms in place to sustain their activity and recruit, support and retain volunteers 10 points • Identify, advise and support local and smaller grassroots VCS organisations to build their capacity 10 points • Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector 5 points 	
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Question 3	
The brief identifies who should benefit from this project, is the application clear how it will reach the beneficiaries?	How it will be scored?
Comments and Score: Be focused and specifically meet local need within the Washington area (Washington Central, Washington East, Washington North, Washington South, and Washington West). 20 points	20 - Accurately and fully explains how 10 - partially explains how 0 - does not explain how Score 20

Question 4	
Does the project offer added value and target 'new' beneficiaries?	How it will be scored?
Comments and Score: Identify what added value your organisation can bring 5 points New targets and beneficiaries 5 points	10 – evidence of how it will add value and complement current services 5 – awareness of other services and plans to add value 0 – no knowledge of current services Score 10

Question 5	
<p>Have the management and monitoring systems for the project been clearly explained? Are they adequate and relevant to the project?</p> <p>Are the milestones realistic?</p> <p>Do you feel that potential issues and risks have been clearly identified and mechanisms in place to deal with them?</p> <p>Has sustainability/exit strategy been covered?</p>	How it will be scored?
<p>Comments and Score:</p> <ul style="list-style-type: none"> • Monitoring and management systems 5 points • Attract additional funding from sources other than SIB 5 points • Be for a period of at least two years 5 points • Employ a dedicated member of staff to deliver the project locally and be the point of contact for stakeholders of the project. 5 points • Include a forward plan/exit strategy to ensure the outcomes of the project continue once the SIB funded project is complete 10 points 	Score 30

Question 6	
<p>Partnership working – Does the application clearly explain how it will engage with existing organisations working in the area to ensure duplication is avoided</p>	How it will be scored?
<p>Comments:</p> <p>Does the project reference the previously SIB funded initiative, the Community and Volunteer Development Project, delivered via the Washington Trust. That projects recent Exit strategy has identified a number of outcomes which are articulated within this brief. 5 points</p> <p>A volunteering steering group specific to the area is developed to ensure collaboration and partnership working with relevant organisations 5 points</p> <p>Recognise and be familiar with existing support in the area and the city to ensure partnership working and non-duplication. 5 points</p> <p>The project delivers a partnership approach and establishes relationships with other organisations, local businesses and local voluntary and community sector groups. 10 points</p>	<p>25 - very clear with examples given 15 –clear without examples 0 - not clear</p> <p>Score 25</p>

Total Score	
Project Appraised by	
Appraiser Signature	
Date	

SIB Project Brief and Call for Projects

**Washington Park Management Plan: Usworth Park
Project Brief
CALL FOR PROJECTS**

Washington Area Committee would like to invite Washington based Voluntary and Community Sector (VCS) groups, and public and statutory providers to submit a full application that will provide a community led Management Plan for Usworth Park. Washington Area Committee wishes to see proposals which address the Area Committee's priority of Environment and Green Space and Community Inclusion. Applications will be considered from VCS groups who have a Management Committee, constitution and bank account with dual signatories. VCS groups must adhere to accounting requirements in accordance with the Companies Act.

Introduction and Background

The Washington Clean and Green initiative is a community-based, environmental initiative that inspires and empowers communities to come together to clean up, fix up, respect and take pride in their immediate neighbourhoods and the wider green space in Washington. As part of that ethos there are a number of elements established which when brought together have been extremely successful in attracting volunteers, social organisations, neighbourhoods and communities to come together and make Washington a safe and cleaner place to live, work and play:

- Friends Parks Groups Project supports the local community to come together to take on shared responsibilities (with SCC Local Services) and undertake a programme of skills building and training to take on additional tasks within specific sites, e.g. parks, and managing a programme of small capital works.
- Healthy Places Healthy People aims to work on a number of sites across Washington, to enhance local neighbourhoods, encourage community partnerships and improve the health of residents' through access to green spaces. The project aims at helping the local community make small scale improvements to their green spaces with the long term goal that the group will help support and maintain the site after the project has ended. This project has recently engaged with a small number of residents and organisations to encourage positive use of Usworth Park and to establish and formalise a Friends Group – with the aim of being able to support this group through the Friends of Parks Project.
- Usworth Park – identified via both the 'Friends' project and the Healthy Places Healthy People Project, is a small local park which has as an clear aspiration - the re-instatement of the Green Flag Award. A small group of passionate volunteers and local community have more recently come together in order to increase community engagement and participation in the Park.

Expected Outcomes

This Call for Projects is for an organisation experienced in producing plans to manage park development. The Management Plan should include the following:

- A clear vision including the community aspirations for the Park

- How proposals will complement the work of SCC's Park Management Plan for Usworth Park and be used to aid future development and maintenance of Usworth Park and to plot improvements, manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service
- How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community
- How it will complement the work of SCC's Park Management Plan for Usworth Park Details to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting.
- Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion.
- The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful.
- The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use.
- There needs to be a robust funding strategy to aid future development and maintenance
- There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability
- There needs to be a clear recommendation for a robust community led governance structure or methodology

It is anticipated the production of the management plan should take no more than 6 months.

The successful applicant will be expected to report and liaise directly to the Washington Area Place Board throughout that time.

Context

The application needs to:

- Ensure co-ordination with SCC's Place Management team to aid delivery of any recommendations from this process.
- Evidence knowledge of Usworth Park's current status within the context of use, access, condition, and community involvement.
- Show the applicant has knowledge of Sunderland City Council's strategic framework for Parks and open spaces, and all other relevant policies.
- Be in line with Green Flag criteria
- Show knowledge about the context of the space in relation to the neighbourhood and the area.
- Show they have an understanding with regards to current usage, community interest, engagement and aspirations

Budget: The total budget available for this Call for Projects is **£20,000**.

Assessment

Each project application will be assessed against set criteria. The results of that assessment and SIB consultation will be presented to the next available Area Committee Place Board.

Proposed Timescale

Project brief and methodology approved (Area Committee)	June 2018
Deadline for applications	July 17 th 2018
Assessment and consultation by	July 22 nd 2018
Award of grant (next available Area Committee)	July 25 th 2018

Return Date

SIB Application form, guidance notes and scoring matrix are available from 0191 561 2449 or by emailing karon.purvis@sunderland.gov.uk

The deadline date to return the completed application (in two formats), along with necessary documents is **17th July 2018**

Two formats will need to be submitted.

Format One: (Hard Copy): A signed hard copy of the application form, along with all relevant paperwork should be posted into Sunderland City Council, Scrutiny and Area Arrangements, Room 3.98, Civic Centre, Burdon Road, Sunderland, SR2 7DN.

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Queries

If you have any questions regarding the application process or you require any advice on the development of the project please do not hesitate to contact Karon Purvis on 0191 561 2449 or on karon.purvis@sunderland.gov.uk

SIB Scoring Method (external)

Please note that the project will be scored on the level of detail provided in the application form. Insufficient detail or a lack of clarity will result in a lower mark being allocated. A total **140** marks is available, as detailed below. The results of this scoring will be used to inform decision making. There is not a minimum required score in order to gain funding. However, where there are competing bids the scores will be used to compare projects and select the preferred option.

Application Section		Scoring Methodology (Range)
Question 1	XX marks	0 - 10
Question 2	xx marks	0 - 60
Question 3	XX marks	0 - 20
Question 4	XX marks	0 - 10
Question 5	XX marks	0 - 20
Question 6	XX marks	0 - 20
		Total Score Available = 140

SIB Scoring Criteria (external)

Project Name	
Organisation	
Area	
Total Score/Total Available	/140

Question 1	
Is the organisation based in/local to the relevant area	How it will be scored?
Comments and Score:	10 - based in or delivers activities that benefit the relevant area 5 - based in Sunderland 5 - based in region Score XX

Question 2	
How does the project meet the outcomes identified in the brief?	How it will be scored?
Comments and Score: <ul style="list-style-type: none"> A clear vision including the community aspirations for the Park 10 Points How proposals will complement the work of SCC's Park Management Plan for Usworth Park and be used to aid future development and maintenance of Usworth Park and to plot improvements, manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service 5 points How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community 5 points How it will complement the work of SCC's Park Management Plan for Usworth Park to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting. 5 points Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion. 5 points The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful. 5 points The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use. 5 points There needs to be a robust funding strategy to aid future development and maintenance 5 points 	60 – clearly explains what the project will do and how it meets all outcomes 30 – clearly explains the project and how it meets some outcomes 10 - explains the project but does not clearly explain how it meets outcomes Score XX

<ul style="list-style-type: none"> • There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability 10 points • There needs to be a clear recommendation for a robust community led governance structure or methodology 5 points 	
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Question 3	
The brief identifies who should benefit from this project, is the application clear how it will reach the beneficiaries?	How it will be scored?
Comments and Score:	20 - Accurately and fully explains how 10 - partially explains how 0 - does not explain how Score XX

Question 4	
Does the project offer added value and target 'new' beneficiaries?	How it will be scored?
Comments and Score:	10 – evidence of how it will add value and complement current services 5 – awareness of other services and plans to add value 0 – no knowledge of current services Score XX

Question 5	
Have the management and monitoring systems for the project been clearly explained? Are they adequate and relevant to the project? Are the milestones realistic? Do you feel that potential issues and risks have been clearly identified and mechanisms in place to deal with them? Has sustainability/exit strategy been covered?	How it will be scored?

Comments and Score: Management and monitoring 5 points Realistic milestones 5 points Any risks identified 5 points Sustainability addressed 5 points	20 - very clear with examples given 10 –clear without examples 0 - not clear Score XX
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Question 6	
Partnership working – Does the application clearly explain how it will engage with existing organisations working in the area to ensure duplication is avoided	How it will be scored?
Comments:	20 - very clear with examples given 10 –clear without examples 0 - not clear Score XX

Total Score	
Project Appraised by	
Appraiser Signature	
Date	