

**Washington Area Committee SIB applications**

**Applications for Washington Clean and Green Programme**

**Introduction and background**

Washington Area Committee invited local Voluntary and Community Sector (VCS) groups and non-profit making organisations to submit proposals which address the following:

**The delivery of a co-ordinated approach to neighbourhood management and environmental improvements, responding to local concerns across the area. Project proposals will enhance local neighbourhoods, encourage community partnerships and volunteering, and improve the use of green spaces. Projects should also identify opportunities to enhance and add value to works in Washington Parks and Open Spaces.**

**The Place Board and Area Committee (October 20<sup>th</sup> 2016) approved a targeted approach, to identify one lead for a 'partnership' bid to ensure any proposal was co-ordinated with the key partners involved in delivering neighbourhood management and environmental improvements.**

**The Project Outcomes expected to be evidenced from all proposals submitted for this Call for Projects are:**

All proposals to identify how it will deliver the following:

- A collaborative approach from key organisations which are committed to carrying out physical improvements, deliver educational messages and raise awareness and facilitate community 'ownership' to help look after the local environment.
- Opportunities for organisations to get involved in a variety of environmental improvements, based on local needs and address local concerns.
- Working in partnership with existing services and initiatives to deliver environmental improvements
- Involving the local community facilitating community ownership with regards to the local environment
- Working with communities and partners to understand local issues and help to identify their own solutions and take more responsibility for their local community and sites.
- Improving the visual appearance of neighbourhoods across the Washington area and addressing issues which are contributing to the decline of local amenities
- Suggested activities include community clean ups, reducing littering and fly tipping, managing Washington plantations, and facilitating local groups to carry out a range of activities and develop additional skills by providing a well co-ordinated Equipment Bank Loan Scheme

### Application No.1.

<b>Name of Project</b>	<b>Washington Clean and Green</b>
<b>Lead Organisation</b>	Sunderland North Community Business Centre (Partners)

<b>Total cost of Project</b>	<b>Total Match Funding</b>	<b>Total SIB requested</b>
£90,000	£5,000	£85,000
<b>Project Duration</b>	<b>Start Date</b>	<b>End Date</b>
15 months	February 2017	May 2018

#### **The Project**

This project proposes delivering a range of activities across the area which will address local concerns re key environmental issues and neighbourhood management. Sunderland North Community Business Centre (SNCBC) will lead the initiative on behalf of a collaboration and active partnership. The project will:

- Adopt an approach of engaging residents and the local community in an active **volunteering programme** which will contribute to effective neighbourhood management and environmental improvements by responding to local concerns across the Washington area. The project will employ a part-time volunteer worker for a 15 month period to engage and supervise volunteers and identify the placement opportunities with partners and the community. There will be a 3 month 'lead in' period prior to the volunteering opportunities commencing to ensure all volunteers can attend an induction into the project and attend 'tool box' health and safety training sessions/s which are bespoke to individual volunteering opportunities. All necessary personal protective clothing to ensure volunteers are suitably equipped to carry out their volunteering roles will be provided and the SNCBC NEBOSH qualified Health and Safety Manager will comprehensively risk assess all volunteering placements. In addition, a placement supervisor, who is experienced in undertaking environmental improvements, will work an average of 20 hours per week for a year supervising the work placement work of the volunteers, particularly for the activities that require the use of larger equipment. The project undertakes to make local and City-wide skills, training and employment organisations aware of the volunteering programme and the opportunities that can be developed to provide work placements to support such as the plantation clearance.
- Identifies the need to purchase some additional small items of equipment for the Equipment Bank Loan Scheme to accommodate the anticipated levels of new volunteers as well as a range of larger equipment items which, based on previous experience of managing plantation clearance works, is necessary. Full support of Washington Millennium Centre, Bowes Railway and SCC Area Place Team is in place, all who have agreed to provide such as facilities for equipment storage, volunteer rest facilities and provide information on the scheme to potential volunteers
- The project will work closely with the Area Place Team to identify how to best target volunteer resources to 'hot spots' to reduce littering and fly tipping, deliver community clean ups and to support the identification of plantation works to be undertaken.
- Proposed activity includes carrying out litter picks, addressing areas of fly-tipping both by reporting the incidents in a cohesive manner and through providing educational messages near local fly-tipping hot spots. The project will also work with Area Place Board and Gentoo to identify areas to undertake community clean ups and will encourage participation from local residents who live in those neighbourhoods.

- It is also an objective of this project to call upon our well established network of voluntary and community organisations to raise awareness of and engage volunteers into the programme, and recognise the opportunities for staff members to become involved as volunteers.
- The project will communicate with and engage the local business community to gain their participation in adopting a regular 'clean up' policy around their business premises.
- There could also be an opportunity to develop capacity with local residents to establish 'friends of' groups to enable specific green spaces to be tended and encourage the development of such as planting schemes. This activity will be co-ordinated with Place Management who are supporting groups to take on shared responsibilities of specific sites.
- A steering group will be established to enable the identification of a rolling work plan and the effective review and evaluation of the works undertaken. It is envisaged this would have representation from all key partners including SCC Area Place Team and the Area Community Development Team
- The project will deliver a varied programme of activities which will range from a one off clean up response which may take an afternoon to an on-going plantation clearance programme that may require such as a fortnightly visit for a six months' period. It is predicted a minimum of 75 programmes of activity over the project life will be delivered.
- This proposal, and the partners all recognise the importance of providing a sustainable service and the aim is to equip volunteers with the skills to take ownership of their local environment and to support them to work other residents and wider community members and partners to understand local issues and help to identify their own solutions and take more responsibility for their local community and sites. This in turn will reduce the presence of rubbish and improve the visual appearance of neighbourhoods across the Washington area, particularly during a time of austerity when public sources will not be available to undertake these additional environmental tasks.
- Early communications with community organisations have identified some areas of help that local sports clubs and community centres may need in maintaining their grounds. This also presents a skills sharing opportunity, e.g. the clean and green project may be able to carry out some of the bigger tasks in exchange for the individual clubs providing a number of hours volunteering to other parts of our scheme that require lighter works.
- Following initial discussions with the Area Place Team, opportunities may exist for the project to develop support for the on-going management of woodland areas. This project will work closely with the team to identify positive ways in which natural products could be recycled. Initial discussions have also been held with Bowes Railway to identify how this project may be able to salvage wood products to be utilised for work in the heritage joinery shop or to support in reducing heating costs through utilising the wood as a fuel source for the stoves.

## **Partnership**

The project will deliver across the Washington area. The proposal has been developed in co-ordination and with Place Management, Gentoo, Groundwork and has the full support from the Washington Trust and will work in partnership with the Keep Washington Tidy. The project has consulted with Gentoo and intends to liaise with additional housing providers offering accommodation in the Washington area. Groundwork has also been contacted to ensure this proposal/approach does not duplicate any of their work in the Washington area.

### Outputs of the Project

The project will engage and benefit a minimum of 100 active volunteers in the project who will bring secondary benefit to a much higher number of residents who live and work in cleaner and more attractive surroundings, as a result of the projects' work. It is also anticipated 75 programmes of work will be delivered across the life time of the project – dependent on the agreed definition of a programme.

Description	Number
No. of volunteers/beneficiaries	100
No of programmes of work or initiative to improve the neighbourhood	75

### Key Milestones and objectives for the Project

Establish Steering Group	February 2017
Phase 1 work plan determined	March 2017
Recruit Staff	March 2017
Commence volunteer recruitment	March 2017
Purchase Phase 1 equipment	April 2017
Agree Phase 2 Plan	May 2017
Mid term evaluation	September 2017

### Funding

Item	Total Cost	SIB
Salary (2 x staff) including on costs	21,663	21,663
Staff training and travel	1,600	1,600
Equipment scheme (including transport, servicing and fuel)	32,600	32,600
Recycling & disposal	10,000	10,000
Volunteer training, DBS, expenses	8,157	8,157
Equipment storage	2,000	2,000
Insurance	2,500	2,500
Telephones	480	480
Sustainability planning	5,000	0
Management Fee & administration (7%)	6,000	6,000
<b>TOTAL</b>	<b>90,000</b>	<b>85,000</b>

### Sustainability

SNCBC is aware of the importance of sustainability and as part of this proposal the team are identifying in-kind support from the SNCBC Management Team to consider further/other opportunities to fund the scheme. This may include refreshing equipment and personal protective clothing but it is also important to ensure the on-going recruitment of new volunteers who can be buddied and supported by the existing volunteers to participate. Recognising that opportunities may exist to attract a private income from local businesses, and even community led businesses in the event a volunteering hour's exchange is not possible, this approach will be explored by the SNCBC Management Team during the 15 month life of the programme.

**This Call for Project had specifically asked that a collaboration of local partners be developed.**

**This application has been submitted through Area Committee's Call for Project and using the formal SIB governance protocols and guidance, the application has been assessed and the Panel score is 127 out of 150**

**This application:**

**1. Evidences a good track record of successful delivery and experience**

- This application evidences previous experience of similar projects re volunteering and work placement projects, resident engagement and practical works re plantation management through the Community Work Placement Scheme. In addition the organisation has delivered the Children's Centre Volunteering contract and the Heritage Lottery funded project re volunteering at Bowes Railway.
- Project Management and monitoring systems robust and clearly explained with examples given. Work monitored against Action Plan, electronic financial systems, regular updates and reporting mechanisms identified. Volunteers trained and managed/supported.
- Realistic milestones stated, especially the 3 month lead in period before delivery is required.
- Risks and potential issues identified in relation to this particular application
- Sustainability addressed: Identification of other funding opportunities and income from private and commercial sources is covered. Area will be improved and volunteers will be equipped with skills to take ownership.

**2. Evidences it and initiatives meets at least one of the key priorities of the Washington and co-ordinates with a range of activities, projects:**

- This proposal meets three of the Area Committee priorities - Environment and Green space, Employment re skills and training, and community inclusion.
- It is co-ordinated with other initiatives being considered by Area Committee under the 'Clean and Green' ethos.
- Will be delivered in co-ordination with projects such as Keep Washington Tidy and support for groups who may be required to take on additional tasks following recent cuts and reductions in service delivery via the Council
- Works in partnership with Place Management to ensure effective delivery and evaluation and to best target volunteer resources
- The proposal is clear with regards to what it will deliver and how.

**3. This proposal has evidenced good partnership working and is committed to further developing local inclusion and collaboration.**

- Focuses on existing groups and mechanisms. Mentions engagement and involvement of businesses
- The proposal has been developed with consultation, co-ordination and full support of a number of key partners in the area. Also names existing partners including the Council, Gentoo, and Washington Trust and proposes to develop a steering group to plan activities
- The proposal is weak in identifying how it will directly recruit volunteers (what methods and mediums) apart from using existing groups and organisations
- Project delivery will be across Washington to improve local neighbourhoods for residents.

**4. This proposal meets the project outcomes as detailed in the published Project Brief:-**

**Work in partnership with existing services and initiatives – Fully meets**

- Identifies and consulted with key players in the area e.g. Gentoo, Place Management, Washington Trust, Groundwork etc. Steering group will be developed.

**Involves the local community facilitating community ownership – Meets**

- Engage with residents to take part in active volunteering, community clean ups etc. in their neighbourhoods –but does not say how it will engage directly with residents/public
- Identifies the importance of community ownership and strengthening of groups and community will identify issues and develop solutions
- Mentions engagement and involvement of businesses

**Work with communities/partners to understand local issues and identify solutions – Fully meets**

- Consultation with various groups and partners to identify sites/hot spot areas with RLS.
- Activities will include litter picks, fly tipping areas, planting schemes

**Improves the visual appearance of neighbourhoods – Fully meets**

- Plans to deliver 75 programmes including reduction of rubbish and plantation management

**Addresses issues which are contributing to the decline of the local area – Fully meets**

- Activities will include litter picks, fly tipping areas, planting schemes, clearances

**5. Added value and value for money**

- Project will be based across Washington with 2 x dedicated posts.
- Business engagement could result in any additional funding or incentives. Recognise opportunities for local businesses for income /volunteer exchange
- Match funding of £5,000 from sustainability planning
- Additional in-kind and added value described. Income generation from commercial/private work will be explored/developed. Sharing/hiring of resources is of benefit.
- Methods of calculating volunteer value will be carried out (this will act as match funding although cannot be quantified at this time)
- In-kind staff support from SNCBC, use existing volunteers to buddy as well as NEBOSH Staff to complete risk assessments

**Consultation comments and queries**

- **Although it is a very strong bid in terms of working with existing organisations or projects, it is not clear from the bid whether any other organisations will take on roles and responsibilities for actually delivering any part of the project or will be funded or sub contracted from the grant.**

**Response:** this should occur as the project evolves, and would be discuss as part of the Steering group. For example, we are aware of the Washington Trust equipment bank and may reach an agreement for them to provide access to some of the equipment available through this scheme. We would need to discuss with them to have a full understanding of what equipment they currently provide and how we can complement this, any restrictions that their insurance cover may bring on the sort of items they are able to loan through their scheme. We also wish to explore possible agreements for recycling of fly tipping waste and horticultural reclaim items with Place Management team

- **How to engage the community/residents/general public not specific or clear. Which methods or forums will be used? How to keep local communities engaged is not adequately covered in the proposal?**

**Response:** Presentations to local organisations, resident associations, neighbourhood watch, voluntary and community network, public sector organisations including the Council, jobcentre and health trust, and traders groups/local business forums to engage residents in potential voluntary opportunities. Targeted leaflet drops and as appropriate hold community meetings/forums to engage volunteers into specific projects that are being delivered. Links with local schools to promote opportunities to parents and young people, will liaise and advertise volunteer centres, do-it org and will set up social media portals to promote volunteering opportunities.

- **Doesn't mention locations/land ownership/permissions including parks and open spaces**

**Response:** The areas for 'action' will be identified through direction from the People and Place Boards and consultation with local residents. We have previously worked extensively with SCC Area Place Team to identify priorities for action, land ownership and required permissions

- **Lack of information on how the issues will be prevented moving forward – e.g. educational work/enforcement/prevention. Response:** We will

- Work closely with People and Place Boards to identify priority areas for action in relation to the issues of littering, grass cutting, landscaping, ground maintenance, plantation management, derelict/unsightly/abandoned land and education and awareness.
- Work with local residents through attending existing groups such as residents meetings, social venues and groups and by developing local forums.
- Liaise with local councillors regarding the concerns that local residents and businesses bring to our attention.
- Work with Scrutiny and Area Arrangements team to deliver a cohesive approach to sharing agreed educational messages with our volunteers, local residents including young people, and businesses operating from the area and those visiting and socialising in the area.
- Ensure all volunteers will receive relevant training in the use of equipment with the majority training as community champions to share and explore educational messages with other residents who in the main will not have engaged in environmental volunteering projects.
- Engage residents in local clean up days which could be around specific streets, parks or open spaces and will discuss with them waste management 'habits' and locally available recycling facilities to reduce future littering.
- Undertake plantation clearance work and work with the Area Place team to understand woodland management plans and to share messages with local residents about how their litter disperses into the wider community, boundary foliage and green spaces with the aim of reducing the incidents of fly-tipping in plantations.
- Work with volunteers so they feel confident to report issues of fly-tipping and or inappropriate littering so that the volunteering team can target the delivery of their educational messages to specific residents and/or geographies in the Washington area.

- Raise awareness of local environmental and garden competitions, support residents to become environmental champions to deliver the centrally agreed SCC educational messages
- **Match funding of £5,000 from sustainability planning, what is this? Is it in place?**  
**Response:** This is staff time at a management level that will be provided by SNCBC, and is in place, to identify future funding opportunities and models to move the service delivery into a community benefit/commercial delivery approach.
- **No mention of liabilities and insurance**  
**Response:** An allocation of £2500 has been made for insurance costs that will be in relation to covering volunteer activities including the use of equipment, equipment value, motor insurance for vehicle/trailer and public and employer liability.
- **Confirm the equipment is being purchased rather than leased? It is a fairly high capital cost for a short duration project - what will happen to equipment at the end of the 12 month delivery – future ownership, who will administer the scheme**  
**Response:** Yes, the equipment is being purchased as lease costs for the period would be much higher than this for the number of volunteers projected to support the scheme. The project will run for 15 months and the intention is to use the equipment pool to sustain the service in the future as potential funding bids will be solely for revenue costs and/or the capital equipment can be utilised to provide an ongoing service by suitably trained volunteers. It is anticipated that the future administration of the scheme will evolve during the delivery of the project and as appropriate any equipment ownership would be aligned with the preferred future delivery model.
- **There are 2 posts – one says to engage and supervise volunteers, one is a placement supervisor. What is the difference in the supervision role?**  
**Response:** The volunteer engagement post will identify, engage and support the induction and on-going supervision of the volunteers. The volunteer supervisor role will supervise the volunteers in delivering the practical volunteering opportunity, such as plantation clearance, clean ups, grass cutting and will ensure the relevant equipment is delivered to the site of volunteering, volunteers have the relevant PPE and are trained in the safe use of equipment and that environmental techniques such as pruning and cutting, cultivation and planting tasks are carried out appropriately. The supervisor will be responsible for ensuring all recycling is collected and managed appropriately and equipment is stored safely at the end of each session.

**RECOMMENDATION: APPROVE**