

**THE KENSINGTON & CHELSEA PARTNERSHIP
SHADOW STEERING GROUP 22ND JANUARY 2002 MEETING**

COMMUNITY EMPOWERMENT FUND

REPORT BY THE ACTING DIRECTOR OF NOTTING HILL SOCIAL COUNCIL

1. SUMMARY

- 1.1 This report provides information for the Kensington & Chelsea Partnership Steering Group on progress in relation to the Local Strategic Partnership and Community Empowerment Fund.

2. BACKGROUND

- 2.1 Notting Hill and Chelsea Social Councils have received funding from the Government Community Empowerment Fund in order to promote voluntary and community involvement in the Local Strategic Partnership.

3. PROGRESS TO DATE

- 3.1 The attached Development Plan for the Local Strategic Partnership/Community Empowerment Fund (LSP/CEF) has been agreed with the Government Office for London (GOL).
- 3.2 The Development Plan included a work plan for the period October to December 2001 and the monitoring report showing progress against this work plan is attached.
- 3.3 The work plan for the period January to March 2002 is attached. The work to December 2001 was undertaken by the LSP/CEF consultant, Susie Parsons, who is also Acting Director of Notting Hill Social Council. The Social Councils have now recruited a full-time Community Empowerment Officer, Similola Towry-Coker, who is taking over the work from January 2002 and will be in attendance at Steering Group meetings.

4. CONCLUSIONS

- 4.1 The availability of CEF funding has been very helpful in enabling dedicated resources to be devoted to the voluntary sector input into the LSP.

FOR INFORMATION

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**KENSINGTON & CHELSEA LOCAL STRATEGIC PARTNERSHIP
AND COMMUNITY EMPOWERMENT FUND**

DEVELOPMENT PLAN, WORK PROGRAMME AND BUDGET TO MARCH 2003

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1. THE LOCAL STRATEGIC PARTNERSHIP IN KENSINGTON & CHELSEA

In June 2001 Kensington & Chelsea Council invited a selection of key partners to form a "shadow" Local Strategic Partnership Steering Group to consider how an LSP might be developed in the Borough. The Steering Group includes Chelsea and Notting Hill Social Councils (which fulfil the functions of a council for voluntary service) as well as representatives of the Council and the local health authority, police, faith groups and business. This group agreed that the LSP should follow an inclusive model, embracing the rich variety of partnership working in the Borough. They also agreed that an extensive programme of consultation and research would be needed to develop the full LSP and prepare a Community Strategy and a Neighbourhood Renewal Strategy. An LSP Working Group of officers from the key partner organisations, including the Social Councils, has been established to take this work forward.

2. THE VOLUNTARY ORGANISATIONS FORUM (COMMUNITY NETWORK)

Kensington & Chelsea has a long tradition of community action. Supported by the Social Councils, the vibrant and extensive voluntary sector comes together in the Voluntary Organisations Forum (VOF) which is the community network for Kensington & Chelsea. On 18 September 2001, the following aims and objectives were endorsed by VOF as its statement of purpose.

VOF aims to bring voluntary and community groups in Kensington &

Chelsea together to work on issues of mutual interest. Its objectives are:

- ☐ *to share information on local and national developments of interest to voluntary and community groups, including new funding opportunities;*
- ☐ *to elect people to represent the voluntary sector in discussions with the Borough Council and other statutory agencies and to partnership boards;*
- ☐ *to establish sub-groups, sub-committees and forums for organisations working with specific client groups and on particular issues;*
- ☐ *to act as the community network for Kensington & Chelsea in relation to the Local Strategic Partnership, the Community Strategy and the Neighbourhood Renewal Strategy and also in decision-making about the allocation of the Community Empowerment Fund and the Community Chest.*

A new Local Strategic Partnership Sub-Committee of VOF has been set up with the following terms of reference.

The LSP Sub-Committee will comprise the Directors of Chelsea and Notting Hill Social Councils plus up to six members of VOF elected from among those present at the VOF meeting on 18 September 2001. Membership will be reviewed at the March 2002 meeting. The Director of Chelsea Social Council will chair the Sub-Committee. The function of the LSP Sub-Committee is to make any essential decisions in between VOF meetings in relation to the LSP Community Strategy, the Neighbourhood Renewal Strategy, the Community Empowerment Fund and the Community Chest. Such decisions will be reported to the next main VOF meeting for ratification. The LSP Sub-Committee will meet on an ad-hoc basis as and when urgent decisions are required. It will be serviced initially by the LSP Consultant and then by the Community Partnership Officer, once appointed.

3. OUTPUTS TO SEPTEMBER 2001 (SET- UP PHASE)

The Community Empowerment Fund is seen locally as an important opportunity both to ensure that the community and voluntary sector can take a leading role in the Local

Strategic Partnership, the Community Strategy and the Neighbourhood Renewal Strategy and to strengthen VOF as the community network for Kensington & Chelsea. A number of key outputs have already been achieved in relation to these objectives.

1) Plan of events leading up to October visioning day.

- ❑ A meeting for voluntary organisations was held on 22 August with speakers from GOL, RBK&C and Chelsea Social Council and the brainstorm/discussion written up.
- ❑ The Social Councils have identified potential facilitators for community workshops and encouraged them to attend one of three training sessions.
- ❑ Community workshops have been held in the latter part of September and continuing into early October to consult hard to reach and disadvantaged groups on their vision for Kensington & Chelsea in ten years time. This will feed into consultation events to be held in October.
- ❑ The LSP has been promoted to groups and key individuals at numerous local meetings.

2) Report on profile of population of the Borough

- ❑ Information on the population of the Borough has been collated and analysed and a report written.

3) Information on website

- ❑ Information about the LSP is available on the Chelsea Social Council website.

4) Assessment of Community Network, gaps in attendance and suggestions for addressing these.

- ❑ A detailed report has been written making proposals for strengthening VOF as the Community Network for K&C by bringing in excluded and hard to reach groups, including through enetwork/website development.
- ❑ These proposals were approved by VOF on 18 September 2001 and are included in the Development Plan for the period October to February 2002.

5) Training programme for community facilitators.

- ❑ Training sessions were held on 3, 4, 5 and 12 September 2001.

6) Beginners Guide to LSP

The following written information has been produced and distributed:

- ❑ general information handout which can be adapted for different audiences on the Local Strategic Partnership, the Community Strategy, the Neighbourhood Renewal Strategy, the Community Chest and the Community Empowerment Fund;
- ❑ leaflet to publicise training sessions for community facilitators;
- ❑ one page handout on the LSP;
- ❑ one page handout on VOF;
- ❑ articles on the LSP in *Link*, the newsletter for the voluntary sector in Kensington & Chelsea in the July, August and September issues.

7) Representing the voluntary sector

- ❑ The Social Council Directors and their LSP Consultant have represented the voluntary sector at meetings of the Shadow LSP Steering Group held on 27 June and 25 September and of the officer-level LSP Working Group held on 4 July, 24 July and 11 September and at various meetings of the Consultation Sub-Group.

8) Staffing

- ❑ A detailed job description, person specification and draft advertisement have been drafted for the post of Community Partnership Officer.

- VOF agreed on 18 September that the Social Councils should recruit a Community Partnership Officer as soon as possible and should continue to commission consultancy services as required until the person is in post.

4. DEVELOPMENT PLAN OCTOBER 2001 TO FEBRUARY 2002 (DEVELOPMENT PHASE)

The following objectives, targets and performance indicators are proposed for the development phase.

Objective 1: to ensure that the community and voluntary sector can take a leading role in the Local Strategic Partnership, the Community Strategy and the Neighbourhood Renewal Strategy.

Target 1: appropriate community and voluntary sector participation in the Borough Conference to be held on 19 October for key stakeholders in the LSP.

Performance indicator: a wide spread of organisations/client groups to be represented at the Borough Conference.

Target 2: full community representation on the LSP Steering Group.

Performance indicator: improved non-statutory representation.

Target 3: wide consultation on the draft Community Strategy and Neighbourhood Renewal Strategy prior to submission to GOL.

Performance indicator: the LSP to have consulted appropriately on the drafts.

Objective 2: to strengthen VOF as the community network for Kensington & Chelsea

Target 4: implementation of both the immediate and longer-term improvements approved at the VOF meeting on 18 September.

Performance indicator: improvements implemented by February 2002.

Target 5: appropriate staffing in place.

Performance indicator: Community Partnership Officer recruited and in post.

5. WORK PLAN OCTOBER TO DECEMBER 2001

Objective 1: to ensure that the community and voluntary sector can take a leading role in the Local Strategic Partnership, the Community Strategy and the Neighbourhood Renewal Strategy.

Tasks

1) Find out which organisations wish to attend the Borough Conference on 19 October and allocate places so as to ensure that each of the following type of organisation/client group is represented.

- ☐ Children
- ☐ Young adults
- ☐ Mental health
- ☐ Physical disabilities
- ☐ Black and ethnic minorities (at least 20% of available places).
- ☐ Older people
- ☐ Women
- ☐ Advice agencies
- ☐ Community centres
- ☐ Housing organisations.

2) Make representations to the local authority to secure improved non-statutory representation on the LSP Steering Group.

3) Advise the LSP Steering Group on consultation and continue to take an active role in the LSP Working Group and Consultation Sub-Group.

4) Continue to provide information on the LSP on the Chelsea Social Council Website, through the LSP Website (currently under discussion by the partners), in *Link*, the voluntary sector newsletter and through other outlets as appropriate.

Objective 2: to strengthen VOF as the community network for Kensington & Chelsea

Tasks

5) Fully implement immediate improvements:

- ☐ Statement of purpose to be adopted (achieved 18 September 2001).
- ☐ LSP Sub-Committee to be established (achieved 18 September 2001).
- ☐ One integrated mailing-list to be created of all voluntary and community organisations operating in the Borough and kept up to date.
- ☐ VOF meetings to be made more inviting and sociable.

6) Start to implement longer-term improvements:

- ☐ Terms of reference will be drafted for VOF, dealing with eligibility for membership, frequency of meetings etc.
- ☐ The structure of VOF will be reviewed, including its relationship with the sub-groups, sub-committees and forums.
- ☐ The existing Chelsea Social Council website will be developed and a feasibility study commissioned on an enetwork so that information can be exchanged electronically among VOF members.

- ❑ Groups which are not involved in VOF will be identified and the Community Partnership Officer will work with them to ensure that they can benefit from being part of the community network.
- ❑ A voluntary sector strategy will be drafted for agreement by VOF which can then become part of the Community Strategy.
- ❑ A publicity strategy will be produced for VOF, including production of a regular VOF Bulletin.
- ❑ The feasibility of paying for attendance at meetings and/or payment of travel and childcare expenses will be examined, with particular reference to unfunded groups.
- ❑ The Community Partnership Officer will review how agendas are set with the aim of ensuring that topics are relevant and of interest to VOF members.

Please note that the timescale for achieving some of these improvements depends on when the Community Partnership Officer can be recruited which depends on when GOL gives funding approval.

- 7) Draw up recruitment timetable for Community Partnership Officer, place advertisements (as soon as funding approval is received from GOL) and recruit to the post.
- 8) Hold meetings of the VOF LSP sub-committee as required.
- 9) Undertake further consultation as appropriate on the Community Strategy and the Neighbourhood Renewal Strategy.

Outputs for this period

- ❑ Report of the Borough Conference from the consultants - Office for Public Management.
- ❑ Agreement on membership of the LSP Steering Group by the partners.
- ❑ Information regularly updated on Chelsea Social Council website.
- ❑ Articles on LSP in October, November and December issues of *Link*.
- ❑ Integrated mailing-list of all voluntary and community organisations operating in the Borough.
- ❑ Terms of reference drafted for VOF.
- ❑ Community Partnership Officer recruited.

6. OUTLINE NETWORK SUPPORT PLAN MARCH 2002 TO MARCH 2003 (NETWORK SUPPORT PHASE)

The detailed Network Support Plan will be drafted in January/February 2002 (it would be helpful to have an early indication from GOL of the deadline for its submission). At present it is envisaged that it will have the objectives set out below, although these could change as the LSP develops.

Provisional Objectives

- ❑ To ensure that the community and voluntary sector continues to take a leading role in the Local Strategic Partnership.
- ❑ To ensure that the community and voluntary sector takes a leading role in the implementation of the Community Strategy.
- ❑ To ensure that the community and voluntary sector takes a leading role in the implementation of the Neighbourhood Renewal Strategy.
- ❑ To ensure that community and voluntary organisations have access to the Community Chest.

7. BUDGET

	September 2001	October 2001 to March 2002	April 2002 to March 2003
	£	£	£
Staff costs			
Consultancy (to 31/12 01)	3,000	9,000	-
Existing staff	2,440	7,500	15,000
New CPO post (from 1/1/02)	-	7,500	30,000
Managt. fee (from 1/1/02)	-	400	1,600
Recruitment	-	2,000	-
Running costs	1,700	4,000	8,000
Training and development activity	8,700	61,760	53,400
<u>Total</u>	<u>15,840</u>	<u>92,160</u>	<u>108,000</u>

Please note: the staff costs assume that advertisements for the new Community Partnership Officer are placed in October, shortlisting and interviews take place in November and the person appointed is available to start at the beginning of January. If funding approval is received from GOL at the beginning of October, it may be possible to shorten this timetable, in which case there would be a shift of costs from consultancy to the new post. If funding approval is not received until the end of October, it may be necessary to lengthen the timetable, in which case there would be a shift of costs from the new post to consultancy.

KENSINGTON & CHELSEA LOCAL STRATEGIC PARTNERSHIP AND COMMUNITY EMPOWERMENT FUND

MONITORING REPORT TO THE GOVERNMENT OFFICE FOR LONDON ON LSP/CEF WORKPLAN FOR OCTOBER – DECEMBER 2001 (PERIOD 1)

The work plan for October-December 2001 was included in the Development Plan to March 2003 which has been approved by the Government Office for London (GOL). This monitoring report shows progress against each of the tasks set out in the work plan. Please note that the work plan tasks are shown in bold type and progress is shown in non-bold type.

- 1. Find out which organisations wish to attend the Borough Conference on 19 October and allocate places so as to ensure broad representation of voluntary and community groups.**

Achieved by 19 October 2001 – voluntary and community groups were well represented, including black and ethnic minority groups.

- 2. Make representations to the local authority to secure improved non-statutory representation on the LSP Steering Group.**

Achieved at the LSP Steering Group meeting on 6 December, where three additional places for voluntary organisations and two for residents were agreed.

- 3. Advise the LSP Steering Group on consultation and continue to take an active role in the LSP Working Group and Consultation Sub-Group.**

The various consultation events, including the twenty-plus community workshops, the 8 October evening conference and the 19 October day conference went well. In addition, a successful community workshop was run on 8 November for the various SRB, Sure Start and other partnerships in the North of the Borough, which will feed into the Neighbourhood Renewal Strategy.

A summary of views expressed during the consultation will be sent on 14 December 2001 to everyone who took part and a detailed response to the many specific ideas put forward so far will follow in the new year, setting out which suggestions are already happening, those which will now be put into practice and for those ideas which are impractical, explaining why they cannot be implemented.

As well as serving on the LSP Steering Group and LSP Working Group and Consultation Sub-Group, the Social Councils have also been actively represented on the Neighbourhood Renewal Steering Group.

- 4. Continue to provide information on the LSP on the Chelsea Social Council Website, through the LSP Website (currently under discussion by the partners), in *Link*, the voluntary sector newsletter and through other outlets as appropriate.**

There is information on the CSC website. One meeting has taken place about the LSP website and information has subsequently been provided by the Social Councils to assist in the design of it. Articles on various aspects of the LSP have appeared in the October, November and December 2001

editions of *Link*. An article on the LSP has also been written for the Kensington & Chelsea Community Relations Newsletter.

5. Fully implement immediate improvements to the Voluntary Organisations Forum.

- ❑ **Statement of purpose to be adopted** - achieved 18 September 2001.
- ❑ **LSP Sub-Committee to be established** - achieved 18 September 2001.
- ❑ **One integrated mailing-list to be created of all voluntary and community organisations operating in the Borough and kept up to date** – achieved by end November and the Social Council Office Managers have put an updating system in place.
- ❑ **VOF meetings to be made more inviting and sociable** – achieved – there was a very good atmosphere and increased attendance at the 4 December meeting.

6. Start to implement longer-term improvements.

- ❑ **Terms of reference will be drafted for VOF, dealing with eligibility for membership, frequency of meetings etc.** – achieved - these were approved by VOF on 4 December.
 - ❑ **The structure of VOF will be reviewed, including its relationship with the sub-groups, sub-committees and forums** – to be taken forward by the Community Partnership Officer in the next quarter.
 - ❑ **The existing Chelsea Social Council website will be developed and a feasibility study commissioned on an enetwork so that information can be exchanged electronically among VOF members** – to be taken forward by the Community Partnership Officer in the next quarter.
 - ❑ **Groups which are not involved in VOF will be identified and the Community Partnership Officer will work with them to ensure that they can benefit from being part of the community network** – to be taken forward by the Community Partnership Officer in the next quarter.
 - ❑ **A voluntary sector strategy will be drafted for agreement by VOF which can then become part of the Community Strategy** – this will be drafted by end December 2001.
 - ❑ **A publicity strategy will be produced for VOF, including production of a regular VOF Bulletin** – to be taken forward by the Community Partnership Officer in the next quarter.
 - ❑ **The feasibility of paying for attendance at meetings and/or payment of travel and childcare expenses will be examined, with particular reference to unfunded groups** – approved in principle by the VOF LSP Sub-Committee on 26 November and the system for authorising and making payments will be set up in January 2002.
 - ❑ **The Community Partnership Officer will review how agendas are set with the aim of ensuring that topics are relevant and of interest to VOF members** – to be taken forward by the Community Partnership Officer in the next quarter.
7. **Draw up recruitment timetable for Community Partnership Officer, place advertisements (as soon as funding approval is received from GOL) and recruit to the post** – recruitment was successful and the Community Partnership Officer will take up her post on 7 January 2002.

- 8. Hold meetings of the VOF LSP sub-committee as required** – Sub-Committee members were consulted prior to submission of the Development Plan to GOL, a meeting was held on 26 November 2001 to review progress and brainstorm future plans and members of the Sub-Committee have been consulted on the draft work plan for January to March 2002.
- 9. Undertake further consultation as appropriate on the Community Strategy and the Neighbourhood Renewal Strategy** – a consultation strategy has been agreed, led by the voluntary sector and the local authority and consultation on the draft strategies will take place between 23 January and 1 March 2002.

Outputs for this period

- ❑ **Report of the Borough Conference from the consultants, the Office for Public Management** – comments were submitted on the draft report, which is now being used to inform the draft Community Strategy.
- ❑ **Agreement on membership of the LSP Steering Group by the partners** – agreement was secured on 6 December 2001.
- ❑ **Information regularly updated on Chelsea Social Council website** – LSP information on the website is regularly updated.
- ❑ **Articles on LSP in October, November and December issues of *Link*** – articles on the LSP appeared in all three issues.
- ❑ **Integrated mailing-list of all voluntary and community organisations operating in the Borough** – this is now in place.
- ❑ **Terms of reference drafted for VOF** – terms of reference were agreed by VOF on 4 December 2001.
- ❑ **Community Partnership Officer recruited** – the Community Partnership Officer comes into post on 7 January 2002.

Susie Parsons

LSP/CEF Consultant to Notting Hill and Chelsea Social Councils

14 December 2001

KENSINGTON & CHELSEA LOCAL STRATEGIC PARTNERSHIP AND COMMUNITY EMPOWERMENT FUND

WORKPLAN JANUARY TO MARCH 2002

- to be read in conjunction with the Development Plan for the period to March 2003 submitted to the Government Office for London on 27 September 2001

Objective 1: to ensure that the community and voluntary sector can take a leading role in the Local Strategic Partnership, the Community Strategy and the Neighbourhood Renewal Strategy

Tasks

1. Encouraging involvement

Set up and operate a system for authorisation of payments and making payments to voluntary and community groups from the Community Empowerment Fund for:

- attendance at meetings
- childcare expenses
- travel expenses/provision of transport for meetings
- completing questionnaires
- increasing group membership in hard to reach areas, especially poorer estates
- user involvement and participation in user forums, especially by people from poorer estates.

2. IT development

Improve access to IT for voluntary and community groups through:

- use of UK Online and other computerised consultation mechanisms
- purchase of laptop computers for Social Council staff for outreach work and loan to other groups
- development of the existing Chelsea Social Council website as a resource for the voluntary sector
- development of the Social Council's database to include more detailed information on voluntary and community groups including email and website addresses where applicable
- work with the RBKC and other partners to ensure voluntary sector access to the proposed LSP website
- commissioning a mapping exercise on IT resources for voluntary and community groups so that improvements can be implemented next year.

3. Training

Organise training programmes for:

- voluntary sector representatives on the LSP Steering Group
- members of community groups on participation in meetings and public speaking
- community facilitators.

4. Interpretation and translation

Improve access for people whose first language is not English and with hearing disabilities by:

- running community workshops in the mother-tongue or providing interpreters as appropriate

- providing interpreters and sign language interpreters as appropriate at conferences and meetings
- providing translated information as appropriate
- commissioning a mapping exercise on interpretation and translation services available to people in Kensington & Chelsea so that improvements can be made next year.

5. Consultation on the Community Strategy and Neighbourhood Renewal Strategy

In collaboration with other LSP partners, consult in the following ways on the Community Strategy and Neighbourhood Renewal Strategy between 23 January and 1 March 2002:

- circulate the draft strategies to everyone who has taken part in the consultation to date and to appropriate organisations
- run community workshops, targeting in particular the following groups - travellers, people in the African-Caribbean middle range age group, parents in supplementary schools, groups on estates such as Dalgarno, user groups eg of mental health services, users of the Earls Court Homeless Families Service
- hold a workshop meeting for residents and tenants groups
- where appropriate, run thematic events eg on transport or parks and open spaces
- run stalls at appropriate community events
- door to door leafleting with the Borough Council's newspaper – or an article within it
- advertisements in the local free newspapers
- article in the Social Council newsletter *Link*.

6. Community Chest

Ensure that voluntary and community groups are informed about and make applications to the Community Chest through

- publicity in the Social Council's newsletter *Link*
- liaison with umbrella organisations such as the Migrant and Refugee Communities Forum
- outreach work assisting with funding applications and good practice.

Objective 2: to strengthen the Voluntary Organisations Forum (VOF) as the community network for Kensington & Chelsea

Tasks

7. Structure

Review the structure of VOF including its relationship with its sub-groups, sub-committees and forums.

8. Publicity

Implement a publicity strategy for VOF, including production of a regular VOF Bulletin in conjunction with or as part of the Social Council's newsletter *Link* and including regular information on who the voluntary sector representatives are on all the partnership and other boards and how to contact them plus regular feedback from them.

9. Relevance

Review how agendas are set with the aim of ensuring that topics are relevant and of interest to VOF members.

Breakdown of funding for training and development activity

	£
Payments to groups for involvement expenses	12,000
IT development and equipment	25,000
Training	3,500
Interpretation and translation including signing	7,000
Consultation expenses	10,000
Information and publicity	4,500
<u>Total</u>	<u>£62,000</u>

Outputs for this period

- Payments for involvement system to be operational.
- Report of IT mapping exercise.
- Report of interpretation and translation mapping exercise.
- Twenty consultation events.
- Agreed Community Strategy.
- Agreed Neighbourhood Renewal Strategy.
- Information regularly updated on Chelsea Social Council website.
- Articles on aspects of LSP in February and March issues of *Link*.
- VOF bulletin.

Susie Parsons

LSP/CEF Consultant to Notting Hill and Chelsea Social Councils

14 December 2001