

**Shropshire Voluntary and Community Sector Assembly**  
**Annual Action Plan 2009/10**

	Action	Output/ Outcome	Lead	Timescale	Progress	Comments
<b>1. Membership, communication and engagement</b>						
1.1	Produce a VCSA leaflet	Promote role of the VCS Assembly and membership opportunities.	VCSA Board	September 2009	Green	Circulated for comment – included in Board pack sent to Sept Board
1.2	Develop the VCSA website	Facilitate information sharing within the VCS and with the public sector.	VCSA Coordinator	Ongoing	Amber	Additional information has been added/ updated, but no additional pages created
1.3	Produce information sheets	Produce information for the wider Assembly on key initiatives such as the LAA, CAA etc.	VCSA Coordinator - signed off by Chair	Ongoing	Amber	Several are in draft form
1.4	Invite new contacts to become Assembly Members – use Annual Assembly attendance, new FOI enquiries and other contacts.	Fill membership gaps and extend support throughout Shropshire's VCS.	VCSA Coordinator	Ongoing	Amber	Update presented to Dec Board meeting
1.5	Collate web based resources	Collate relevant national guidance and documents.	VCSA Coordinator	Ongoing	Amber	Need to add to website
1.6	Arrange events in response to key local or national issues/changes.	Provide networking opportunities for Assembly Members	VCSA Board	Ad hoc	Amber	Safeguarding event planned (JB). Disability FOI involved in Big Care Debate
1.7	Make improvements to the database of VCS groups and organisations.	Improved utilisation of contact database and record of membership.	VCSA Coordinator	March 2010	Red	

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<b>2. Representation</b>						
2.1	Produce information/guidance on representation for Board Members and Public Sector partners	Improve awareness of roles, expectations and suggested good practice.	VCSA Coordinator – sign off by Chair	July 2009	Amber	In Draft
2.2	Fill gaps in representation – currently Southern Area Partnership	Provide a voice for the VCS and feedback relevant information	VCSA Chair and Coordinator	September 2009	Amber	Southern Area Representative identified– but still need ‘seconds’.
2.3	Arrange representation training for VCSA Board Members.	Increase confidence of Board Members in fulfilling sometimes challenging role of acting as a VCSA representative.	VCSA Coordinator	As soon as possible (December 2009)	Amber	Suitable training provider identified, application for bursary in progress
2.4	Audit future training needs of the VCSA Board.	Increase confidence of Board members in fulfilling sometimes challenging role of acting as a VCSA representative.	All	As soon as possible (December 2009)	Red	Needs to come out of the training day

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<b>3. Forums of Interest</b>						
3.1	Collate information concerning the cost/resources required to run a Forum of Interest.	Improve Assembly understanding of the work undertaken by FOI leads and obtain information that may be used to increase awareness among partners.	Board Members	Report to next Board 8 Sept 2009.	Amber	3 returns to date - need more than this to get a full picture
3.2	Support the development of new Forums of Interest	Fill gaps in sector involvement in the Assembly.	VCSA Chair Coordinator – on Board approval	Ongoing	Amber	Application from Hearing Impaired FOI, Heritage FOI in pipeline
3.3	Work to make links in areas where there are gaps in FOI. For example attend partnership meetings for Housing.	Raise awareness of the VCSA and undertake information sharing activities.	VCSA Coordinator	Ongoing	Amber	Linked in to supporting people and physical activity alliance
3.4	Support cross sector support needs via FOI such as Training Providers' Consortium and Infrastructure Partnership.	Work to ensure the needs of the sector are identified and communicated to appropriate bodies and structures.	VCSA Board	Ongoing	Amber	Project brief submitted for research project
3.5	Establish regular feedback from each Forums of Interest.	Understand when the VCSA Board needs to address cross Forum issues.	VCSA Board	Quarterly via Board	Amber	Feedback forms established & reminders sent.

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<b>4. Partnership working and awareness raising</b>						
4.1	Undertake work with new Shropshire Council elected Members – via Members’ seminars.	Increase awareness of the VCSA, FOI and the wider impact of the VCS in Shropshire.	New Task and Finish Group	November 2009	Amber	Leaflets in members’ Induction Packs. Cllr Bennett meeting Board
4.2	Provide information about the VCSA to all members of staff in the new community working division	Increase awareness of the role of the VCSA and ways of working together.	New Task and Finish Group	November 2009	Amber	Copy of latest, newsletter, leaflet & invitation to join e-mail briefing sent.
4.3	Prepare a presentation and written information on the VCSA for all 3 Area Partnerships.	Support Board Members on Area Partnerships and increase awareness among partnership membership.	Coordinator & Area Partnership Reps	March 2010	Amber	Leaflet available. Presentation available for adaptation
4.4	Prepare information for Commissioners and budget holders about working with the VCS (in line with Compact working)	Strengthen relationship between the VCS and statutory sector and improve awareness of concerns/issues/obstacles.	VCSA Coordinator – sign off by Chair	March 2010	Red	Meetings with S.Kenton & N.Denton have taken place. Take forward with CIG?
4.5	Provide information on the VCSA to Local Joint Committees (LJCs)	Increase awareness of VCSA (may be based on leaflet development).	New Task and Finish Group	March 2010	Red	Most of the info already in place – just finalise Representation Briefing sheet
4.6	Ask SALC to help distribute information on the VCSA to Parish and Town Councils.	Increase awareness of VCSA and encourage information to be distributed to small groups.	New Task and Finish Group	March 2010	Red	See 4.5
4.7	Highlight successful examples VCS delivery – spotlight reports on website.	Celebrate key achievements and demonstrate contributions of VCS in Shropshire.	VCSA Coordinator	Ongoing	Red	JSNA – working on conference briefing

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<b>5. Compact (including funding)</b>						
5.1	Agree whether a Shropshire Third Sector Strategy is required.	A key strategic document for the sector. (Once the Compact is in place it may be necessary to support this and develop certain issues further through the development of a Third Sector Strategy).	VCSA Board	Nov 09	Amber	Was mentioned at September Board. At Dec meeting Board will be asked to confirm position.
5.2	Support the development of a potential Compact monitoring and Implementation Group (TBC)	There is a need for clarity in the role of the VCSA in relation to Compact monitoring.	TBC - VCSA Board and Champions	TBC	Amber	Ongoing: Paper to September & Dec Board
5.3	Support the identification of Compact Champions.	Respond to concerns and improve joint working with Shropshire Council.	VCSA Board	By November 2009	Amber	Proposal to adopt FOI Compact Champions Dec Board
5.4	Agree the VCSA role in implementing a Compact Disputes and Resolution procedure.	There is a need for clarity in the role of the VCSA in relation to partnership working between the VCS and Council and Compact disputes.	TBC	TBC	Amber	See Dec Board Paper
5.5	Support the development of joint working arrangements/consortia and involvement of the VCS in new funding opportunities.	Ensure VCSA members are aware of funding opportunities and are best organised to develop bids.	VCSA Board and Coordinator	Ongoing	Amber	Connections for opportunities
5.6	Map the involvement of the VCS across the LAA and delivery blocks of the Shropshire Partnership.	Demonstrate the value of the VCS and assess any key gaps.	VCSA Board Members and Coordinator	February 2010	Red	
5.7	Promote tendering opportunities.	Ensure VCSA members are aware of tendering opportunities.	VCSA Coordinator	March 2010	Amber	Have met with N. Denton –see

			and Procurement Manager			Horizon Scanning paper. Information on advertisement of tendering opportunities went out in e-bulletin
5.8	Make national guidance on Commissioning the VCS available at a local level.	Raise awareness of best practice in Shropshire.	VCSA Coordinator and Budget Holders.	March 2010	Red	Strong links to 4.4

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<b>6. Projects and initiatives</b>						
6.1	Undertake a Recession Survey and develop a Local Resilience Action Plan.	Understand the impact of the recession on the VCS in Shropshire and respond to local needs.	VCSA Board	July 2009	Green	Complete.
6.2	Take forward work to engage small groups.	Better meet the needs of all groups across the VCSA.	VCSA Coordinator	September 2009	Amber	Update to Decemebr Board
6.3	Good practice investigation based on national evidence from the Third Sector Survey (shared with the Shropshire Partnership).	Collation of evidence of good practice for consideration by the Board – in order to improve satisfaction levels within the sector.	VCSA Coordinator report to Chair	September 2009	Amber	Sarah had started this – but it hasn't moved forward.
6.4	Develop an Evidence Base for the VCS.	Demonstrate the role and value of the VCS in Shropshire and increase awareness of key sector characteristics.	VCSA Coordinator	February 2010	Amber	Paper to Dec Board

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<b>7. Resilience Action plan</b>						
7.1	Access volunteering information gathered via NI6 and report to the VCSA Board.	Indirectly support responses to concerns highlighted through the recession workshop.	VCSA Board and Coordinator	September 2009	Green	Information released – will be included in Dec 'Evidence Base' paper to Board
7.2	Investigate methods of improving signposting.	Improve dissemination of information and access to services.	VCSA Coordinator	December 2009	Red	Meeting with SIP Information Officer in Dec
7.3	Work with Infrastructure Partnership- training to support people with multiple needs.	Improve referrals processes and relieve pressure on non specialist VCS groups and organisations.	VCSA Chair and Coordinator	March 2010	Red	Meeting with SIP Information Officer in Dec
7.4	Undertake a VCS survey designed to gather data highlighting the value of the VCS in Shropshire.	Assist partnership working and input to evidence base work used for key strategies.	VCSA Board, FOI and Coordinator	March 2010	Red	Is this not the Evidence Base?
7.5	Complete 2 <sup>nd</sup> Recession Survey and update LRAP	Assess how the impacts of the recession have developed and changed over time.	VCSA Coordinator	May 2010	Red	Not due
7.6	Via representation work to achieve understanding of recession issues in all Area Partnership Areas and FOI & feed into the Board	Keep up to date with recession issues as they develop and change over time.	VCSA Board	Quarterly monitoring	Amber	Feed back from reps is standing item on Board & FOI agendas
7.7	Work to support the Community Council's activities to train and share information with Trustees/Board members.	Indirectly support responses to concerns highlighted through the recession workshop.	All	Ongoing	Amber	Communication links established & info disseminated through e-mail bulletins

7.8	Provide appropriate support to volunteering in Shropshire e.g. Generations Together Programme	Indirectly support responses to concerns highlighted through the recession workshop.	VCSA Board and Coordinator	Ongoing	Red	
7.9	Maintain links with the Economic Recession Committee and WAG in order to collect and report recession statistics.	Up to date information concerning local circumstances to help VCS groups and organisations respond to emerging issues.	VCSA Coordinator	Ongoing	Red	
7.10	Work to collect national and regional information and to share this with the VCSA.	Put Shropshire's situation into context with regional/national picture.	VCSA Chair /Coordinator	Ongoing	Red	
7.11	Encourage ongoing VCSA involvement and support within Neighbourhood Employment and Skills Plan areas.	Maintain strong VCS involvement in work to respond to the recession at a very local level/ in targeted communities.	VCSA Reps – inc. Anne Seymour	Ongoing	Amber	
7.12	Establish links to the community profiling work being carried out by the Council's Research Team.	Up to date information concerning local circumstances to help VCS groups and organisations respond to emerging issues.	VCSA Coordinator	Ongoing	Red	Meeting with Research Team booked