

Annual Action Plan 2009/10



Action	Output/ Outcome	Lead	Timescale	Progress	Comments	
1. Core activities						
1.1	Maintain VCSA contact point via Shropshire Partnership	Provide a central point of contact for Assembly members and the public sector	VCSA Coordinator	Ongoing	Green	
1.2	Hold at least 4 Assembly Board meetings per year.	Provide a forum for discussion for key VCS issues	VCSA Board	Quarterly	Green	
1.3	Hold Annual Assembly once a year.	Provide a forum for discussion for key VCS issues and identification of priorities	VCSA Board	April 2009 March/April 2010	Green	Complete
1.4	Annual update of Terms of Reference	Agreed governing document with membership forms and principles of working.	VCSA Board	June 2009	Green	Complete
1.5	Review priorities annually and develop Annual Work Plan	Agreed actions for the year against which quarterly monitoring of progress can be made.	VCSA Board	June 2009	Green	Complete
1.6	Produce annual progress report	Greater awareness of work undertaken through the Assembly and key achievements.	VCSA Chair with support from others	April 2010	Red	Not due
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	
1.8	Undertake annual update of VCS database.	Accurate contact database and record of membership.	VCSA Coordinator	March 2010	Red	Ongoing

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2. Membership, communication and engagement						
2.1	Develop the VCSA Website	Facilitate information sharing within the VCS and with the public sector.	VCSA Coordinator	Ongoing	Amber	
2.2	Produce a VCSA leaflet	Promote role of the VCS Assembly and membership opportunities.	VCSA Board	September 2009	Amber	Circulated for comment – included in board pack for Sept mtg
2.3	Produce VCSA Board Newsletter	Highlight key areas of work and latest news.	VCSA Chair Coordinator	Quarterly	Green	
2.4	Issue weekly email bulletins	Pass on information from within the sector, and key partners and regional and national bodies.	VCSA Coordinator	Weekly	Green	
2.5	Issue email news alerts	Provide urgent updates of events and opportunities with short timescales.	VCSA Coordinator	Ad hoc	Green	
2.6	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
2.7	Collate web based resources	Collate relevant national guidance and documents.	VCSA Coordinator	Ongoing	Red	
2.8	Undertake work with the local media	Promote VCSA achievements and key events as necessary (for example recent Annual Assembly press release).	VCSA Chair and Coordinator	Ad hoc	Amber	
2.9	Arrange events in response to	Provide networking opportunities	VCSA Board	Ad hoc	Red	Safeguarding

	key local or national issues/changes.	for Assembly Members					event planned (JB)
2.10	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	Annual mtg attendance invitations sent + started on charities commission list

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3. Representation

3.1	Ensure VCSA is represented on the Shropshire Partnership Leadership Board	Formalised joint working arrangements between the Shropshire Partnership and VCSA.	Chair and Vice Chair	In place	Green	
3.2	Ensure VCSA is represented on the Shropshire Partnership LAA Boards/Blocks.	Formalised joint working arrangements between the Shropshire Partnership and VCSA.	Board Members (as agreed)	In place	Green	
3.3	Maintain VCSA representation on local partnerships and key groups.	Provide a voice for the VCS and feedback relevant information	Board Members	Ongoing	Green	
3.4	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	Discuss options at Sept board
3.5	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	Training brief sent, 2 local providers identified – putting forward

						proposals -
3.6	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	Identification of needs included in training brief
3.7	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

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4. Forums of Interest						
4.1	Promote current forums of interest using the Annual Assembly and VCSA Website.	Raise awareness of the work undertaken by Forums of Interest and opportunities for membership.	VCSA Board and Coordinator	July 2009	Amber	FOI Pages on website, meeting dates and minutes added as received
4.2	Support the development of new Forums of Interest	Fill gaps in sector involvement in the Assembly.	VCSA Chair Coordinator – on Board approval	Ongoing	Amber	Contact with SPAA & hearing impaired forum Waste & recycling application
4.3	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	2 returns to date

4.4	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
4.5	Support the continuation of current Forums of Interest	Forums of Interest are an essential element of the Assembly's structure and implementation.	All	Ongoing	Amber	Coordinator meeting with current FOI's
4.6	Support activities designed to bring VCS organisations with common interests together	Joint working and consortia arrangements may assist in developing capacity within the sector and can be particularly helpful for small groups.	VCSA Coordinator and All	Ongoing	Amber	
4.7	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	
4.8	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	
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5. Partnership working and awareness raising

5.1	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	Coordinator had initial meeting with S Kenton re: JSNA
5.2	Undertake work with new Shropshire Council elected members – via members	Increase awareness of the VCSA, FOI and the wider impact of the VCS in Shropshire.	New Task and Finish Group	November 2009	Amber	Leaflets went out in members induction packs.

	seminars.						Meeting with member champion arranged (JB)
5.3	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		Spoken to S.Hine, autumn date suggested for formal briefing. Met with several staff individually & copy of newsletter, leaflet and promotional literature circulated
5.4	Prepare a presentation and written information on the VCSA for all three 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
5.5	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		
5.6	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		
5.7	Highlight successful examples VCS delivery – spotlight reports on website.	Celebrate key achievements and demonstrate contributions of VCS in Shropshire.	VCSA Coordinator	Ongoing	Red		
5.8	Facilitate VCS awareness	Strengthen voice of the VCS and	VCSA Chair	Ad hoc	Amber		Through regular

of, and involvement in, public sector initiatives/consultations.	influence policy and strategy development	and Board				e-bulletin
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6. Compact (including funding)

6.1	Abide by Compact principles and standards of working.	The VCSA has a leading role in the Compact's development, implementation and success.	All	TBC	Amber	Compact development ongoing – paper to Sept board
6.2	Agree the key areas of Compact work that can be supported by the VCSA and support the delivery of the Compact.	There is a need for clarity in the role of the VCSA in terms of Compact delivery.	VCSA Board and Champions	TBC	Amber	See above
6.3	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	Paper to September board
6.4	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	Paper to September board
6.5	Distribute funding news to VCSA members.	Ensure VCSA members are aware of funding opportunities in a timely manner.	VCSA Coordinator	Ongoing	Green	
6.6	Working with Community Working and Funding Team provide information about new funding	Ensure VCSA members are aware of funding opportunities and how to access them.	VCSA Coordinator and Council Teams	October 2009	Amber	Funding team feeds regular info into newsletter –

	structures/sources.					briefing sheet from funding team in draft
6.7	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
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6.8	Promote tendering opportunities.	Ensure VCSA members are aware of tendering opportunities.	VCSA Coordinator and Procurement Manager	March 2010	Red	Meeting arranged With Nigel Denton
6.9	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	
6.10	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	
6.11	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	TBC	Amber	This was minuted At 2 nd of June board as something to follow up once Compact

	Connections to Opportunities programme.					
7.6	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	Red	