

APPENDIX 3

RAYLEIGH ROCHFORD AND DISTRICT ASSOCIATION FOR VOLUNTARY SERVICE
BUSINESS PLAN – COUNCIL FOR VOLUNTARY SERVICE (CVS)

Support for the voluntary services consists of 5 core functions;

1. Services & Support
2. Liaison
3. Representation
4. Development work
5. Strategic Partnerships

1. Services & Support

- To promote the effectiveness of local voluntary and community groups by providing them with a range of services.
- To support local groups through regular newsletters, training, funding advice and specialist services.

AIMS	Activity	Performance Measure	Time scale	Outcomes
<p>To enable VCO's to gain greater access to information and facilities.</p> <p>To enhance the quality and professionalism of local VCO's and member groups</p>	<ul style="list-style-type: none"> • Newsletter • Electronic newsletter • Website - to be expanded and updated • Electronic bulletins • Directory • Electronic directory created • Signposting • Information 	<ul style="list-style-type: none"> ▪ Number of members receiving newsletter ▪ Number of members signed up for electronic newsletters ▪ Number of Website hits ▪ Increased knowledge of RAVS information services ▪ Electronic signposting directory developed ▪ Keep up to date promotional material from organisations 	6 months	There will be a heightened awareness amongst external agencies about the expertise, role and value that the CVS can contribute to discussion and local decision-making

	<ul style="list-style-type: none"> Local, regional and national policy Research (Identify best practice to ensure RAVS is up to date with their policies) Seek funding for PQASSO mentor possibly with CAVS Funding opportunities - expanded 	<ul style="list-style-type: none"> Number of face to face meetings (Both VCO's meetings in district and external) Series of good practice guides developed Number of successful funding applications 	<p>2007/8 - 40 Meetings 2008/9 - 50 Meetings 2009/10 - 60 Meetings</p> <p><u>VCO's working with a 'good practice framework'</u> 6 months - 2 2008/9 - 6 2009/10 -10</p> <p>6 months - 2 applications 2008/9 - 6 applications 2009/10 - 10 applications</p>	
	<ul style="list-style-type: none"> Networking 	<ul style="list-style-type: none"> Partnership protocols developed * Partnership workshops developed and delivered No of training courses delivered Current training needs identified 	<p>6 months – 3 workshops delivered for networking of groups and to identify training needs of VCO's</p> <p>2008/9 - 6 workshops delivered providing training information</p> <p>2009/10 – 8 workshops delivered</p>	

* to agree within the partnership of VCO's the means and action plan to produce the outcome

2. Liaison

- To promote networking between groups within the area. (Including both the statutory and private sectors).
- To assist different communities to organise their own networking activity.

AIMS	Activity	Performance Measure	Time Scale	Outcomes
To facilitate liaison and a good working relationship between RAVS, the voluntary, statutory and private sectors	Produce partnership protocols	<ul style="list-style-type: none"> Partnership protocols developed 	6 months – 2 partnerships 2008/9 – 4 partnerships 2009/10 – 6 partnerships	The local community services become more effective through sharing information, providing complementary services, and joint working
	Facilitate effective, relevant and sustainable partnerships	<ul style="list-style-type: none"> Partnership workshops developed and delivered 	6 months – 2 workshops 2008/9 – 4 workshops 2009/10 – 6 workshops	
	Develop and deliver partnership workshops	<ul style="list-style-type: none"> Number of forums held 	6 months – 2 forums 2008/9 – 3 forums 2009/10 – 4 forums	Organisations have increased opportunities to meet and communicate with one another
	Organise a range of appropriate forums	<ul style="list-style-type: none"> Increased RAVS representation on multi-agency partnerships 	<u>RAVS representation n</u> <u>Multi Agency</u> <u>Partnerships</u>	Working partnerships are formed to address particular needs within the community
	Create networking opportunities between voluntary, statutory and private sectors groups within the community	Thames Gateway/ESTIC.	6 months – 4 2008/9 – 6 2009/10 – 8	Added value to local services is gained as a result of multi-agency working
	Promote CVS representation on multi-agency partnerships (recognize groups that			

	CVS are not represented on & if relevant a representation provided)			
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3. Representation

- To encourage involvement of voluntary and community groups in developing and delivering services.

AIMS	Activity	Performance Measure	Time scale	Outcomes
To enable the views of the local VCO's to be heard	organise voluntary and community sector forums which provide an opportunity for local groups to put forward their views on national and local policies. (investigate possible forum on website)	<ul style="list-style-type: none"> ▪ Attendance 		Better representation of VCO's
To empower VCO's to influence local planning and policy making	Organise a range of forums between groups/organisations Attend multi-agency meetings	<ul style="list-style-type: none"> ▪ No of VCS forums held ▪ No of multi-agency partnerships attended by RAVS 		The CVS has an increased ability and opportunity to influence strategic priorities and policies, locally, regionally and nationally

4. Development work

- a. To identify gaps in service provision and work with groups to develop new and innovative services to meet these needs.
- b. To Identify gaps in in-house development.

AIMS	Activity	Performance Measure	Time Scale	Outcomes
To recognise and meet gaps in service provision	Support community to develop new initiatives and projects including funding	<ul style="list-style-type: none"> ▪ Number of advice sessions provided ▪ Series of good practice guides developed (target vco's involved with most vulnerable in the area) ▪ Assist with project plan ▪ Number of successful funding applications (to target groups who have never received funding) 	<p><u>Advice sessions held</u> 6 months - 2 2008/9 - 6 2009/10 – 8</p> <p><u>VCO's assisted in developing project plans</u> 6 months - 2 2008/9 - 6 2009/10 – 10</p> <p>6 months – 2 applications 2008/9 – 6 applications 2009/10 – 10 applications</p>	<p>Previous community need is met.</p> <p>Through training a safer 'healthier' community service provided</p>
In-house development - To be a model of good working practice	Membership of PQASSO	PQASSO Assessment levels.	6 months – level 1 2008/9 – level 2 2009/10 – level 3	PQASSO Quality mark. Better working practice. Increased funding opportunities

In-house development – to create a framework of responsibilities roles of CVS staff & Trustees	Identify gaps in training/staffing needs and apply for funding. Produce & update policy guidance notes & staff handbook	Training received by CVS staff & trustees Funding received for full time/extra staff	2007/10	Increase of RAVS services
In -house	Revised promotional material produced		6 months	Increase promotion or RAVS services

5. Strategic Partnerships

- To work in partnership with local government and other statutory agencies to shape the delivery of services.

AIMS	Action	Performance Measure	Time scale	Outcomes
To promote and participate in strategic partnerships to encourage shared responsibility	<p>Raise awareness of RAVS's activities and services</p> <p>Represent RAVS on strategic partnerships both external and internal to the Rochford District</p>	<ul style="list-style-type: none"> ▪ Increased membership ▪ Increased press coverage ▪ Events held ▪ No of newsletters distributed to public & private sector organisations ▪ No of organisations attending forums ▪ Partnership workshops developed ▪ Increased VCS representation on key local partnerships 	<p>6 months – 3 new members 2008/9 – 6 new members 2009/10 – 10 new members</p> <p>(Events held detailed above)</p> <p>6 months – 2 newsletters 2008/10 – quarterly newsletters</p> <p>Monthly electronic bulletins</p> <p>(time scale shown above)</p> <p>(time scale shown above)</p>	There will be a heightened awareness amongst external agencies about the expertise, role and value that the CVS can contribute to discussion and local decision-making