

Communities First Quarterly Progress Form

Local Authority Area	City & County of Swansea
Partnership Name	Sketty 4

To be completed by the appropriate CF Co-ordinator

**NB. IT WILL NOT BE ACCEPTABLE TO DUPLICATE TEXT BETWEEN QUARTERS
EACH SECTION MUST HAVE MEANINGFUL INFORMATION FOR THAT QUARTER**

INCOMPLETE OR UNSATISFACTORY FORMS WILL BE RETURNED WHICH COULD RESULT IN DELAYED PAYMENT

<u>OBJECTIVES AND TARGETS</u>	<u>QTR 1 PROGRESS</u>	<u>QTR 2 PROGRESS</u>	<u>QTR 3 PROGRESS</u>	<u>QTR 4 PROGRESS</u>
	To be included with 2 rd quarter finance claim	To be included with 3 rd quarter finance claim	To be included with 4 th quarter finance claim	To be included with 1 st quarter finance claim.
Detail below all objectives and targets as detailed in your 2006/07 Annual Monitoring Report.	Progress towards achievement of annual targets against key objectives for the reporting period 1 March to 31 May.	Progress towards achievement of annual targets against key objectives for the reporting period 1 June to 31 August.	Progress towards achievement of annual targets against key objectives for the reporting period covering 1 September to 30 November.	Progress towards achievement of annual targets against key objectives for the reporting period covering 1 December to 28/29 February.
Key Objective: <u>Insert details of key objective here.</u>				
Enter targets relating to the above objective here. If you need to insert extra lines you	Progress for reporting period 1 March to 31 May to be completed here.	Progress for reporting period 1 June to 31 August to be completed	Progress for the reporting period 1 September to 30 November to be	Progress for the reporting period 1 December to 28/29 February to be

should highlight a row then select "table" from the toolbar, then "Insert" and select either "rows above" or "rows below".		here.	completed here.	completed here.
Key Objective: CF programme established in the Area				
A calendar of activities plan developed to inform the local people about CF progress, during Oct - Dec 2008, including Members of the Task & Finish Group + Core team	Progress made in building relationships between CF Coordinator and local stakeholders. Activities Plan development will be built upon this initial work.	Plan established until March end, 2010. Participation, progression and group development is included in the activities planned.	3 Communities First meetings held so far with last meeting informing providers and community of ongoing work plans and existing work schedules.	
Key Objective: Interim Steering Group Established				
To identify key people in the community to develop ISG Oct – Dec 2008 At least 10 members of the ISG with a minimum 50% community representatives	Considerable progress is being made in building relationships and links with partners and community members with a view to establishing a forum/ISG in June/July of 2009. With delays in employment of staff and still no functional office set up, this target has been	Initial Community meeting took place in July 2009. Service provider and private sector meeting planned for September with combined partnership meeting held in October.	3 community meetings have now taken place. Draft work programme has been developed with partners and will be focus of	

	adjusted.			
<p>To hold regular ISG meetings</p> <p>Dec 2008 onward – Once a month – at least every two months.</p>	<p>ISG Meeting is planned for June/July 2009. Meetings are taking place with partners on individual basis in meantime.</p>	<p>Community meeting held July; Service Provider and Business meeting to be held September. Combined Partners meeting to be held October.</p>	<p>Three meetings have now been held: July, October and November. Next planned for January 18th, 2010 and bimonthly thereafter.</p>	
<p>Key Objective: Draft Capacity Needs Assessment (CNA) Plan ready for members of the ISG</p>				
<p>To undertake a Capacity Needs Assessment (CNA) exercise for members of ISG & associated members</p> <p>Jan 2009</p> <p>In addition to Questionnaire development, a half a day workshop will be held to find existing skills and what is required</p>	<p>The questionnaire for the Community Group members of ISG and ward will be taken to all groups, as Development Worker relationship develops with groups</p> <p>Workshops will take place during June/July ISG meetings.</p>	<p>CNA continues to take place appropriate to participants and groups. Last quarter of 2009 has a scheduled workshop to finalise training needs and develop appropriate training programme.</p>	<p>With development of the partnership dictating the training programme, a training seminar is scheduled for the last quarter with specific training booked in, in accordance to need already identified, during the last quarter.</p> <p>CNA so training needs that include OCN Community Development, C1st inductions, committee skills, child protection, book keeping, funding apps,</p>	

			events organising, first aid, food hygiene.	
Key Objective: In line with WAG's guidelines, a full CF Local Partnership Board (LPB) established.				
LPB established in Dec 2009 on the 3/3 principle with a mechanism for involving young people rep.	Meetings and activities are taking place with C1st, Youth Workers and other partners to develop young people involvement.	July 2009 launch of Community Focus Meeting was successful in highlighting local priorities. LPB will develop from this.	3 meetings held so far. Young People forum being set up alongside this meeting to encourage youth participation, input and attendance of main partnership meetings. Attendance totals: 74 signed in over 3 meetings (7 did not register) Breakdown of registered (without duplications): 40 community members, representing 8 individual groups. 17 separate service providers.	
Key Objective: Members of the LPB are better equipped to support capacity building at local level.				
Training and development plan in place for members by May 2009	The current needs assessment work will be complete later in 2009, for the	Training and development needs will continue as LPB is fully formed. CNA already	Training assessments have been documented. On delivery of a January	

	Community Group members of the planned ISG and ward, when complete will inform a development plan.	taking place on group basis.	training taster workshop we will finalise a development plan with scheduled training sessions.	
Key Objective: Draft preparatory work programme developed with clear lead/support role and responsibilities				
To work in partnership and networking within the local communities	Meetings have taken place with community groups and providers.	Meetings have taken place. Community given priorities in July have been summarised for incorporation into our extended work programme, which will include partnership roles.	Ongoing development of partnership group will incorporate businesses.	
Meeting with six community groups, 6 service providers and link with local businesses by June 2009	During June/July of 2009, Coordinator will hold meetings with local businesses.	Some links with local businesses have being made.	Target has been achieved.	
Key Objective: Members of ISG to develop Forward Planning for inclusion in Local Action Plan (LAP).				
To organise various community activities/events	A community fun day and consultation event took place March 2009.	Community Focus Meeting took place in July 2009.	Calendar of activities and events is published in Communities First newsletter.	
For events dates, a calendar of events to be developed by Feb 09 Draft Forward Plan	The event was very successful with up to 200	Newsletter consultations carried out on continual basis.	Events and activities	

<p>Document ready by March 2009</p>	<p>people attending. 110 people gave written feedback. People were engaged in the activities and the consultation. Local priorities and potential partners were identified and links were developed with groups.</p> <p>While a minimum of 4 consultation events are planned per annum, calendar dates have not so far been set.</p>	<p>'Pirate Fun Week' with what proved to be very effective consultation activities took place in August.</p>	<p>planned for last quarter include Business Workshop, Environmental Trip, Christmas Fayre, Christmas Party, Training Taster Workshop, Youth Consultation, Play Sessions and others.</p>	
<p>Key Objective: Local Action Team in place to carry out activities.</p>				
<p>To identify & attend relevant local community meetings and events. To identify and engage service providers to assist in LAP delivery locally Total 6 activities/events per year (1 annual community event and 5 targeted activities)</p>	<p>March 2009 Community Fun Day event resulted in 24 people stating they had skills to share within their community.</p> <p>This event highlighted various needs concerning youth provision. Partnership meetings are now taking place to take actions forward.</p>	<p>Community Focus Meeting took place in July 2009.</p> <p>Newsletter consultations carried out on continual basis.</p> <p>'Pirate Fun Week' with what proved to be very effective consultation activities took place in August.</p>	<p>November partnership meeting saw the presentation of a draft action plan which included the ongoing development of an 'events committee'.</p> <p>Events delivered with consultation so far have included:</p> <p>Focus Meetings, Pirate</p>	

	An awards ceremony is scheduled for May 2009, to follow on from Food Hygiene training course in March.		<p>Week, Play Sessions, Environmental activities including photography and bulb planting, Youth Meeting. Clyne Court Residents Forum, Halloween Party.</p> <p>Ongoing engagement work is carried out in addition to the above.</p> <p>All of the events and activities are run in partnership with agencies and community groups and are vital in increasing local participation and service provider partnership work with programme bending on an operational level.</p>	
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Key Objective: Who is doing What, Where, When in Community - service provision report developed

<p>To conduct community audit on existing service providers</p> <p>Feb - Mar 2009</p>	Work has partially commenced with groups, however this work has so far been affected by no IT	Community questionnaire delivered to 100% of community via newsletter and in local community	This work continues to develop in line with out engagement with providers.	
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	equipment being in place for team to use.	venues. Full Mapping and Audit process will develop later in the year.	Our database of providers and partners	
Key Objective: Draft community audit report produced				
To carry out a comprehensive community audit Apr – Jul 2009 100% households targeted Local contact database developed	Work planned to follow on from mapping process of existing service providers.	Full Mapping and Audit process will develop later in the year. No significant progress has been made in this quarter, apart from the development of our web based system for documenting the mapping database.	Contact database has been established with upwards of 494 community members, 43 organisations and 30 community groups. Active volunteers in our database amounts to 26. This will continue to develop with the programme. Mapping is in paper form and will be scheduled for incorporation into web site during 2010.	
Key Objective: Key partners identified and method of consultation agreed and finalised.				
To engage and arrange initial meeting with Service	Initial meetings with service providers have taken place.	Strong links are being made with partner organisations	Meeting with workshop held with service providers in	

<p>providers</p> <p>2 half-day workshops held with service providers to gain their commitment towards LAP. 1st meeting in July 2009 and 2nd in Dec 2009</p>	<p>Workshops on schedule pending mapping, audit and ISG work.</p>	<p>and service providers. Workshop scheduled for September 2009.</p>	<p>November, with commitment given from 17 providers in relation to our draft work programme for 2010/11. This is in addition to our ongoing work with other providers.</p>	
<p>Key Objective: In partnership with YP, establish a Local Youth Action Team.</p>				
<p>To coordinate and link into existing initiatives targeting CYP & older people</p> <p>Youth Action Team (YAT) formed by Sep 2009. Minimum 6 members of YAT.</p>	<p>Following strong links with youth service and schools some school consultation work is planned with a view to forming YAT, if deemed appropriate.</p>	<p>Local Sketty Youth Team is developing with links to Communities First. Our activities have encouraged good and increasing participation.</p> <p>Working Links have held 10 sessions in the last quarter. A4E have held 2 local sessions. Discussions now underway with Careers Wales, to look at local joint work that could encourage coordinated and trackable progression for individuals.</p>	<p>Youth service joint work is relating to local youth activities is taking place.</p> <p>Outcomes Fund bid is in last stage with outcome to include part time work for Sketty Park. Youth Service will present this project to the partnership in a future meeting, to ensure the work of this new youth worker relates to the needs locally.</p> <p>Youth Provision meeting, chaired by the police, has continued with a focus on developing bids for funding according to community</p>	

			identified need.	
<p>Launch of the Youth Action Team facilitated by City Wide CF Youth Workers</p> <p>Launch event held by Dec 2009 and attended by 40 young people.</p>	<p>This activity will depend on outcomes of youth consultation work. Current work with partners indicates strong opportunities to develop YAT.</p>	<p>The developing Sketty Youth Team have worked with Communities First to run a one week business enterprise activity, linked to our 'Pirate Fun Week'.</p>	<p>More than 30 young people have shown interest in participation in a youth forum, initially with specific focus on developing a local project. This meeting was scheduled for November but delayed until January.</p>	
<p>Key Objective: Linkages established with employment services and skills providers in line with regional strategies.</p>				
<p>To arrange committee skills/other relevant training for Action Teams</p> <p>Established by Oct 2009</p>	<p>Working Links now provide weekly surgery sessions in Communities First office.</p> <p>Once Action Teams have been established, training will be sought through partners, including SCVS.</p>	<p>CNA continued to establish group needs.</p>	<p>CNA so far identified: 53 individuals and 11 groups for training. 9 training opportunities have been identified including committee skills.</p> <p>Initial discussions were held with SCVS and WCVA to identify strategy for delivering effective training.</p> <p>Workshop in January 2010 will guide this strategy.</p>	

<p>To develop activities and workshop events to increase the participation of young people</p>	<p>Meeting scheduled in May for a number of partner agencies, to increase local provision and participation of young people.</p> <p>Food Hygiene Training took place in March 2009 with 3 young people in attendance.</p> <p>March PACT meeting saw 5 young people attending.</p>	<p>Meeting held with Hanover Parklands to discuss future inter-generational work, linked with local schools.</p> <p>Plans to develop a regular forum are on the agenda.</p>	<p>Development worker has worked with local statutory youth worker to engage further with young people.</p> <p>Adventure Swansea project allowed for engagement of 35 young people in Sketty Park with plans to develop partnership work with Youth Service from this.</p> <p>Meetings are now held every two months with Police and other partners to discuss the increase of services and provision.</p> <p>Workshop scheduled for November had to be postponed until January.</p>	
<p>Inter-generational Group formed by Sep 2009</p>	<p>Activities have been organised for Intergenerational group with good progress made in</p>	<p>Further meeting scheduled for September to plan next actions and establish local, regular meetings for</p>	<p>Work towards the development of this group continues and the group's development is scheduled</p>	

	engagement.	community.	into our 2010/11 work programme. This work is ongoing with commitment from 3 sheltered housing schemes and the local primary school.	
2 events/workshops for young people by March 2010	Consultation event/workshop planned for June/July, in partnership with Olchfa and Bishops Gore Schools.	<p>Consultation took place with young people from Olchfa and Bishops Gore schools in June of 2009. Results will be discussed at a future Youth Provision meeting, scheduled in September between Youth, Schools, Communities First, Churches and other partners.</p> <p>A workshop meeting was held with Sketty Youth Team to develop August Business Enterprise project.</p>	Development of the Youth Forum and a planned wider youth consultation activity within the new year, will enable progression from this target into an effective outcome that informs the Communities First programme for Sketty Park.	
To develop activities and workshop events to increase the participation of older	Food Hygiene training took place in March 2009 with attendance from 14 older	Surgery sessions established in Hazel Court 50+ housing complex on a	Ongoing work with Hanover Parklands, Hazel Court (Family Housing), Aneurin	

<p>people</p> <p>2 Workshops/events for older people by Mar 2010. 50 older people attend the events.</p>	<p>people.</p> <p>Workshops planned for later in 2009.</p>	<p>monthly basis during this quarter.</p>	<p>Court (LA) and Parklands Residents (Gwalia) is planned to lead to the establishment of a local steering group, currently the lead on this group is anticipated to come from Hanover Parklands.</p>	
<p>Key Objective: Communication sub group formed.</p>				
<p>To identify key people to assist in the communication and information process</p> <p>Communication Sub-group formed – minimum 3 people.</p>	<p>Communication will remain the responsibility of the C1st Team, assisted by partners, until sufficient capacity has been developed within the community, enabling such a group to be formed.</p> <p>This group will form according to current guidance from partners.</p>	<p>No change from previous quarter with this activity currently being undertaken by Communities First staff.</p> <p>Staff communication meeting has been held to evaluate our communication methods, which include, community meetings, web site, newsletter, local letters delivered and surgery sessions.</p>	<p>This will remain a process of the Communities First team, until partnership development leads to the formation of a specific communication sub-group, should this be a requirement of the partnership.</p>	
<p>Key Objective: Community Newsletter Published and delivered.</p>				
<p>The first news sheet</p>	<p>Plans in place for earlier</p>	<p>1500 copies of the</p>	<p>Work is underway for a</p>	

<p>published in Dec 2009 Quarterly Newsletter delivered to 100% of households</p>	<p>publication of a newsletter.</p>	<p>newsletter were printed with every household in Sketty Park receiving a copy</p>	<p>December distribution of the second issue of newsletter.</p>	
<p>Key Objective: Website developed and operational.</p>				
<p>To regularly update the website and produce Newsletter on quarterly basis</p> <p>The work on the website development started from Mar 2009.</p> <p>Monitoring of the communication process on quarterly basis.</p>	<p>Specific communication meetings will be scheduled for C1st team, starting June 2009. Website work has commenced and a live website is hoped to be set up by the last quarter of 2009.</p> <p>This work has however been delayed from anticipated start, because of no IT facilities in C1st offices, and late set up of team.</p>	<p>Website launched in July 2009; to be updated on continual basis.</p> <p>Staff communication meeting has been held to evaluate our communication methods, which include, community meetings, web site, newsletter, local letters delivered and surgery sessions.</p>	<p>Website is now active and updated as appropriate.</p> <p>Specific communications meeting scheduled for January 2010 to revised effectiveness of current mechanisms.</p>	
<p>To review circulation and impact of the communication process and develop it in line with these findings</p> <p>4 small questionnaires per year will be part of the publications to get</p>	<p>Communication meeting will set this incorporate the questionnaire as a part of its agenda.</p>	<p>Questionnaire distributed with the July edition of the newsletter.</p> <p>Review will be carried out in time for November edition.</p>	<p>Newsletter reviewed during November:</p> <p>Questionnaire was effective for only a short time after delivery. A second copy will however be included in the next edition, with the</p>	

community views on a regular basis.			additional request for feedback on the effectiveness of the newsletter and Communities First's mechanisms for communication.	
Key Objective: Linkages established with Safer Swansea Partnership.				
To attend Safer Swansea Partnership Meeting 4 Meetings per year.	Awaiting meeting confirmation for attendance.	Discussion held with Safer Swansea Partnership regarding specific issues. Statistics to now be gathered, including details of local Police Action Plan, to direct our specific involvement, and attendance of themed groups.	Currently attendance of this partnership is carried out by the Communities First programme manager. The development of the PACT panel should enable the community to hold a place in the partnership.	
Key Objective: Linkages established with Community police Officers (PCSOs).				
To inform local community about PACT Meeting 6 PACT meetings held in the local community	Have attend three PACT meetings to date. Process for monitoring attendance will be	At least 20% increase in attendance during summer months with last meeting having over 30 participants.	Attendance dropped in October as the local concern relating to local residents and substance misuse was diffused.	

<p>20% increase in number attending the meeting by end of 2009</p>	<p>established in partnership with PCSO.</p>		<p>A local County Councillor acknowledged that the establishment of a Residents Association for Clyne Court was key in diffusing the situation by allowing a channel for communication to develop between organisations and the community. This was deemed a success and effective community engagement by Communities First.</p>	
<p>Key Objective: Community Safety action team (CSAT) established with at least 3 members</p>				
<p>To discuss community safety issues and work on PACT priorities Established by May 2009.</p>	<p>CSAT still to be addressed with regards to community guidance on set up. If this is confirmed as a requirement, the CSAT will be established later in 2009.</p> <p>Good working relationships are developing amongst police and C1st.</p>	<p>Together with our PCSO, we are working to increase community leadership in the PACT meetings. Youth PACT meetings are being explored with the young people of the area.</p>	<p>Community Safety Action Team has not been established. The community drive was for an overall forum relating to issues around a specific area which resulted in the formation of a residents association.</p> <p>The CSAT will now develop</p>	

			as a PACT panel. The initial Communities First Partnership meetings have placed community safety as a key priority and will now help focus partnership effort on this need.	
Key Objective: Linkages Established with Health Challenge Swansea Team.				
To identify community health and well-being needs through Health Needs Assessment survey in partnership with Local Health Board Report by June 2010.	Meeting held with Health Matters (HM). Sketty Park has not been set as a priority for a Health Needs Assessment, however the HM team have confirmed their support for C1st organised and lead assessments. This matter will be taken to a future ISG meeting for guidance.	This has not so far been raised by the community as a priority; however statistics do indicate a need for involvement. Our establishment of an older peoples' forum may increase the priority for this initiative.	Health Needs Assessment will not be available for Sketty Park in the short term. Focus will be given on sports activities for young people and light fitness activities for older people. Potentially this will develop with the older peoples' forum.	
100% households targeted.	Relevant information will be made available to all	As above.	As above.	

	households via planned community newsletter.			
Key Objective: Linkages established with Sports and Leisure and Swansea Climbing Higher Strategy.				
<p>To support all health promotion activities</p> <p>2 targeted promotional campaigns per year.</p>	<p>Little progress so far on this item. Meetings have been held with partners and wider C1st team for Swansea.</p>	<p>(Sep09) Communities First Sketty Park are organising the inclusion of 200 young people aged 14 to 19, to attend two days of sports, exploration and team building exercises at Port Eynon. Our coordination and lead in the project will allow at least 20 young people to attend from Sketty Park with the remainder coming from 9 other Communities First areas. This project will lead to further opportunities for learning and outdoor activities.</p>	<p>An Adventure Swansea road show is planned for 2010.</p> <p>In partnership with the Youth Service and through the development of a local Young People Workers Network, we are working on the establishment of annual provision of local activities including skate boarding, cycling and sports. This will be tied closely into our consultation activities.</p>	
Key Objective: Health and Well-being Action Group (HWAG) established.				
<p>To organise various health & well-being related activities</p>	<p>HWAG still to be addressed with regards to community guidance on set up. If this is</p>	<p>Adventure Swansea scheduled for September 09. HWAG so far not</p>	<p>No significant progress made, other than the agreement and planning in</p>	

At least 2 activities per year HWAG formed by Jul 2010	confirmed as a requirement, the HWAG will be established in 2010.	progressed.	place with partners for an Adventure Swansea Road Show during 2010.	
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Detail any staff changes (e.g. sick leave, maternity leave, disciplinary process, resignations, new staff appointed). NB such staff changes must have already been reported to the relevant CF implementation team: if not, an explanation for the omission must be provided.

Sick leave has been minimal but, as expected during this time of year, there have been absences. Total absences for the team are 11 days.

Detail any additional information, not recorded above, of which you feel we should be aware.

Many of the initial priorities have changed or taken a different direction. Significant engagement is taking place and plans are already drafted for increased community participation through 2010/11.

Partner organisations are generally very supportive of the process and onboard in the planning and commitment.

Progress report completed by (Block Capitals): JASON WILLIAMS _____

Signature:  _____

Date: 1st December 2009