

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	Progress for the reporting period 1 September to 30 November to be completed here.	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".		to be 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.			
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	A task and finish group is established and in consultation with them the ISG will be formed as soon the CF team move to their office in Sketty Park.			
To hold regular ISG meetings	Coordinator has made contact with members of this			

Dec 2008 onward – Once a month – at least every two months.	group to gauge current interest and potential commitment. An ISG meeting will be scheduled for 1 st quarter of 2009/10.			
Key Objective: Draft Capacity Needs Assessment (CNA) Plan ready for members of the ISG				
To undertake a Capacity Needs Assessment (CNA) exercise for members of ISG & associated members Jan 2009 In addition to Questionnaire development, a half a day workshop will be held to find existing skills and what is required	An initial draft questionnaire for the Community Group members of ISG and ward has been developed. This will be reviewed to accommodate all ISG members. Workshops will take place during the initial ISG meeting.			
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.	Community meetings and activities to engage with potential partners will be scheduled for 2009. Discussions have been held			

	with Whole School Communities Team Leader, Neighbourhood Policing, Schools and the Detached Youth Worker, for introductions and to discuss potential mechanisms for involving young people and a representative.				
Key					
Training and development plan in place for members by May 2009	The initial draft questionnaire for the Community Group members of ISG and ward when complete will inform a development plan.				
Key					
To work in partnership and networking within the local communities Meeting with six community groups, 6 service providers and link with local businesses by June 2009	Meetings held with: Sketty Park Community Association, Parklands Residents Association, Parklands Evangelical Church, Sketty Bowls Committee.				

	<p>Parklands Primary School, South Wales Police, Youth Service, Community Recreation. Family Housing Association. Working Links, CAB, Age Concern, 50+ Network, Care and Repair, SCVS, plus others.</p> <p>Hen Dderwen Public House.</p> <p>I have supported four community groups in successfully applying for Communities First Trust Funding.</p>			
Key Objective: Members of ISG to develop Forward Planning for inclusion in Local Action Plan (LAP).				
<p>To organise various community activities/events</p> <p>For events dates, a calendar of events to be developed by Feb 09 Draft Forward Plan Document ready by March 2009</p>	<p>Community event planned for March 2009 to introduce the Communities First programme locally.</p> <p>A calendar will be developed when the team are fully in post.</p>			

Key Objective: Local Action Team in place to carry out activities.

<p>To identify & attend relevant local community meetings and events. To identify and engage service providers to assist in LAP delivery locally</p> <p>Total 6 activities/events per year (1 annual community event and 5 targeted activities)</p>	<p>Attended and supported local meetings and events including PACT, 50+ Benefits Campaign, Community Centre Committee Meetings, Parkland Residents Association and others.</p> <p>Community event planned for March 2009.</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>	<p>This is planned to commence fully when team is in place – March/April 2009.</p>			
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Key Objective: Draft community audit report produced

<p>To carry out a comprehensive community audit</p>	<p>This work will commence when team in place.</p>			
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<p>Apr – Jul 2009 100% households targeted Local contact database developed</p>				
<p>Key Objective: Key partners identified and method of consultation agreed and finalised.</p>				
<p>To engage and arrange initial meeting with Service providers</p> <p>2 half-day workshops held with service providers to gain their commitment towards LAP. 1st meeting in July2009 and 2nd in Dec 2009</p>	<p>Initial meetings with service providers have already taken place.</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>Links made with youth service and schools to establish progress towards establishing YAT.</p>			

<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>Activity will be scheduled following establishment of YAT.</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>Meeting held with Working Links; agreed regular surgery sessions for March 2009 onwards.</p> <p>Links made with SCVS.</p> <p>Links also made with CCOS Employment Training, with a visit and follow up meeting agreed for near future.</p>			
<p>Key Objective: Linkages established with employment services and skills providers in line with regional strategies.</p>				
<p>To develop activities and workshop events to</p>	<p>Meetings held with Whole School Communities (Youth Service), PCSO, Parkland</p>			

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increase the participation of young people	Primary School, Parkland Evangelical Church and local detached youth worker to consider activities.			
Inter-generational Group formed by Sep 2009				
2 events/workshops for young people by March 2010				
To develop activities and workshop events to increase the participation of older people 2 Workshops/events for older people by Mar 2010. 50 older people attend the events.	Food Hygiene training planned for March 2009. Supported local 50+ benefits campaign in recent event.			
To identify key people to assist in the communication and information process				

Key

Communication Sub-group formed – minimum 3 people.				
The first news sheet published in Dec 2009 Quarterly Newsletter delivered to 100% of households				
<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>	Work will commence when Admin/Finance officer in post.			

Key

Key

<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 community views on a regular basis.</p>				
Key				
<p>To attend Safer Swansea Partnership Meeting</p> <p>4 Meetings per year.</p>				
Key				
<p>To inform local community about PACT Meeting</p> <p>6 PACT meetings held in the local community 20% increase in number</p>	<p>Attended one PACT meeting so far. Early days to establish procedures currently.</p>			

attending the meeting by end of 2009				
Key				
To discuss community safety issues and work on PACT priorities Established by May 2009.	Attended PACT meeting. Further links to be developed.			
Key				
To identify community health and well-being needs through Health Needs Assessment survey in partnership with Local Health Board Report by June 2010.				
100% households targeted.	Information will be made available to all households via planned community newsletter.			

Key				
To support all health promotion activities 2 targeted promotional campaigns per year.	Met with Sports and Leisure department to establish links.			
Key				
To organise various health & well-being related activities At least 2 activities per year HWAG formed by Jul 2010	Activities not yet scheduled but will be part of event planned in March and ongoing targeted events.			

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.

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



Progress report completed by (Block Capitals): Bill Jenkins on behalf of JASON WILLIAMS

Signature:

Date:

24th June 2009