

Communities First Quarterly Progress Form

Local Authority Area	<u>City & County of Swansea</u>
Partnership Name	<u>Sketty 4</u>

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 2009/10 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.	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

		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	Ongoing activities schedule, published in newsletters, web site and during partnership meetings. ACHIEVED			
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	6 Partnership Meetings have now taken place and the ISG is effectively replaced by the this partnership. ACHIEVED			
To hold regular ISG meetings Dec 2008 onward – Once a month – at least every two months.	Meetings held in July, October, November and January with six firm dates set for 2010/11.			ACHIEVED

Key Objective: Draft Capacity Needs Assessment (CNA) Plan ready for members of the ISG				
<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>CNA has identified the following training:</p> <ul style="list-style-type: none"> - Community Development - Induction Training - Child Protection *- Committee Skills *- Event Organising - Credit union *- Applying for funding *- Food Hygiene - Cultural Diversity Awareness - First Aid - Vulnerable adults training <p>(*Training has now taken place).</p> <p>Workshop held in March with 5 training sessions delivered since workshop</p> <p>ACHIEVED</p>			
Key Objective: In line with WAG's guidelines, a full CF Local Partnership Board (LPB) established.				

<p>LPB established in Dec 2009 on the 3/3 principle with a mechanism for involving young people rep.</p>	<p>YAT meeting held in February saw a total of 9 young people with our later youth day event having a turnout of a minimum 30 young people.</p> <p>ACHIEVED.</p>			
<p>Key Objective: Members of the LPB are better equipped to support capacity building at local level.</p>				
<p>Training and development plan in place for members by May 2009</p>	<p>Training and development plan is now in place with over 20 participants and 70+ sessions (still developing)</p> <p>ACHIEVED</p>			
<p>Key Objective: Draft preparatory work programme developed with clear lead/support role and responsibilities</p>				
<p>To work in partnership and networking within the local communities</p> <p>Meeting with six community groups, 6 service providers and link with local businesses by June 2009</p>	<p>ACHIEVED</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>ACHIEVED</p>			
<p>For events dates, a calendar of events to be developed by Feb 09 Draft Forward Plan Document ready by March 2009</p>				

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

<p>To identify & attend relevant local community meetings and events.</p>	<p>Fun Week Youth Day (targeted) 3 Play Events (targeted) Youth Action Team (targeted) 4 Community workshops 2 Bulb Planting Events (targeted) Swap Shop (targeted) 3 Residents Association Events (targeted) Halloween Party Christmas Fayre Christmas Party ...plus others.</p>			
<p>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>				

	ACHIEVED			
Key Objective: Who is doing What, Where, When in Community - service provision report developed				
To conduct community audit on existing service providers Feb - Mar 2009	Ongoing development of this information base. Basic information base has been established. PART ACHIEVED.			
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 ongoing. PART ACHIEVED.			
Key Objective: Key partners identified and method of consultation agreed and finalised.				
To engage and arrange initial meeting with Service providers	Second workshop held in January 2010.			

<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>ACHIEVED.</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>YAT launch meeting took place in January but has so far resulted in full YAT. New revised activities are scheduled between April and June.</p> <p>PART ACHIEVED.</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>Youth Service and Communities First, with other partners, are developing a schedule of activities and events for the coming months to increase engagement.</p> <p>PART ACHIEVED.</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>Training needs have been identified but with the programme being in infancy in Sketty Park, engagement activities are still progressing. A schedule of training has been mapped for 2010.</p> <p>PART ACHIEVED.</p>			
<p>To develop activities and workshop events to increase the participation of young people</p>	<p>Workshops, as noted above, have taken place, together with various activities and ongoing events.</p> <p>ACHIEVED.</p>			
<p>Inter-generational Group formed by Sep 2009</p>	<p>Development of this group has been scheduled for 2010.</p> <p>PART ACHIEVED.</p>			
<p>2 events/workshops for young people by March 2010</p>	<p>ACHIEVED.</p>			

<p>To develop activities and workshop events to increase the participation of older people</p> <p>2 Workshops/events for older people by Mar 2010. 50 older people attend the events.</p>	<p>Christmas Fayre and Digital photography activities have both engaged older people.</p> <p>Workshops will now be linked into new agenda set under 2010/11 work programme.</p> <p>PART ACHIEVED.</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>This is currently not a priority of the partnership with communications remaining within the responsibilities of the development team.</p> <p>Schedule for review in second half of year.</p> <p>NOT ACHIEVED.</p>			
<p>Key Objective: Community Newsletter Published and delivered.</p>				
<p>The first news sheet published in Dec 2009</p> <p>Quarterly Newsletter delivered to 100% of households</p>	<p>ACHIEVED.</p>			

Key Objective: Website developed and operational.				
<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>Communications meeting (within team meeting) agreed continuation under current methods.</p> <p>Website updates take place as appropriate.</p> <p>Team meetings to have agenda item regarding communication mechanisms.</p> <p>ACHIEVED.</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 community views on a regular basis.</p>	<p>Questionnaires circulated through newsletter and local venues.</p> <p>Web site includes feedback option.</p> <p>PART ACHIEVED.</p>			

Key Objective: Linkages established with Safer Swansea Partnership.				
To attend Safer Swansea Partnership Meeting 4 Meetings per year.	Top down direction has changed the potential for this being achieved. NOT ACHIEVED			
Key Objective: Linkages established with Community police Officers (PCSOs).				
To inform local community about PACT Meeting 6 PACT meetings held in the local community 20% increase in number attending the meeting by end of 2009	Ongoing participation in PACT on average increased by over 20%. ACHIEVED.			
Key Objective: Community Safety action team (CSAT) established with at least 3 members				
To discuss community safety issues and work on PACT priorities Established by May 2009.	CSAT priority has been delayed due to changes within the planned PACT structure. This work has been included in the 2010/11 work			

	programme but may need revision. NOT ACHIEVED.			
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.	Health needs assessment was not prioritised within local authority and developing partnership			
100% households targeted.	As above.			
To support all health promotion activities 2 targeted promotional campaigns per year.	Youth day took place in February, working in partnership with 5x60 officers, youth service, PCSOs, Schools, EYST, Play and other partners to promote leisure activities and health and wellbeing.			

	ACHIEVED.			
Key Objective: Health and Well-being Action Group (HWAG) established.				
To organise various health & well-being related activities At least 2 activities per year HWAG formed by Jul 2010	HWAG not prioritised by partnership however further consultation will take place to promote this objective. PART ACHIEVED			

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Key Objective: Promote resources and support available to help businesses reduce carbon and improve environmental efficiency.				
4 local businesses involved in actions to raise awareness of environmental concerns within their organisations, by March 2011.	No progress so far			
Key Objective: Develop community based initiatives to raise awareness and local responsibility for environmental issues.				
3 projects established: 1 in June 2010, 1 in October 2010 and 1 in February 2011, with a total of 30 people engaged.	Discussion held with Keep Wales Tidy to support the lead of this work and the development of an Environmental Action Group. Provisional date set at end of June.			
Key Objective: Work to increase opportunities for recycling.				
Recycling information and workshop held by August 2010 with 20 attendees.	No progress so far			
Recycling facilities updated by June 2010.	Facilities scheduled for installation early June 2010.			
3 Digital Inclusion activities	Photography group has			

undertaken with minimum 12 community members, by December 2010.	already started planning for activities with 1 st activity scheduled for May 2010.			
Key Objective: Support local organisations in their engagement for delivery of ESOL, Citizenship and other training activities aimed at BME groups.				
30 local BME community members participating in partnership defined activities by November 2010.	No progress so far			
Key Objective: Encourage local take up, by older and younger generations, of short courses and informal learning with the community.				
2 taster sessions, each attended by 8 people, run by October 2010.	No progress so far			
Key Objective: Job search, CV writing and local support services explored and developed.				
30 people becoming more employable through engagement with local partnership provision by March 2011.	Although specific work has not be carried out in relation to this target, Working Links have had 2 referrals from Communities First.			
25 community members engaged in volunteering by December 2010.	Volunteering is promoted with support for specific activities from community members taking place. Database will evidence this volunteering			

	during 2010.			
1 x 6 week drop in session piloted by February 2011 with total of 12 beneficiaries engaged.	Discussion due to take place with XL Wales and local partners.			
Key Objective: Promote Digital Inclusion through local photography and digital storytelling.				
20 referrals made into Swansea Working Gateway by March 2011, with 5 people finding work.	No progress so far			
6 digital photography/story telling sessions to take place by December 2010 with 12 community members engaged.	Communities 2.0 during 2 nd quarter of 2010.			
Key Objective: Work with local sheltered housing organisations and local schools to develop cross-generational activities.				
2 projects delivered by November 2010; organised in partnership with intergenerational working group and targeted at older people in Sketty Park.	First planning event is scheduled for mid July 2010.			

30 people benefit from intergenerational activities by January 2011.	No progress so far, in relation to these projects.			
Key Objective: Development of volunteering and training opportunities in play work. To increase play provision opportunities.				
3 community events delivered by December 2010 with 200 beneficiaries.	Programme of Activities has been developed with Doodles Events			
Events Committee to raise £2,000 by March 2011.	Various bids have been submitted by the committee.			
Key Objective: Promote existing Parent and Toddler playgroups and facilities, while developing evidence of need for increased provision.				
6 sessions of either LAP/ NAP delivered, with minimum 30 children attending, by November 2010.	No progress so far			
At least 3 open access play sessions run by December 2010, with minimum of 30 in attendance.	1 st session scheduled for June 4 th 2010.			
Key Objective: Consider and revise possibilities of local playground facilities being updated, to include provision for 5-10 year olds and disabled children.				
Minimum 75% of parents, of	192 primary aged children			

primary school aged children, consulted over local need via questionnaires, with a response of 10% by November 2010.	were consulted on local facilities. consultation work continues.			
Feasibility study carried out, including costs, demand and potential, by March 2011.	No progress so far.			
Key Objective: Support Youth Action Team (YAT), to influence and develop local youth provision and facilities.				
40 young people consulted over provision and facilities by May 2010.	Over 400 responses received from consultation work with the local primary school and the local comprehensive school with specific priorities now identified. ACHIEVED			
Youth volunteering workshop carried out by February 2011 with 12 attendees.	No progress so far.			
Training workshop run for YAT participants by December 2010 with 15	No progress so far.			

attendees.				
Key Objective: Youth Workers Network(YWN) established to work on coordinating provision and consultation locally				
At least 5 agencies 'signed up' to YWN by August 2010.	Meeting have taken place with this due to become an established sub group of the partnership.			
Key Objective: Increase partnership work with local schools to develop provision and facilities for young people.				
Feasibility Report with Draft Action Plan produced by October 2010, based on 1 identified youth provision opportunity.	No progress so far.			
Key Objective: Support financial literacy needs through working to develop local financial services in partnership with the community and providers				
4 volunteers recruited to support local CU provision by September 2010	No progress so far.			
20 local Credit Union members by February 2011.	No progress so far.			
Key Objective: Establish Clyne Court Residents Association as a confident and effective partner organisation in addressing needs and aspirations of the Clyne Court area and its residents.				
Total 4 activities by March 2011.	Activities did take place last year with a new schedule to			

	be established for 2010/11. No specific progress so far, in relation to this target.			
6 local group members to receive committee skills training by December 2010.	8 CCRA members received committee skills training in May 2010. ACHIEVED			
Key Objective: Work with partners to address local alcohol and substance misuse through various methods.				
Local outreach service delivered locally with 6 beneficiaries by Feb 2011.	No progress so far.			
Key Objective: PACT Panel developed to improve local sharing of information in support of PACT and other community safety initiatives. Better communication established between agencies and local community.				
PACT Panel to take over running of PACT meetings by November 2010.	No progress so far.			

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.

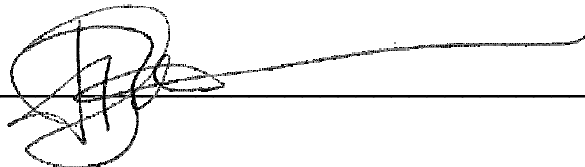
Sick leave has been minimal

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

New priorities have emerged, specifically relating to the Safe Routes into Communities grants and the Cohesion grants; also community safety needs. The partnership is keen to see developments in these areas and the work will need to be integrated into the current work programme over the coming months.

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

Signature: _____

A handwritten signature in black ink, appearing to be 'J. Williams', written over a horizontal line.

Date: 2nd March 2010