



Performance Reward Grant Scheme APPLICATION FORM

To be returned to:

wiltshirelaa@wiltshire.gov.uk

Area Board	Salisbury	
Form submitted by (contact for all queries)	Wessex Community Action	
Name of initiative	Trustee and Leadership Network	
Brief Description of Initiative	To improve the efficiency of frontline voluntary and community sector organisations through better leadership and by recruiting trustees with good experience and skills. Offering mentoring, peer support, training, advice and information.	
Please put a cross against the ambition(s) that this initiative will support	Building resilient communities	X
	Improving affordable housing	
	Lives not services	X
	Supporting economic growth	
	Safer communities	
	Protecting the environment	
	Action for Wiltshire – combating the recession	
Amount of funding sought	£47,832 (£15,944 to be spent per year over 3 year project)	
What will this money be spent on? (please show split between capital and revenue. For capital expenditure guidance – see Appendix 1 in the Bid Pack)	<p><u>All expenditure is revenue</u></p> <p>Recruitment of trustees – skills audits and recruitment strategy:</p> <ul style="list-style-type: none"> Working with 24 organisations per year, each organisation has 2 days allocated time <p>Training and Leadership development:</p> <ul style="list-style-type: none"> Six evening sessions annually for trustees on subjects around Governance and Roles and Responsibilities Action learning sets x 4 meetings annually Four events per year for Chairs and Chief Officers to include specialist advice and support around strategic and financial planning, Human Resources, Appraisals and Performance Management 	

	<p>Ongoing Advice and Support:</p> <ul style="list-style-type: none"> • Quarterly email advice mailing • Ongoing telephone and email support as required <p>BUDGET:</p> <table> <tr> <td>Staff time:</td> <td>10,500</td> </tr> <tr> <td>NI & PAYE:</td> <td>1,344</td> </tr> <tr> <td>Visiting Professionals:</td> <td>1,000</td> </tr> <tr> <td>Venue hire:</td> <td>1,400</td> </tr> <tr> <td>Contribution to overheads:</td> <td><u>1,700</u></td> </tr> <tr> <td>TOTAL per year:</td> <td>15,944</td> </tr> <tr> <td>TOTAL for project:</td> <td><u>47,832</u></td> </tr> </table>	Staff time:	10,500	NI & PAYE:	1,344	Visiting Professionals:	1,000	Venue hire:	1,400	Contribution to overheads:	<u>1,700</u>	TOTAL per year:	15,944	TOTAL for project:	<u>47,832</u>
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<p>Please describe how your initiative will support the ambition(s) indicated above, and summarise the action that will be taken</p>	<p>One of Wiltshire’s priority actions under “Building resilient Communities” is to “Build a strong and vibrant voluntary sector”. This initiative will contribute to that ambition by increasing opportunities for volunteering and enabling groups to be supported by qualified trustees who know what their responsibilities are and how to achieve the best for their organisations. Having a strong Board of Trustees or Management Committee is a key factor in delivering cost effective, efficient services to meet the needs of their communities, clients and end users. We will help groups to carry out a skills audit amongst their trustees, identifying gaps and helping them to recruit good quality trustees with the necessary skills. These trustees will be identified through our other work with volunteers, local businesses and member groups.</p> <p>“Lives not services” means that as far as possible public services should help people to stay in control of their lives. Using local voluntary and community organisations enables people to be in control and to choose how they access services. For these services to be relevant and efficient, the groups providing them need to have good governance from their Trustees or Management Committees. This project will provide the necessary support to build those skills amongst trustees. This will include supporting some users of services to become part of the management shaping that service, helping communities to help themselves and improving community relations.</p> <p>This project will encourage local people to become involved in the government’s Big Society agenda.</p> <p>OBJECT: To provide voluntary and community organisations and groups with access to first class Governance and Trustee Support. This project will link with our proposed Volunteer Bank</p>														

	<p>project, identifying potential trustees and volunteers from local communities and businesses.</p> <p>SERVICES PROVIDED:</p> <p>Recruitment of trustees</p> <ul style="list-style-type: none"> • Skills Audit of boards • Recruitment strategy <p>Training</p> <ul style="list-style-type: none"> • Roles and Responsibilities • Honorary Officers • Forms of Governance • Peer support and mentoring <p>Strategy</p> <ul style="list-style-type: none"> • Strategic Planning • Financial Planning • Human Resources <p>Management/Governance</p> <ul style="list-style-type: none"> • Chair/ Chief Officer relationship inc. Appraisals and Performance Management • Chair's responsibility for the board • Chief officers responsibility for staff <p>External Support</p> <ul style="list-style-type: none"> • WCA Chief Executive and Deputy Chief Executive • WCA to enable local networking • NCVO Governance and Leadership Team • National Association for Voluntary and Community Action • ViSTA • Trustees Unlimited • REACH • Our Salisbury (Salisbury City Community Area P'ship) • South Wiltshire Economic Partnership • Chamber of Commerce <p>Actions to be taken are listed under section detailing how money will be spent.</p>
<p>What makes this initiative a local priority (eg evidence from research and local support)</p>	<p>Faced with the pressures on public funding this will provide local Voluntary and Community Sector organisations with the personnel and skills which will enable them to respond swiftly, efficiently and cost effectively to meet community needs.</p>
<p>How will you know you have been successful?</p>	<p>Local groups will benefit from more diverse and experienced Boards of Trustees enabling them to provide local services more efficiently to their members.</p>
<ul style="list-style-type: none"> • How will you measure the impact? (may have more than one measure) 	<p>We will monitor this project by keeping detailed reports of work carried out with groups and events attended by members and measuring the impact of all these activities on the organisations, their clients or service users and the individual trustees' personal</p>

	development. This will be done using a variety of methods including immediate evaluations and follow up consultations and evaluations.
<ul style="list-style-type: none"> • What is your improvement target (s), and when do you expect to achieve this/these? 	We aim to work with 24 groups per year over a three year period; impact will be measured on an ongoing basis to ensure that all necessary support is being provided.
<ul style="list-style-type: none"> • How will you ensure that the improvement continues after the end of the initiative? 	We will continue to work with groups and individuals in the future to ensure that links are maintained and that trustees are kept up to date with the changing needs of the sector.
Who will benefit from this initiative?	72 local groups will benefit from this initiative by improving their recruitment strategy and the diversity of their Boards. Members of the local communities will benefit by offering their skills to these organisations becoming more involved in their local communities.
Confirm no unfunded commitments from this initiative	Please delete the statement that does not apply: 1. I confirm that there will be no unfunded financial commitments arising from this initiative
What are the key risks to success and how will these be managed?	The key risks would be lack of volunteers to become trustees. We hope to manage this by running another project increasing the availability of local volunteers' time and also by working directly with local businesses to source highly qualified potential trustees.
Who will manage the initiative	Deputy Chief Executive Wessex Community Action

Signed:

Chairman of Area Board

Dated: