

**Salisbury City Community Area Partnership**  
*Annual Workplan 2010/11*

In order to show how the community area partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2010/11, please complete the form below.

CAPA commitments	Proposed initiatives and activities
<p><b>Partnership Development</b> <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>	<p>Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it? Give details of any theme groups within the CAP. Please explain how your CAP is supported – do you have an administrator/agent/project officer and if so, how are they engaged? Are you affiliated to WfCAP and do you attend WfCAP meetings and events? Please indicate how you intend to maintain and develop the CAP over the next 12 months.</p> <p>SCCAP has a Steering Group which is appointed at its Annual General Meeting. The Steering Group acts as the core membership of the Community Partnership &amp; co-ordinates the work of any working groups. Membership of the Steering Group consists of not less than 6 members and not more than 15. The purpose of the Steering Group is to ensure that the work of SCCAP is progressed between meetings. The Steering Group is accountable to SCCAP.</p> <p>A number of places on the Steering Group are reserved for representatives from a range of partner organisations including Police, Churches Together, Wiltshire NHS, Salisbury City Council, Wessex Community Action (representing the voluntary Sector), Youth Development Services and Arts &amp; Culture. This is in order to achieve a balanced representation. These reserved places do not equal or exceed half the total number of places on the Steering Group. The remainder of places on the Steering Group is open to election from the wider partnership group. The Chair and Vice Chair of SCCAP are elected from members of the Steering Group. If not all places on the Steering Group are filled, the Steering Group has the ability to co-opt members.</p> <p>Current membership list attached.</p> <p>Throughout the year SCCAP'S main partnership meetings have discussed particular themes e.g. the</p>

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	<p>family, climate change and young people.</p> <p>In November 2010 SCCAP and the Area Board held a 'State of the Area' debate in Salisbury Library. During the day members of the public contributed their comments on the community plan questionnaire which was launched that day. In the evening there was a lively 'Question Time' session with members of the public putting questions to a panel of people including the Chair of Salisbury Area Board, the Director of Salisbury Vision. The Leader of Salisbury City Council and young people representing The Unit, Salisbury Young Chamber of Commerce and SCAR</p> <p>In January 2011 SCCAP held an 'Away Day' attended by 18 members of the Partnership and facilitated by WfCAP. Main areas of discussion were around identifying 5 key ambitions for SCCAP – Survival, Community Plan, Clarity, Advertisement, and Public Recognition. Wessex Community Action provides administrative and developmental support to SCCAP on a 14 hour a week basis and this is reviewed annually. The Chief Executive of Wessex Community Action is currently the Chair of SCCAP</p> <p>SCCAP is affiliated to WfCAP and members attend its meetings and events.</p> <p>Since its inception SCCAP has increased its membership. It will continue to hold regular steering group meetings and Open Partnership meetings with set themes. In the autumn it is anticipated that it will hold another 'State of the Area' debate with the Area Board.</p> <p>SCCAP will continue to develop through the work it is undertaking to deliver a community plan. Particular emphasis will be given to establishing theme groups who will make links throughout the community, find gaps in their network and address gaps and recruit more volunteers to take the projects identified in the community plan forward.</p>
<p><b>Accountability</b> <i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and</i></p>	<p>Please explain how you will account to the community during the year? How will you promote your work and engage people? Can you show that you have the support of the local community? <b>Once the initial analysis of the community plan</b></p>

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<p><i>forward plans on an annual basis.”</i></p>	<p>questionnaire has been done we will be issuing a press release announcing the initial findings and inviting people to join theme groups to take the plan forward.</p> <p>Community engagement is done by Advertising via posters, email, Salisbury Journal, SpireFm, “Our Salisbury” website, Wessex Community Action’s (WCA) website. The public can influence our work by attending meetings, contacting the steering groups via email or phone and by getting involved in proposed theme groups and projects. We have introduced a facebook page which is attracting interest.</p> <p><a href="http://www.facebook.com/home.php#!/pages/Salisbury-City-Community-Area-Partnership/116386281744571">http://www.facebook.com/home.php#!/pages/Salisbury-City-Community-Area-Partnership/116386281744571</a></p>
<p><b>Communication</b> <i>“To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers.”</i></p>	<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP. How many organisations are affiliated to the CAP and how many names are on your communications database?</p> <p>By publicity; development of a website, electronic mailings, street stalls. Liaison with the Big Project on a visual art project. We have a representative on the Salisbury Vision Board. Attendance at open partnership meetings is increasing as are the number of affiliated organisations. SCCAP is building its own contact list from attendees at meetings. We currently have 88 contacts who regularly receive information as well as those who receive it through Wessex Community Action and the Area Board. This number will grow considerably when details from the recent consultation are added to the list. Events are publicised via posters, email, Salisbury Journal, SpireFm, “Our Salisbury” website, Wessex Community Action’s (WCA) website as well as by word of mouth and networking amongst members and the general public.</p>
<p><b>Consultation</b> <i>“To consult widely on a range of socio-economic issues including the holding of public engagement events and activities.”</i></p>	<p>Please explain how you intend to consult the community in the coming year.</p> <p>4 open meetings with differing themes. Meetings will be held in different wards of the city to engage further community participation where necessary. The community plan questionnaire has been the driver for our consultation with the community and when the draft community plan has been produced consultation meetings will be held for members of the community in Salisbury City to create an action plan to achieve the community plan targets. We are nearing completion of the inputting of returns</p>

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	<p>and are about to start identifying gaps in consultation and fill these with more targeted work.</p>
<p><b>Community Planning</b> <i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations".</i></p>	<p>Please explain how you intend to develop, review or implement your community plan over the next 12 months.</p> <p>Around 3000 responses to the Community Plan questionnaire have been received. They have been inputted by volunteers and members of the Partnership and this job will be finished by early March. Data is being analysed by the Community Partnership Development Officer at Wiltshire Council, together with the Community Development Officer at Salisbury City Council and the Chair of SCCAP. Work will begin in drawing up the plan in March and theme groups and members of the steering group to drive these groups forward have already been identified. These groups will make links throughout the community and find gaps in their networks and recruit more volunteers. The results of the questionnaire will give SCCAP a better idea of which areas/communities are under represented and public meetings will be held in those areas to try to get useful feedback from these communities. When the draft community plan has been produced meetings will be held to create an action plan to achieve the Community Plan targets. We would of course welcome any input from the Area Board and as always they will be included in all our communications and advertising and we would welcome their attendance at these meetings (as we would at any of our meetings). The action plan is a part of the draft and final community plans stating how the aspirations of the Community Plan will be put into action.</p>
<p><b>Local action</b> <i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate."</i></p>	<p>Please tell us about your plans to encourage local action to address the community plan priorities. What do you expect to achieve during the year ahead? How will you secure funding for these projects?</p> <p>SCCAP will provide facilitation to enable local people to achieve their identified priorities within the community plan. This will be done through networking events and focus groups engaging with other organisations currently providing services in the area. Funding will be applied for from a variety of relevant sources. Theme groups have been identified following early analysis of the Community</p>

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	<p>Plan questionnaire. These groups will make links throughout the community and find gaps in their networks and recruit more volunteers. When we take the draft plan back to the people via public meetings it will be the public who decide how the plan will be actioned (and hopefully offer to take a role in helping with the action). As in the past with Parish Plans an assumption has been made that the Area Board will agree to adopt the plan.</p>
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