

## **Proposal to Wootton Bassett and Cricklade Area Board for Future Development and Support of NCAP**

This proposal has been developed following informal discussions with members of NCAP Steering Group, the Area Board Chairman, Cricklade and Wootton Bassett Town Council Clerks and WFCAP. It was originated and presented as a suitable solution for future development of NCAP by Richard Rogers and Karen Scott of Wiltshire Council in November 2009. After subsequent debate and further advice from Laura Pictor of WFCAP the following proposal is submitted for approval and funding from the funds allocated to the Area Board for support to the Community Area Partnership.

The purpose of this proposal is to find an achievable way of building a community area partnership that is drawn from, and serves, all parts of the community area and will need to build upon the work that has already taken place, recognise the distinctly different identities of the two main towns, tackle the barriers that exist to joint working in the area, and be able to undertake robust and inclusive community planning.

The aim is to put in place a work plan that will be used to overcome the current problems and tackle the criticisms that are being directed at NCAP regarding inclusivity across the Community Area. WFCAP fully support the idea for NCAP to use their core funding to employ a partnership worker that can take on the major work of turning NCAP around. This would alleviate work from volunteers and guarantee directed time to the task. There will also be benefits to having an employee that is not already deeply involved with the 'politics' of the situation and the area and can bring in a new perspective, perhaps breaking down some barriers that have occurred due to conflicts of personalities.

WFCAP support the steering group's wish to continue to work as one area rather than try to form two groups as there could be issues around having one Area Board and one set of funds for two groups. WFCAP agree that as the two areas already seem at odds with each other, a separation of the CAP may fuel this issue and instigate competition and so it would be ideal to create one robust CAP and agree that we work to this formula first and re evaluate if unsuccessful.

### **Proposal**

**To employ a community partnership worker, who is suitably qualified and experienced in community development and community planning to be employed to do three things across the community area:**

1. Create a sustainable and inclusive structure for the partnership.
2. Enable the partnership to use the community plan as a basis for developing robust community planning including identifying key community issues, challenging services and developing theme groups and projects to deliver solutions.
3. Review progress and report regularly to the steering group. At the end of the initial twelve months ensure that the partnership is sustainable and fit for purpose as well as make clear recommendations for the way forward.

### **How will the community partnership worker be employed?**

The post is proposed to be two days per week (15 hours) for a twelve month fixed term contract in the first instance. If there were sufficient funding this could be increased to two and a half days per week.

A suggestion has been made to seek candidates from the University of Gloucestershire course in Community Development and Local Governance who have expertise in this field of work.

WFCAP has agreed in principle to host and manage the post on behalf of the partnership, which has the benefits of impartiality and line management support and expertise. Unlike the partnership, which is unincorporated, WFCAP has the necessary structure and insurances to employ staff.

Although employed by WFCAP, the postholder would be based in the community area and would have the use of a number of Wiltshire Council offices in Cricklade and in Wootton Bassett. The Council will provide a laptop and telephone.

### **How will this post be funded?**

The second tranche of this year's core partnership funding from the area board (approx £7k) together with next year's allocation of just over £10k will cover the costs of a part time post for twelve months from April 2010.

This will leave NCAP with just over £6k to cover their meeting and admin costs, with the option of applying for additional funds to deliver projects (see attached financial forecast).

### **What will be the main tasks for the Community Partnership Worker?**

In addition to the three tasks outlined above, the postholder will be expected to help develop further the community plan. This would include drilling down into the identified issues, undertaking community planning in areas where it has not already taken place and collecting strong robust evidence of need. Support and data will be available from Wiltshire Council's new Partnerships Officer as well as evidence being produced for the Community Profile and Joint Strategic Needs Analysis which will be available in June/July 2010.

They will be also be tasked with identifying one or two significant projects that the partnership sub -groups can work on, which might include a consultation on the closure of RAF Lyneham and a directory of activities and opportunities for young people, depending on local preferences and support.

During this process They will be tasked with identifying suitable people to take part in the Steering and theme groups.

### **Timetable for taking this proposal forward?**

Nov 09 – Meeting between Wiltshire Council and NCAP SG to discuss outline proposal.

Feb 10 - Discussions with WFCAP to seek advice on proposal.

March 10 – Final proposal submitted to Area Board for approval and funding.

April 10 – Meeting with WFCAP to seek formal agreement re employing and managing the post and recruit a suitable worker.

April 10 - Set up advisory group to steer the work

### **How will the community area partnership move forward?**

#### **Employment of Partnership Worker**

Highlight the distinctiveness of the community area and look to ways of working with this. Make targeted approaches to groups from each parish, (including but not solely the parish councils), in order to start the process of encompassing the whole area. Work with CAM to contact groups on Community Area Network. Look for forthcoming events for the CAP to 'piggyback' onto to promote themselves and reach a wider audience. Emphasis on communication, website, newsletter, well advertised meetings, transparency etc.

#### **Increasing Steering Group Membership**

Look to holding a re-launch of the CAP to attract new people. Also compile a list of areas/people and organisations that need to be reached, and make targeted invites to them to get involved. These people can be co-opted for their skills/interests for now, with the idea of creating a larger (than the current) steering group for the future.

#### **Steering Group Meetings**

Improve steering group meetings by holding them in public places, widely advertised and rotating around the community area to appeal to people from outlying parishes and both major conurbations).

#### **Community Plan (Robust Planning)**

Continues monitoring and review of community plan to update and highlight 'gaps' and the issues on which consultation responses were 'light' and look to addressing these problems to ensure the plan is robust. Begin process of working the community plan forward. Work with CAM and Andrew Jack (Wiltshire Council Officer) and use the JSNA results when available. Look to ensuring the CAP taps into a wide network of organisations to retrieve information from these avenues, rather than starting from scratch and attempting to consult widely from amongst a small volunteer group.

#### **Area Board & Local Towns and Parishes**

Arrange meetings with key members of these groups to find a way forward and initiate building a robust working relationship with all parties to enhance the Partnership. WFCAP have agreed to facilitate this process.

**Northern Community Area Partnership  
Forecast of Expenditure 2010/11**

Administrator	1500.00
Travel Expenses	150.00
Stationery	100.00
Meeting rooms Venues	1000.00
Printing	500.00
Consultation exercises	500.00
Website and domain	100.00
Total	3850.00