



Consortium Development Grants

**Plymouth Change Up Consortium
Revised Workplan 2009-11**

CDG/W/02

Please refer to the document '**CDG/G/01 – Guidance on planning and monitoring your grant**' and **CDG/G/02** when completing this Workplan. Please return this Workplan by **30th June 2008**. Failure to do so may result in a delay to your grant payments.

Programme	Consortium Development Grants
Organisation name	Plymouth Guild
Consortium name	Plymouth Change Up Consortium
URN	
Contact name	George Plenderleith
Position	Director
Date completed	27 April 2009

The diagram on page 3 shows the structure of the Workplan.

Part One: outcomes

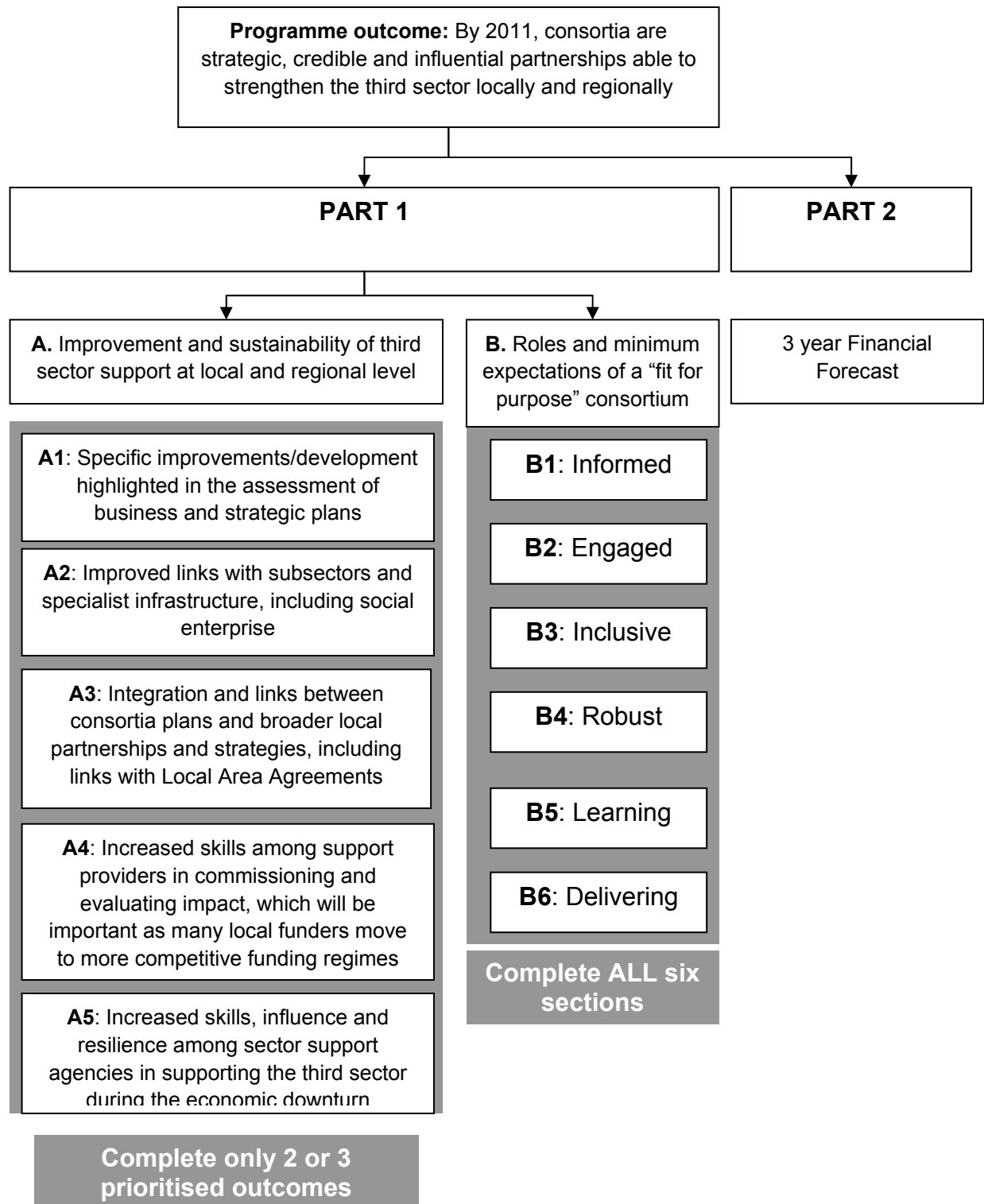
Programme Outcome	By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally
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A: Improvement and sustainability of third sector support at local and regional level

A set of priority outcomes has been defined to embed improvement and sustainability of third sector support at local and regional level. Each consortium is required to contribute to some or all of the following **outcomes**:

A1	Specific improvements/development highlighted in the assessment of business and strategic plans
A2	Improved links with subsectors and specialist infrastructure, including social enterprise
A3	Integration and links between consortia plans and broader local partnerships and strategies, including links with Local Area Agreements
A4	Increased skills among support providers in commissioning and evaluating impact, which will be important as many local funders move to more competitive funding regimes
NEW:	
A5	Increased skills, influence and resilience among sector support agencies in supporting the third sector during the economic downturn

Please prioritise **two or three outcomes** from A1 to A5 and tell us about how you will achieve them. If you accepted an Additional Resilience Grant in 2008/9, your workplan must include activity under Outcome A5.



Improvement and Sustainability Outcome 1 (What is the change you wish to bring about?)	Outcome	<i>Mark one box only</i>
	A1	
	A2	
	A3	✓
	A4	
	A5	

Baseline (if available)

1. First version of LSP Third Sector Strategy.
2. Draft Funding agreement for Third Sector Strategy
3. NI6 and NI7 research information from national and Plymouth surveys. NI6 2009 baseline 19.6%. NI7 2009 baseline 14.2%
4. Plymouth Compact and three Codes of Practice agreed
5. Review LSP composition
6. Consortium Assembly agreed

Indicators (What will tell you that the change has happened?)

1. Revised version of LSP Third Sector Strategy in place
2. Funding agreement in place with LSP
3. NI6 & 7 percentages to be increased
4. Compact principles included in Third Sector Strategy
5. Changed composition of LSP and Third Sector representation
6. Consortium Assembly set up.

Milestones that will indicate progress towards meeting the outcome (with dates where possible)

1. Results of 2008 – 09 consultation fed into Third Sector Strategy and Delivery Plan – September 2009
2. New Consortium Funding Agreement in place – December 2009
3. NI6 target of 23% by 2010-11; NI7 target of 18.5% by 2010-11
4. Launch of Compact and Codes of Practice – May 2009
5. LSP consultation by June 09 leading to new LSP composition - September 2009
6. a. Consortium Assembly to meet September 2009.
b. Consortium AGM between April and June 2010.

Risks to achieving this outcome and how you will address them

Timescales are tight but achievable unless LSP timescales slip which is out of our hands

Risks to achieving this outcome and how you will address them

- 1-3. Risks are slight as the funding is in place and the priorities agreed.
4. Agreement may not be reached on which organisations are best suited to support the small front line organisations. Dependant on discussions with existing organisations in the city who can provide support to small frontline organisations, this will determine level of citywide coverage.
5. Health is a very wide sector and may not easily be brought together in one network. Health agenda may not be accepted by all stakeholders and organisations so agreement and engagement not reached. We will consult widely but cannot force engagement.
6. Localities agenda not accepted by all stakeholders. Agreement and engagement not reached.

Baseline (if available)

1. Research on Social Enterprises in Plymouth completed. This will inform next steps.
2. Research on baseline BME support informed by Lin Whitfield research.
3. Research on Community Anchor organisations informed by Lin Whitfield research.
4. Need for support for small front line organisations identified at workshops.
5. Review Third sector engagement with the Health sector.
6. Review Locality working in the City

Indicators (What will tell you that the change has happened?)

1. Discussions with Social Enterprises on next steps
2. Widen BME into Equalities and commission research from outside Plymouth consultants already involved in Capacity Builders
3. Commission detailed research from outside Plymouth consultants already engaged with Capacity Builders
4. Agree with small front line organisations priority support needs
5. Discuss with health providing frontline organisations what would be the appropriate way forward for this part of the sector.
6. Active engagement in discussions on the emerging Localities model

Milestones that will indicate progress towards meeting the outcome

1. Social Enterprise Network created – December 2009.
2. Equalities research undertaken by March 2010. Network set up by June 2010
3. Community Anchor research undertaken by December 2009. Network set up by March 2010
4. Small front line support mechanisms identified and in place – October 2009
5. Agree way forward for 2010 – 2011
6. Full engagement in whatever Localities model is agreed and implemented

Improvement and Sustainability Outcome 3 (What is the change you wish to bring about?) You may adopt 2 or 3 Improvement and Sustainability Outcomes.	Outcome	<i>Mark one box only</i>
	A1	<input type="checkbox"/>
	A2	<input type="checkbox"/>
	A3	<input type="checkbox"/>
	A4	<input type="checkbox"/>
	A5	<input checked="" type="checkbox"/>

Baseline (if available)

1. Small frontline organisation's support needs identified through Lin Whitfield research
2. Medium and large organisations that could benefit from the Commissioning procurement process as identified by Lin Whitfield research.
3. Small number of organisations providing support in this area of work.
4. NAVCA recession planning consultancy. 1 day made available to Plymouth.

Indicators (What will tell you that the change has happened?)

1. Determine what support is needed and who can best provide it
2. Work with LSP to decide who can best provide information and support on Commissioning and procurement
3. Identify what support mechanisms exist outside the sector (e.g. Business Link) that could be used by the sector
4. Utilise NAVCA supported consultant leading to a Local Resilience Action Plan

Milestones that will indicate progress towards meeting the outcome (with dates where possible)

1. Support mechanisms in place – October 2009
2. Set up a series of commissioning workshops throughout 2009 – 2010
3. Put in place appropriate links to allow outside sector support to be utilised – October 2009
4. NAVCA event to take place in 1st quarter 2009 – 2010. LRAP adopted.

Risks to achieving this outcome and how you will address them

1. The risks are that any support mechanisms might not be enough to save some frontline organisations in the current economic climate.
2. Lack of engagement by stakeholders. Mismatch between national policies and local practice. Local actions do not follow Compact guidelines. Commissioners may not cooperate in providing workshops and procurement information. Utilise good relations with LSP to overcome this.
3. Private/public sector support organisations might not wish to engage with Third Sector
4. No risks attached

B: Roles and minimum expectations of a “fit for purpose” consortium

“Strategic change in local and regional third sector support – update for consortia” set out “core expectations” for consortia in receipt of a Capacitybuilders grant. These minimum expectations can also act as indicators of progress towards meeting the overall outcome that **by 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally.** Please tell us how you intend to maintain or improve your performance against the minimum expectations over the 3 year period of the grant.

Complete the following tables for all six expectations:

1. **Informed:** Up to date intelligence on third sector needs, and support services, including evaluation and progress of relevant projects.
2. **Engaged:** Strategy for communication and engagement of members and stakeholders, and maintain page on Capacitybuilders’ national website
3. **Inclusive:** Evidence of embedding equalities and diversity in consortium’s work.
4. **Robust:** Annual ‘light-touch’ self assessment against ‘fit-for-purpose’ criteria.
5. **Learning:** Monitor and review progress, and contribute to evaluation programme.
6. **Delivering:** Meet grant requirements including financial returns to Capacitybuilders.

B1 Informed: Up-to-date intelligence on third sector needs, and support services, including evaluation and progress of relevant projects

Baseline (2008/09 rating against Skills and Knowledge):

The Self Assessment rated all three elements as Green with the first two Improved and the third as Same.

- A number of research projects and workshops were undertaken.
- Business Plan refreshed in March/April 2009
- Appropriate regional meetings were attended

Minimum expectations

- Maintain up-to-date intelligence on sector support needs
- Monitor progress of business plan
- Engage in regional co-ordination

Milestones that will indicate progress (2-3 main points only, with dates where possible).

- Intelligence will continue to be developed through further research and constant interaction with sector organisations
- Business Plan will be refreshed in March 2010
- Consortium representatives will attend regional meetings and discuss issues with other Consortia where appropriate

Risks to progress and how you will address them (2-3 main points only)

There are no real risks to progress. Funding is in place for the research and the new Consortium structure involving a larger number of organisations will be in place.

B2 Engaged: Strategy for communication and engagement of members and stakeholders, and maintain page on Capacitybuilders' national website

Baseline (2008/09 rating against Stakeholder Engagement):

- New database of organisations in place – November 2008 - Green
- New web site in place – April 2009 - Amber
- Page on regional web site – regional site not complete - Red

Minimum expectations

Clear strategy for engagement with:

- Sector support services
- Public sector
- Frontline organisations
- Maintain page on new communications website

Milestones that will indicate progress (2-3 main points only, with dates where possible).

- Database to be continually updated as part of engagement with members. New structure will allow enhanced engagement with more organisations – continuous throughout year
- Web site will be operational and interactive to enable it to be as effective a communications tool as possible
- Will maintain a page on the national/regional web site when it is operational

Risks to progress and how you will address them (2-3 main points only)

- No real risk as officer in place and undertaking continual refinement
- No real risk other than allowing it to become out of date
- Out of our hands

B3 Inclusive: Evidence of embedding equalities and diversity in consortium's work

Baseline (2008/09 rating against Mainstreaming Equalities):

The Self Assessment gave a varied response with some improvements

- BME needs in local plans and strategies – not fully – amber - same
- No services supported – red - same
- Improving Reach project reports quarterly to Consortium – green – same
- Research undertaken on 3 subsectors – amber - improved

Minimum expectations

- Consultation and engagement with marginalised communities
- Monitoring of impact of support services and projects
- Links with Improving Reach projects
- Improved links with specialist and subsector services

Milestones that will indicate progress (2-3 main points only, with dates where possible).

- BME to be broadened into Equalities and detailed research undertaken to set up an Equalities Forum (December 2009)
- New Third Sector Strategy specification commissioned – March 2010
- Continue to report quarterly
- Further research in key sub sectors – completed by December 2009

Risks to progress and how you will address them

There are few risks associated with these projects other than a delay in the new Third Sector Strategy. The funding is available for the proposed research.

B4 Robust: Annual 'light-touch' self-assessment against 'fit-for-purpose' criteria

Baseline (2008/09 rating against Consortium Team and Skills and Knowledge):

The Self Assessment was green for this category with clear procedures in existence. The Self Assessment and Annual Monitoring forms were completed in April 2009. The Consortium reconstituted itself following PCP's demise and a new Company Ltd by Guarantee set up with clear Terms of Reference and operating procedures.

Minimum expectations

- Ensure clear procedures for decision-making, financial allocation, commissioning, dealing with conflicts of interest, accountable bodies and financial reporting.
- Annual self-assessment (evidenced through completion of annual monitoring exercise)

Milestones that will indicate progress (2-3 main points only, with dates where possible).

- Regular minuted Consortium meetings to be held
- Quarterly financial returns to be made to Capacity Builders
- Plymouth Guild agreed as the Accountable Body
- Annual Self Assessment and Monitoring Forms completed – March 2010

Risks to progress and how you will address them (2-3 main points only)

There are no risks envisaged

B5 Learning: Monitor and review progress, and contribute to evaluation programme

Baseline (2008/09 rating against Performance Management):

The Self Assessment showed that all appropriate monitoring and evaluation procedures were in place – green - same

- Monitoring and evaluation systems in place. Consortium worker appointed
- Attended regional evaluation event
- Links made with national support agencies such as NAVCA

Minimum expectations

- Monitoring and evaluation continues to inform business plan development, and is shared locally, regionally and through the website

- Participation on ChangeUp evaluation
- Establish appropriate links with national support services

Milestones that will indicate progress (2-3 main points only, with dates where possible).

- Monitoring and evaluation undertaken (March 2010) with consideration given to an external evaluator
- Attendance at Capacity Builders events for Consortium evaluation
- Access national and regional support structures when in place

Risks to progress and how you will address them (2-3 main points only)

There are no risks envisaged especially as Consortium worker in place and Accountable Body appointed.

B6 Delivering: Meet grant requirements including financial returns to Capacitybuilders

Baseline and Minimum expectations

- Meet and report on grant conditions, including financial monitoring

Milestones that will indicate progress

- Complete this Workplan and submit to Capacitybuilders by 30th June 2009
- Submit quarterly Expenditure Summary reports (CDG/E/01) to Capacitybuilders
- Complete Monitoring Report as part of process of self-assessment and submit to Capacitybuilders by 30th June 2009
- Meet with Regional Manager to discuss progress of grant

Risks to progress and how you will address them (2-3 main points only)

With Consortium worker in place, Accountable Body appointed and help of external facilitator there are no risks envisaged

Part two: Financial forecast

HM Treasury rules stipulate that Capacitybuilders' funding must be accounted for within the financial year April – March. Please complete the following table estimating how your budget will be spent over the life of the grant. Please estimate the first year's expenditure by quarter.

Expenditure Headings	2009/10				2009/10	2010/11	Total Grant
	Q1 Apr- June 2009 (c)	Q2 Jul- Sep 2009 (d)	Q3 Oct- Dec 2009 (e)	Q4 Jan- Mar 2010 (f)	Total (c) + (d) + (e) + (f)	Total April 2010- March 2011	
Project delivery activity	764.7 5	764.7 5	764.7 5	764.7 5	3,059	2,490	5,549
Communication & marketing							
Commissioned work							
Staffing & associated costs	3,319	3,319	3,319	3,319	13,276	13,675	26,951
Total Project Specific (a)	4083. 75	4083. 75	4083. 75	4083. 75	16,335	16,165	32,500
Management Costs	772.5 0	772.5 0	772.5 0	772.5 0	3,090	3,183	6,273
Office/premises costs	643.7 5	643.7 5	643.7 5	643.7 5	2,575	2,652	5,227
Total Administration (b)	1,416. 25	1,416 .25	1,416. 25	1,416. 25	5,665	5,835	11,500
Total (a + b)	5,500	5,500	5,500	5,500	22,000	22,000	44,000

Note:

The annual profile should not exceed the grant amount as stated in your offer letter. Please only use this forecast to report on Capacitybuilders' funding.