



HDC Grant Year 1 (April 17 – March 18)

Increase the capacity of Voluntary Sector Organisations in Huntingdonshire to deliver services & activities.

BUILDING PARTNERSHIPS AND WORKING TOGETHER

Milestones for year	Commentary
<p>Work with Allia to provide training and business support for new start-up social enterprises</p> <p>Target: 10 sessions</p>	<p>Milestone abandoned</p> <ul style="list-style-type: none"> • Meetings held with Allia and HDC Economic Development Team on project plan. Two areas identified as potential starting points before HDC Economic Development Team learnt a separate bid for funds to deliver a similar scheme with OutSet Huntingdonshire was successful – links were established and a decision taken with HDC to signpost any potential groups to OutSet.
<p>Work with Cambs ACRE to support Town & Parish Council as part of SC.</p> <p>Target: 2 sessions</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • Support for Town & Parish Council Development Plan • Support for HDC Town & Parish Council Clerks event • Attendance at Town & Parish Conference – Realising the Potential • 3 peer learning events for Huntingdonshire Town & Parish Councils

Evidence: The survey of Town & Parish Councils undertaken as part of SC contract has resulted in a The Town & Parish Council Development Plan – the plan will be used as a tool to support Huntingdonshire Town & Parish Councils in delivering an agreed area within the plan (currently this has been identified as peer support for Community Led Planning)

https://www.supportcambridgeshire.org.uk/new/wp-content/uploads/2016/12/01_Local_Council_Development_Plan.pdf

VOICE AND REPRESENTATION

Milestones for year	Commentary
<p>Attend any new and bespoke specialist meetings. Target: 20 meetings</p>	<p>Milestone not achieved:</p> <ul style="list-style-type: none"> • HF staff attended 16 district meetings representing the sector. <p>Meetings include – Community Safety Partnership, Local Health Partnership (now Living Well Partnership), Community Learning & Skill and Compact.</p>
<p>Connecting individuals, groups and organisations. Target: 4 networking events; 1 workshop; 1 event</p>	<p>Milestone achieved:</p> <ul style="list-style-type: none"> • 4 Keep In Touch meetings delivered – covering topics on preparing your annual report, neighbourhood cares and the VCS, HR, GDPR. • GDPR workshop delivered in conjunction with Hewiston’s Solicitors • Impact - Demonstrating the difference workshop designed and delivered with SC
<p>Advocate for and be a critical friend to HDC. Target: 1 session</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • CEO supported the Transformation lead on working with the VCS on Homelessness
<p>Deliver specialist training with SC to local groups. Target: 1 session</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • Representation training delivered to Huntingdonshire Community Action Projects

6. HDC End of Year Report

Milestones for year	Commentary
Deliver a State of the Sector Survey. Target: 1 Survey	Milestone achieved <ul style="list-style-type: none">• State of the sector survey compiled and circulated to partners, data used to support groups
Provide a co-ordinated timetable of engagement and learning events with SC. Target: updated timetable	Milestone achieved <ul style="list-style-type: none">• Timetable available on HF and SC Websites

Evidence:

[State of the Sector Survey](#)

[Meeting feedback](#)

Specialist Training – I recently attended the course on Voice and Representation. I learned a lot, particularly about the time and commitment required to be a good representative. Overall, the training was excellent, and well presented.

VOLUNTEERING

Milestones for year	Commentary on Progress towards Milestones
<p>Support social action & increase time-banking/time credits with start-up advice.</p> <p>Target: 2 new time-banks</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • SC/HF member of the Time-banking steering group • Supported the development of two new time-banks in Huntingdonshire – Houghton & Wyton and St Ives; Huntingdonshire now has 5 time-banks, more than any other area in Cambridgeshire
<p>Work with SC on the provision of volunteer management tools/courses.</p> <p>Target: updated tools on website; 1 volunteer course delivered in Huntingdonshire</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • Toolkits available on website • Legal Issues for volunteer managers course delivered
<p>Work with SC on delivering pro-bono support to groups in Huntingdonshire</p> <p>Target: variety of support on offer</p>	<p>Milestone achieved</p> <ul style="list-style-type: none"> • Pro-bono support available includes data protection & IT support, dispute resolution, free meeting space • Free 1-1 HR advice sessions delivered to Huntingdonshire groups – 4 sessions during the year

6. HDC End of Year Report

Milestones for year	Commentary on Progress towards Milestones
<p>Work with Living Sport to deliver a Volunteer Fair.</p> <p>Target: 1 fair – 80 attendees</p>	<p>Milestone not achieved</p> <ul style="list-style-type: none"> We timed the delivery of the event so that it wouldn't clash with tradition events and originally planned to hold in January 2018; unfortunately due to difficulties in finding a suitable venue we have been unable to deliver within the time require. The event is now planned for 19th April is called People Powered – a fresh perspective on recruiting, supporting and celebrating volunteers. Keynote speaker is Suzanne Lowe Office for Civil Society (Culture media and sport) national perspective – followed by 4 workshops on Timebanking/micro-volunteering: Lucy Bird Somersham Timebank (confirmed); Recruitment, marketing your organisation – Keith Smith Ferry Project (confirmed); Looking after your volunteers: Street Pastors tbc; Celebrating success: - Amanda Forecast National Trust (confirmed)
<p>Deliver Place Based Volunteering and Social Action support in targeted areas:</p> <p>Target: 2 areas per year; increased number of volunteers</p>	<p>Milestone achieved:</p> <ul style="list-style-type: none"> Following the recruitment of our new Communities Officer (Ben Pitt) we identified with HDC Yaxley as the first area for this new piece of work. Ben developed a community survey, worked with HDC and the Parish council on an existing identified need – anti-social behaviour, and supported the recruitment of 12 new volunteers to run a youth club. The survey highlighted what residents liked and disliked about where they lived - one area that residents wanted was a complete database of community venues; we agreed to do this on their behalf and the subsequent database is now held at the Yaxley Gazette. The second area to have this place based approach is Sawtry, a community survey is underway with 100+ responses so far. Ben has been meeting with existing groups and the Parish Council to identify any existing needs/issues.

Evidence:

Resources – i.e. how to guides, toolkits can be found here <https://www.supportcambridgeshire.org.uk/resources/>

Yaxley Community Survey [can be found here](#)

INFORMATION AND ADVICE

Milestones for year	Commentary on Progress towards Milestones
<p>Group Training:</p> <p>Target: 6 training courses</p>	<p>Milestone achieved:</p> <p>The following courses were delivered during the year</p> <ul style="list-style-type: none"> • Safeguarding Adults 20.04.17 • Child Protection 04.05.17 • Duties Of Trustees 11.09.17 • Child Protection 14.11.17 • Basic Booking 07.12.17 • Making Good Funding Applications 16.01.18 • Emergency First Aid 9.02.18 • Health & Safety in the Workplace 21.03.18
<p>1-1 Support and Development:</p> <p>Target: 40 groups supported</p>	<p>Milestone not achieved:</p> <ul style="list-style-type: none"> • 20 1:1 sessions completed by development worker • 11 1:1 sessions completed by CEO and development manager • 2 1:1 sessions completed by community development worker

6. HDC End of Year Report

<p>1-1 Support around Funding/finances</p> <p>Target: 12 GRANTfinder searches, 4 financial</p>	<p>Milestone achieved:</p> <ul style="list-style-type: none"> • 12 face to face GRANTfinder sessions, 516 funds viewed <table border="1" data-bbox="750 292 1043 767"> <tr><td>April</td><td>55</td></tr> <tr><td>May</td><td>59</td></tr> <tr><td>June</td><td>40</td></tr> <tr><td>July</td><td>11</td></tr> <tr><td>August</td><td>4</td></tr> <tr><td>September</td><td>13</td></tr> <tr><td>October</td><td>96</td></tr> <tr><td>November</td><td>45</td></tr> <tr><td>December</td><td>16</td></tr> <tr><td>January</td><td>70</td></tr> <tr><td>February</td><td>34</td></tr> <tr><td>March</td><td>73</td></tr> </table> <p style="text-align: center;">516</p> <ul style="list-style-type: none"> • 7 financial support sessions 	April	55	May	59	June	40	July	11	August	4	September	13	October	96	November	45	December	16	January	70	February	34	March	73
April	55																								
May	59																								
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August	4																								
September	13																								
October	96																								
November	45																								
December	16																								
January	70																								
February	34																								
March	73																								
<p>Electronic Communication:</p> <p>Target: 12 bulletins, 12 Funding Alerts</p>	<p>Milestone achieved:</p> <ul style="list-style-type: none"> • 12 bulletins circulated to over 500 groups • 12 Funding Alerts circulated to over 2000 groups • 3 specialist/bespoke training bulletins sent to HF members 																								

6. HDC End of Year Report

<p>Access to a wide range of resources: Target: monthly update of resources</p>	<p>Milestone achieved:</p> <ul style="list-style-type: none">• Factsheets – a whole range of factsheets available on a range of subjects including - benefits of volunteering, improve your website, what is the difference between a CIC & CIO.• How to guides – a whole range of guides available on a range of subjects including – how to start a community, how to recruit trustees, how to write a press release• Toolkits – available on Recruitment, selection of volunteers; Managing and supporting volunteers; Impact – demonstrating the difference; GDPR.
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Evidence:

Attendee feedback

I attended the Child Protection course on the 14th November 2017 and found that parts of my previous knowledge were updated: It was great to meet with other professionals.

Explained very clearly which was helpful as I had no previous knowledge on the subject: Louise checked that everyone understood before moving on, excellent knowledge and delivery – Basic Booking 7th December 2017

[Training newsletters](#) and [Funding Alerts](#)