



The Care Forum

STRATEGIC PARTNERSHIP MAPPING

July 2007



Contents:

	Page
Acknowledgements	3
Background	3
Stage One Summary Findings	4
Stage Two Summary Findings	4
Mapping the Findings in Accordance with the Local Area Agreement	5
Evaluating Support Needs	5
Overall Analysis of Support Needs	7
Conclusions	8
Recommendations	9
Appendices	10
1. Strategic Partnership Mapping – Interim Results August 2006	
2. Copy of Mapping Exercise Documentation	

Voluntary & Community Sector Strategic Partnership Mapping – Final Results

Acknowledgements:

Our thanks go to all the organisations and partnerships that participated in this mapping exercise. The information received has revealed a broad overview of Voluntary & Community Sector representation on partnerships and joint planning groups across Bath & North East Somerset. The findings of this exercise will be used to inform the work of the Voluntary Sector Steering Group and its work with the statutory sector.

The results of the strategic mapping are to be presented at the Voluntary Sector Forum in November 2007 and the report will also be published on the following websites:

www.banescvs.org.uk

www.thecareforum.org

www.bathnes.gov.uk

Background:

A joint strategic mapping exercise was undertaken in 2006 between B&NES CVS, the Care Forum and Bath & North East Somerset Council. It was the first step in a process towards a planned, coherent and properly supported system of Voluntary Sector representation and consultation on strategic partnership boards and joint planning groups across the area.

The mapping exercise was undertaken in three stages detailed below. Partnerships that concern the work of children & young people and contribute to the Children & Young People Strategic Partnership are excluded from the work as this is to be conducted at a later stage by the Children's Network Co-ordinator post (currently held by Bath Area Play Project). The intention was always to gain snapshot view of representation rather than a definitive view, therefore there are some gaps in the data. However, it is felt that the analysis is comprehensive enough to provide a broad indication of the current situation.

The stages undertaken were:

Stage 1: A questionnaire was circulated to Partnership Chairs and Support Officers to identify VCS representatives on their partnership and to ascertain what kind of support the Partnership would find helpful to improve the effectiveness of its working relationships with the VCS reps. The results can be viewed at Appendix 1.

Stage 2: A grading system was developed which categorised the joint planning groups and strategic partnerships into three levels. This would allow partnerships to be identified where VCS reps were needed, where VCS

consultees were needed and where an information flow between the level 3 partnership and the VCS infrastructure organisation was needed rather than formal representation. The definitions for the categories were as follows:

- Level One – Influential Strategic Partnership or Joint Planning Group where accountable VCS representation within formal support structure and election process essential
- Level Two – Strategic Partnership or Joint Planning Group which needs to include VCS consultees, who may feed back to sector on important issues and which has clear links to a level 1 Partnership or Joint Planning Group
- Level Three – A Strategic Partnership or Joint Planning Group whose work may have some or minimal impact on VCS where formal VCS input not necessary, but feedback from Partnership or Joint Planning Group via infrastructure organisations helpful, including circulation of consultation documents

Stage 2 also included sending the partnership definitions to Partnership Level One Chairs which received broad agreement that these definitions were right and that the partnership grading was appropriate. This was undertaken as formal VCS representation is needed on level 1 partnerships, therefore it was important to get buy in from partnership chairs.

Stage 3: The VCS representatives identified by the initial mapping exercise received a questionnaire asking for information as to their specific role on the partnership and what additional help and support they would like to receive to help them carry out their role. A copy of the documentation is at Appendix 2.

Stage One Summary Findings:

The stage one research found that:

- 77% of the partnerships that responded claimed to have representation from the Voluntary & Community Sector
- 50% of the partnerships saw at least one of these representatives as representing the voluntary and community sector
- 79% of the partnerships saw at least one of these representatives as representing their own organisation
- 21% of the partnerships saw at least one of these representatives as representing a specific theme or issue
- 82% of the Level One partnerships who responded claimed to have representation from the Voluntary & Community Sector

Stage Two Summary Findings:

The stage two research received 26 responses and found that:

- 19% of respondents claimed that their role on the partnership or joint planning group was to represent the Voluntary & Community Sector

- 75% of respondents claimed their role on the partnership or joint planning group was to be a representative of their own organisation or interest group
- 33% of respondents saw their role also as representing a specific theme or issue, examples given included carers or representing children and young people's issues
- Requests for additional support in the form of good practice examples and publications and training for partnership members received the most support

Mapping the Findings in Accordance with the Local Area Agreement:

The Local Area Agreement is a performance management framework for the area, signed up to be delivered by key partners such as the Council, Primary Care Trust, Police and the Voluntary & Community sector. The LAA consists of four themes;

- Safer & Stronger Communities
- Healthier Communities & Older People
- Children & Young People
- Economic Development & Enterprise

By analysing these results by Local Area Agreement theme, we can build up a clearer picture of where the mapping exercise has shown representation to be currently and where it is less clear. Subject to ratification by the Voluntary Sector Forum in November 2007, the VCS Steering Group is to undertake the role of formally representing the sector on the LSP and LAA theme blocks.

Evaluating Support Needs:

The tables below are grouped according to the LAA themes. They include those partnerships where a response was received from the partnership chair or support officer, and where a response was received from a VCS representative who sits on the partnership or group. The table seeks to compare the identified support needs of each block.

Safer & Stronger Communities:

Support Needs	Support Needs of Officer / Chair	Support Needs of VCS Representative
Training for Partnership representatives	✓	✓
Partnership representative / consultee induction packs	✓	✓
Support networks for partnership working	✓	✓
Regular newsletter	✓	✓

Access to good practice examples and publications	✓	✓
Other		

Healthier Communities & Older People:

Support Needs	Support Needs of Officer / Chair	Support Needs of VCS Member Organisation
Training for Partnership representatives	✓	✓
Partnership representative / consultee induction packs	✓	✓
Support networks for partnership working	✓	✓
Regular newsletter	✓	
Access to good practice examples and publications	✓	✓
Other		

Children & Young People:

Support Needs	Support Needs of Officer / Chair	Support Needs of VCS Member Organisation
Training for Partnership representatives		
Partnership representative / consultee induction packs		
Support networks for partnership working		
Regular newsletter	✓	✓
Access to good practice examples and publications	✓	✓
Other		

NB: As mentioned, a detailed look at Partnerships that concern the work of children & young people and contribute to the Children & Young People Strategic Partnership is excluded from the work as this is to be conducted at a later stage by the Children's Network Co-ordinator post. However, some Children & Young People Strategic Partnership associated organisations did respond to our broad sweep mapping and as such, the results are shown here.

Economic Development & Enterprise:

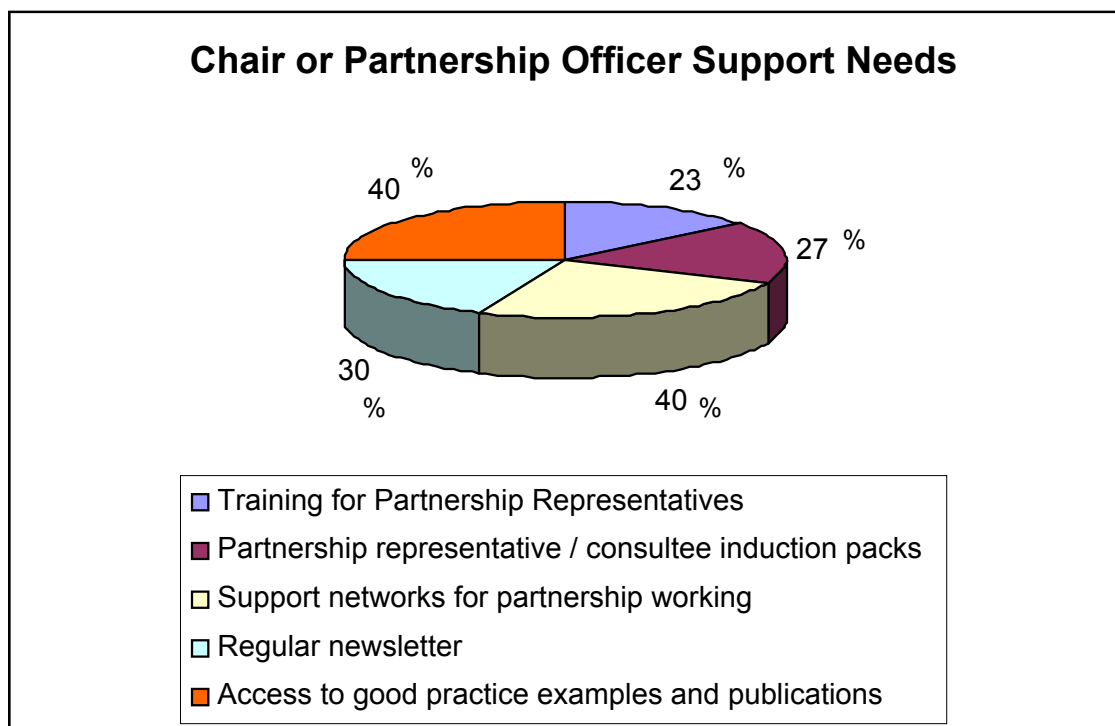
Support Needs	Support Needs of Officer / Chair	Support Needs of VCS Member Organisation
Training for Partnership representatives	Not stated	Not stated

Partnership representative / consultee induction packs		
Support networks for partnership working		
Regular newsletter		
Access to good practice examples and publications		
Other		

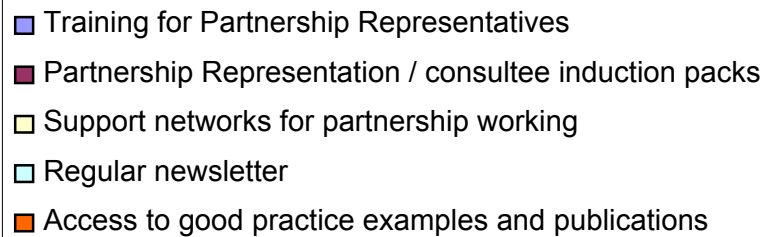
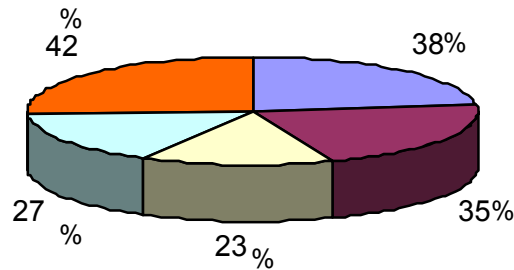
This analysis shows a clear agreement between VCS representatives on partnerships and the partnership chairs and support officers as to what support is needed to enable reps to fulfil their role sufficiently. In both the Safer & Stronger Communities and Healthier Communities & Older People blocks, there is clear agreement as to what support is needed.

This is not accurately captured within the Economic Development & Enterprise block of the LAA, indicating either that there is currently very little representation, or more likely, that the response rate has been too low to show evidence of support needs.

Overall Analysis of Support Needs:



VCS Representative Support Needs



NB: Respondents were able to tick more than one option; therefore percentages do not total 100.

From the graphs above, it is evident that there is overall, a difference in the level of support requested by Partnership Chairs and Support Officers, and by VCS representatives. Support networks were seen to be much more useful by support officers and chairs (40%) which would fit with their role in co-ordinating often large strategic partnerships that comprise a series of smaller working groups beneath them. VCS representatives felt they would benefit from training (38%), whilst both felt that access to good practise examples would be useful.

The majority of respondents said that they had not previously had these support mechanisms available to them.

Respondents were also given the option to request other support they may like to receive. The “other” options were as follows:

- Funding for the Training Partnership
- Voluntary Organisation represented on the Disabled Children’s Strategy Group
- Annual public meeting
- Training for carers to become representatives in their own right

Conclusions:

There is evidence of support needs for both VCS representatives on partnerships and working groups and also for chairs or partnership support officers in supporting their working relationship with the VCS. Although this mapping exercise was only ever designed to be a snapshot, it does show that representation is patchy across the LAA blocks and there is the opportunity for

VCS infrastructure organisations to address this through the VCS Steering Group.

The majority of respondents felt they represented their own organisation or interest rather than the VCS sector. This adds weight to the proposal put forward from the sector about representation on the LSP being from infrastructure organisations rather than service specific organisations and making use of Voluntary Sector Forum as a way of communicating with the wider sector.

Funding to support good practice through infrastructure support to the sector in voluntary and community sector representation is inconsistent across the LAA themes. Joint planning in relation to healthy communities and older people has elements of funding available to facilitate VCS participation via funding for networking opportunities (ie a constituency for representatives to gather feedback and share information), methods of information provision (eg newsletters, e-bulletins) and election and induction processes for VCS representatives. The funded BAPP post will also undertake similar work in relation to Children & Young People organisations.

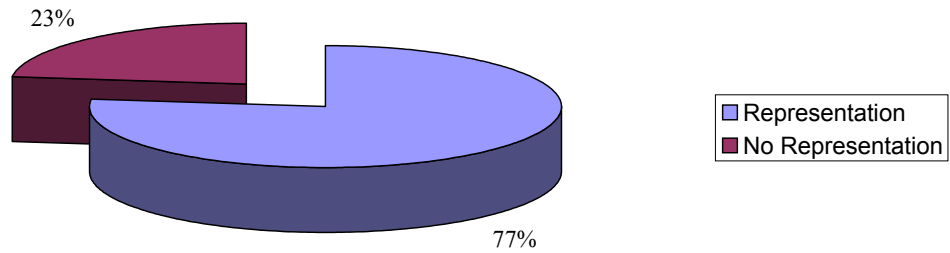
Recommendations to the LSP, Voluntary Sector Forum and Compact Board:

- That the VCS Steering Group (subject to ratification) will lobby for developing maps of joint planning structures for each of the existing LAA themes to identify gaps and show relationships of different planning groups.
- That the Care Forum make approaches to the chairs of joint planning groups within the healthy communities and older people theme, particularly where no VCS representation is identified to discuss the potential for the recruitment and support of VCS representatives.
- That the VCS Steering Group continue current discussions between B&NES and VCS infrastructure organisations as to how infrastructure support is funded. The support needs identified by the mapping exercise have resourcing implications which need to be addressed.
- That any implications arising from the North Harbour report into Voluntary Sector capacity is considered alongside this report.
- That all partnerships and joint planning groups work in accordance with Compact and its codes of practice.
- That the children and young people mapping exercise to be conducted by the Children's Network Co-ordinator Post (BAPP) should be incorporated into the overall mapping exercise.

Appendix 1 - Strategic Partnership Mapping – Interim Results August 2006

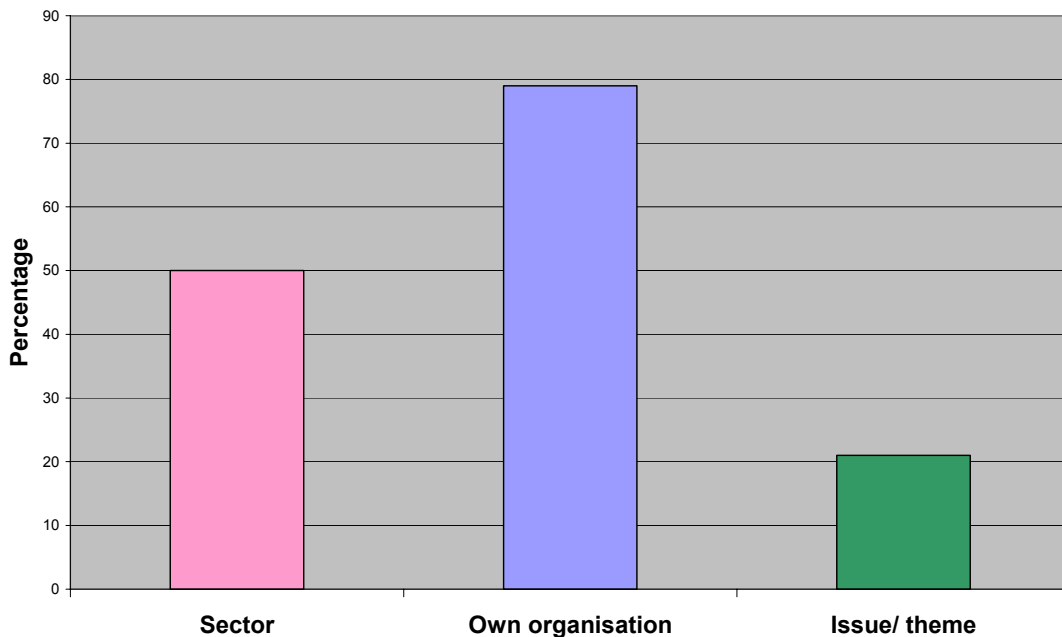
Of those Groups who responded:

- 77% claimed to have representation from the voluntary and community sector



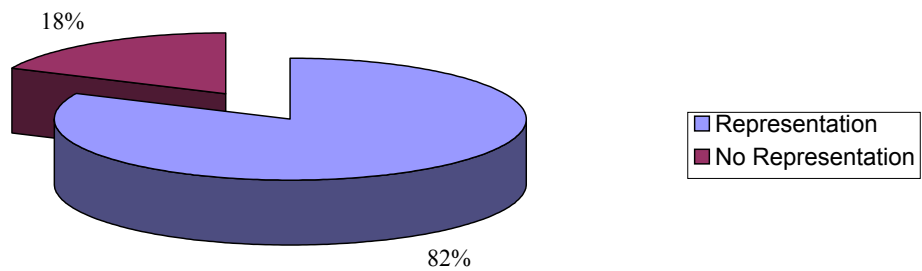
Of these;

- 50% of the groups saw at least one of these representatives as representing the voluntary and community sector
- 79% of the groups saw at least one of these representatives as representing their own organisation
- 21% of the groups saw at least one of these representatives as representing a specific theme or issue



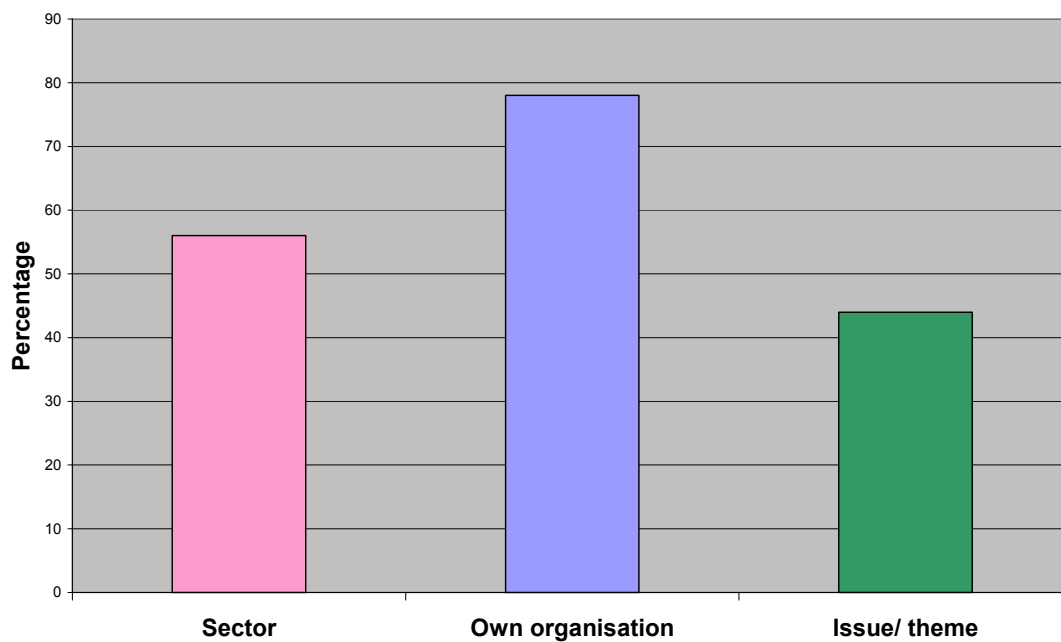
Of those Level 1* Groups who responded:

- 82% claimed to have representation from the voluntary and community sector



Of these;

- 50% of the groups saw at least one of these representatives as representing the voluntary and community sector
- 79% of the groups saw at least one of these representatives as representing their own organisation
- 21% of the groups saw at least one of these representatives as representing a specific theme or issue



* Influential strategic joint planning group pr partnership where accountable voluntary & community sector representation within formal support structure and election process essential.

Appendix 2 - Copy of Mapping Exercise Documentation

Dear Partnership Chair/ Support Officer,

“There are powerful incentives for organisations to work with others and now all local public bodies work in partnerships to different degrees. Partnerships can respond flexibly and innovatively to complex problems that are hard for an individual body working alone to tackle. Our research on partnerships shows that, while the balance of representation is generally good, roles and responsibilities can be unclear. This is especially so in relation to the basis and authority on which representatives participate and make decisions. Partnership members are not always clear whether they are representing themselves as individuals, their organisation, a cluster of organisations or a particular sector.” (Governing Partnerships – Bridging the Accountability Gap, Audit Commission, October 2005) [Click here to see full report](#) (pdf)

With this quote in mind the Bath & North East Somerset CVS and the Care Forum are working in partnership with Bath & North East Somerset Council to help develop a clearer picture of the status of voluntary and community sector representation on partnerships within Bath and North East Somerset. The list of partnerships sent with this email shows the breadth of potential VCS representation/ consultation in Bath and North East Somerset.

Both the Bath & North East Somerset CVS and the Care Forum are voluntary and community sector (VCS) infrastructure organisations

The core work of Bath & North East Somerset CVS is to support and develop voluntary organisations, community groups and charities who operate within Bath and North East Somerset.

The Care Forum’s focus is health and social care services. They work across Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire. Their work includes working in partnership with the VCS, promoting VCS representation on partnerships, providing information and advice and developing local networks

Both organisations have been significantly involved in the development of the **Compact** for B&NES - an agreement between voluntary organisations and statutory organisations about the way they work together. The aim is to improve mutual understanding and encourage a more effective working relationship. The **Compact** was launched on July 12th 2005 and a copy of the final version plus supporting documents can be found at <http://www.banescvs.org.uk/pdfs/Compact%20FINAL.pdf>

The Compact is supported by four Codes of Good Practice. The Code of Good Practice on Involvement focuses on how the statutory sector includes the VCS as a necessary part of bringing about change, making decisions and achieving statutory sector goals. It specifically states that ‘the statutory sector will develop involvement work with the VCS in a range of appropriate partnership areas such as: developing policy and putting it into practice;

strategy and forward planning; funding; charges and fees; service changes; service development; new services; performance monitoring and evaluation of services.

To help both you and us gain a clearer picture of the current involvement of the sector in partnership working we would appreciate it if you could spare a few moments to complete the following questionnaire. Please return it by **Friday 24th February 2006** to kerry_greig@bathnes.gov.uk

We realise that some of you may be involved with on more than one key partnership / partnership board. Where this is the case we would welcome a separate response for each of those partnerships, either from yourself or a delegate of your choosing. We appreciate that in these cases it will be more time consuming than for colleagues who only sit on one partnership. However, we believe that the information gleaned will be useful enough to you to merit making the request.

It is not necessarily important that the partnership with which you are involved has representation from the voluntary and community sector – we are just trying to gain an overview at this stage, and it may be that the views of the sector are fed in via a group or partnership to which you are linked. It is a first stage so that any recommendations about the way forward for Voluntary Sector Representation will have some useful supporting information.

If you would like to discuss the questionnaire or have any questions please contact either Meryl or Ronnie – details below.

Meryl Hecquet
Bath & NE Somerset CVS
c/o Envolve, Green Park Station, Bath BA1 1JB
Tel 01225 330090
e-mail: meryl@banescvs.org.uk

Ronnie Wright
Voluntary Sector Co-ordinator
The Care Forum, The Vassall Centre, Gill Avenue, Fishponds,
Bristol BS16 2QQ
Tel 0117 958 9333
Fax 0117 965 0200
e-mail: ronniewright@thecareforum.org.uk

VCS PARTNERSHIP REPRESENTATION QUESTIONNAIRE

Questionnaire

1. Name of Partnership/ Group with which you are most closely involved

2. Contact Details

Main Partnership contact.....

Title/position

Address.....

.....Postcode.....

Telephone(s).....Fax.....

E-mail.....

Website.....

Please state if the above details are:

Home / Work

Chair of Partnership (if different from above).....

Title/position

Address.....

.....Postcode.....

Telephone(s).....Fax.....

E-mail.....

Website.....

Please state if the above details are:

Home / Work

VCS Representation

3. In the table below, please provide details of those members of your partnership who are members of the voluntary and community sector.

Please also indicate in what capacity they are a member of the partnership. (All details will only be used for the purpose of this research)

Name	Organisation	Membership (tick one box only)		
		Rep. of Voluntary and Community Sector	Rep. of their own organisation/group	Other (e.g. rep. for a particular theme) Please Specify

Please continue on a separate sheet if required

Partnership Details

4. Main Partnership Objective

5. Geographical remit of Partnership

6. How often does your Partnership meet?.....

7. Does your Partnership have Terms of Reference

Yes / No

If yes, please attach a copy when you return the completed questionnaire.

8. Does the Partnership link to any other groups/ partnerships? If yes please list them below, and complete the contact details for the key partnership support person (where known).

Partnership	Name of support person
Telephone	Email

Partnership	Name of support person
Telephone	Email

Partnership	Name of support person
Telephone	Email

Partnership	Name of support person
Telephone	Email

Please continue on a separate sheet if required

9. How might people find out more about the partnership?.....

.....

10. In developing an overall picture it would also be helpful to us if you could indicate what support you might find helpful. Please select as many as you like from the following;

- Training for partnership representatives
- Partnership representative/ consultee induction packs
- Support networks for partnership working
- Regular newsletter
- Access to good practice examples and publications
- Other _____

11. Once we have a clear picture we are very keen to progress work in support of voluntary and community sector representation on partnerships. Would you be interested in supporting this work further?

Yes / No

Thank you for your time. Please return the completed questionnaire electronically by Friday 24th February to kerry_greig@bathnes.gov.uk

To complete the form electronically;

1. Open the empty form from your email and save it in a relevant folder
2. Note the name of the folder
3. Open the form from this folder and enter your responses
4. Save the completed form in the same folder with a new name
5. Set up an email message and choose the option to insert an attachment
6. When given the option browse your folders and select the completed form
7. Attach and send the email message

If you would like to discuss the questionnaire or have any questions please contact either Meryl or Ronnie – details below.

Meryl Hecquet
Bath & NE Somerset CVS
c/o Envolve, Green Park Station, Bath BA1 1JB
Tel 01225 330090
e-mail: meryl@banescvs.org.uk

Ronnie Wright
Voluntary Sector Co-ordinator
The Care Forum, The Vassall Centre, Gill Avenue, Fishponds,
Bristol BS16 2QQ
Tel 0117 958 9333
Fax 0117 965 0200
e-mail: ronniewright@thecareforum.org.uk

Dear Partnership Chair/ Support Officer,

Earlier in the year you kindly responded to the Voluntary Sector Strategic Partnership Mapping Questionnaire distributed by B&NES CVS; The Care Forum and Bath & North East Somerset Council. The questionnaire was the first step in a process towards ensuring a planned, coherent, properly supported system of Voluntary Sector representation / consultation on Strategic Partnership Boards and Joint Planning Groups in Bath & North East Somerset. Once completed this should ensure a higher degree of cross - partnership co-operation and effectiveness.

The results of the mapping have now been analysed and we are therefore in a position to progress to the next stage of the process !

1. We attach, *for your consideration and response*, a **proposed grading of Strategic Partnerships/Joint Planning Groups into 3-Levels:**

The reason for this is that although the Voluntary Sector (VCS) needs to have formal Representatives on some Partnership Boards, it does not need to have them on all Partnership Boards. For example, some Boards could operate successfully with VCS 'consultees' who have the capacity to address specific theme/service delivery areas. Other Boards simply need to keep the VCS informed of areas of work and offer opportunities for comments / input. **We have not included Partnerships focussed on work with Children and Young People at this stage as we are addressing that area separately.**

Where a Strategic Partnership Board / Joint Planning Group is considered to be particularly central to VCS service delivery, we suggest a proper system of VCS representation should be developed (if it doesn't already exist). By 'proper system' we mean that there should be, for VCS Representatives, a nominations process; election process; induction and training support; formal reporting mechanism back to the VCS; a mechanism for gathering VCS views and feeding them into the Partnership Board. This type of Representation system has potential advantages both for the VCS as a whole; for the effective functioning of the partnership; and for cross- partnership engagement. Crucially, it should ultimately benefit service delivery and service users. ***The VCS proposes to take the lead in ensuring that a representation system is developed and supported by the sector, in co-operation with the various Partnership Boards / Joint Planning Groups. As a part of this we feel it is important that the VCS determines the level of representation needed on each Partnership Board / Joint Planning Group and that development of Partnership Boards / JPG's is done in co-operation with VCS infra-structure organisations.***

2. We attach a table outlining the proposed Level/ Grading of your Partnership (ie: L1 or L2 or L3). *Please let us know if you disagree with the Level suggested for your Partnership.* The Table also outlines key aspects of the information provided by the mapping questionnaire.

We now need to know your response to the proposed Levels and system proposed. Please return any thoughts/ comments/ ideas in

writing to either Kerry Greig kerry_greig@bathnes.gov.uk ; Meryl Hecquet , B&NES CVS meryl@banescvs.org.uk or Ronnie Wright, The Care Forum ronniewright@thecareforum.org.uk

If you wish to discuss any of the issues or details prior to submitting a written response, we will be happy to talk to you about the proposals.

Kerry Greig	Meryl Hecquet	Ronnie Wright
01225 394322	01225 330090	01179 589333

Meryl Hecquet, Groups Development Officer
B&NES CVS
Tel: 07843 038834 or 01225 330090
www.banescvs.org.uk

Level	Partnerships/ Planning Groups
<p>ONE – Influential Strategic Partnership or Joint Planning Group where accountable VCS representation within formal support structure and election process essential</p>	<p>Public Health SDIG Learning Difficulties SDIG Mental Health SDIG Older People SDIG Patient and Public Involvement SDIG Physical and Sensory Impairment SDIG Obesity SDIG Community Safety and Drugs Partnership Housing Key Partnership Supporting People Partnership Towards 2013 Economic Partnership Brighter Futures Market and Coastal Town Partnership Bath Communities Partnership Joint Commissioning Board Voluntary Sector Training Partnership</p>
<p>TWO – Strategic Partnership or Joint Planning Group which needs to include VCS consultees, who may feed back to sector on important issues, and which has clear links to a level 1 Partnership or Joint Planning Group</p>	<p>Carers SDIG Choose and Book SDIG AvonSafe Drug Action Team Partnership Against Hate Crime Partnership Against Domestic Violence Sub-Regional Transport Partnership Rural Transport Partnership Joint Access Local Forum Housing Joint Commissioning Partnership Rethink Rubbish Partnership Wildthings Partnership Homelessness Partnership South Bath Community Development Group Vision for Bath Vision for Keynsham Learning Partnership Sport and Active Leisure Partnership Culture Partnership C3 Partnership Tobacco Action Network Keynsham Stakeholder Group</p>
<p>THREE – A Strategic Partnership or Joint Planning Group whose work may have some or minimal impact on VCS, where formal VCS input not necessary, but feed back from Partnership or Joint Planning Group via infrastructure organisations helpful, including circulation of</p>	<p>Cancer SDIG Coronary Heart Disease SDIG Diabetes SDIG Chronic Obstructive Pulmonary Disease SDIG Long Term Conditions Steering Group Access Services SDIG Emergency Services SDIG Orthopaedics SDIG Primary Care Development SDIG Renal Services SDIG</p>

Level	Partnerships/ Planning Groups
consultation documents	Neurology SDIG Anti-Graffiti Partnership Bath Bar Charter Secure Homes Initiative Care and Repair Bulky Waste Partnership Kennet and Avon Canal Partnership Field Boundaries Partnership Avon Biodiversity Partnership Avon Valley Partnership Oldfield Outlook Initiative for Bath & North East Somerset Primary Rugby Partnership Sports West Partnership City of Bath World Heritage Site Steering Group Business Improvement Service Partnership Consumer Support Network Lifelong Learning Partnership Racial Equality Education Focus Group Accreditation Working Group Partnership (Student Crime Reduction Forum) Connexions development Group Bath and District Business Crime Reduction Partnership Walking the Way to Health

Dear Colleague

Since last year, B&NES CVS, B&NES Council and The Care Forum have been working together to look at how the voluntary and community sector (VCS) is represented on our local partnerships and joint planning groups. We are working together to make sure there is a planned, coherent, properly supported system of voluntary sector representation / consultation on local partnerships and joint planning groups in Bath & North East Somerset.

The first part of this work involved sending out questionnaires to the Chairs of all the joint planning groups and partnerships we knew of. We asked what voluntary organisations were part of the group and whether they were there as a representative (rep) of the VCS, as a rep of their own organisation or group, or in another capacity.

We are writing to you because you have been identified as part of this process as being a member of a local partnership, as listed below:

Community Safety Drugs Partnership : BADAS / Project 28 / DHI

Brighter Futures Partnership: Midsomer Norton Community Association / Bath and District Self Build Association / University of 3rd Age / NESA / Resident Association

Bath Communities Partnership: Involve / Princes Trust / Twerton CSAG

Voluntary Sector Training Partnership: BREC / WECIL- DEF/ Community Action RCC / Vision Bath / Involve

Rethink Rubbish: Children's Scrapstore / ECT / Involve / Genesis Furniture Project / The Recycling Consortium / the SOFA Project

Towards 2013 Economic Partnership: Involve / Bath Festival Trust / Community Action / BREC / Bath CAB

Mental Health Joint Commissioning Board: The Care Network

Mental Health Service Development and Implementation Group (SDIG): Rethink / Bath Mind / Bath Churches Housing Association / The Care Network

Patient and Public Involvement SDIG: The Care Network / B&NES PCT PPIF / RUH PPIF / The Care Forum

Physical and Sensory Impairment SDIG: Leonard Cheshire Foundation / Centre for Deaf People / DEF / Visions Bath / RNIB / RNID

Obesity Strategy Group: The Care Forum

Public Health SDIG: The Care Forum

Wildthings Biodiversity Partnership: Avon Wildlife Trust / CAM Valley Wildlife Group/ Hawk and Owl Trust / Involve

South Bath Community Development Group: Bath City Farm / NESA / Involve / Connexions / Credit Union / The Princes Trust

Connexions Development Group: Mencap / Off the Record / BREC

Race Equality Education Focus Group: Black Families Education Support Group BREC / Bath Islamic Society / STAR / SARI / Escuelita de Bath

West of England Partnership: Care Forum

Homelessness Partnership: Bath Churches HA / The Big Issue / the Genesis Trust / Drugs and Homeless Initiative / BADAS / Solon HA / Stonham HA / Bath Self Help HA

Learning Partnership: CVS / The Learning Curve

Culture Partnership: Age Concern

We want to understand more about how you see your role and what support you might find helpful to help you carry out your role. We attach a short questionnaire to gather this information. It would be very helpful, for us and for the VCS as a whole, if you could spend a few minutes completing this so that we can have an accurate picture of how those people who are taking part in joint planning, who are part of the VCS, see their role. We can then use this information to make sure VCS representation is as effective as it can be, to improve our local services.

Do get in touch if you need any more information. It would be very helpful if you could return this as soon as possible and by Friday 13 January 2007 at the latest.

Best wishes

Kerry Greig
B&NES Council
01225 394322

kerry_greig@bathnes.gov.uk

Meryl Hecquet
B&NES CVS
01225 330090

meryl@banescvs.org.uk

Ronnie Wright
The Care Forum
0117 958 9333

ronniewright@thecareforum.org.uk

VCS REPRESENTATIVES QUESTIONNAIRE

1. Name of Partnership/ Joint Planning Groups you are most closely involved with. (If you are involved with more than one group it would be very helpful if you could complete a separate questionnaire for each group):

.....
.....

2. Your Contact Details

Name.....
.....

Title/position
.....

Address.....
.....
.....**Postcode**.....
.....

Telephone(s).....**Fax**.....
.....

E-mail.....

Website.....
.....

Please state if the above details are: **Home** / **Work**

3. What do you understand your role to be on the partnership / joint planning group you are a member of?

Representative of the Voluntary and Community Sector

Representative of your own organisation/ group

Other (e.g. representative for a particular theme). Please specify
.....
.....

4. How often does your Partnership meet?
.....

5. Does your Partnership have a Terms of Reference **Yes** / **No**

6. How might people find out more about the partnership?.....

.....

7. If you represent the views of the voluntary and community sector, how do you find out what those views are? (eg Voluntary Sector Forum, Health and Social Care Network).

.....

8. In developing an overall picture it would be helpful to us if you could indicate what support you might find helpful, and what help you already have. Please select as many as you like from the following:

	Would like	Have had
Training for partnership representatives	<input type="checkbox"/>	<input type="checkbox"/>
Partnership representative/ consultee induction packs	<input type="checkbox"/>	<input type="checkbox"/>
Support networks for partnership working	<input type="checkbox"/>	<input type="checkbox"/>
Regular newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Access to good practice examples and publications	<input type="checkbox"/>	<input type="checkbox"/>
Other.....		
.....		

8. Once we have a clear picture we are very keen to progress work in support of voluntary and community sector representation on partnerships.

Would you be interested in supporting this work further?
 Yes / No

Thank you for your time. Please return the completed questionnaire as soon as possible and by Friday 13 January 2007 latest to:

Meryl Hecquet Bath & NE Somerset CVS c/o Envolve, Green Park Station, Bath BA1 1JB Telephone 01225 330090 e-mail: meryl@banescvs.org.uk	Ronnie Wright The Care Forum, The Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ Telephone 0117 958 9333 e-mail: ronniewright@thecareforum.org.uk
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To complete the form electronically;

1. Open the empty form from your email and save it in a relevant folder
2. Note the name of the folder
3. Open the form from this folder and enter your responses
4. Save the completed form in the same folder with a new name
5. Set up an email message and choose the option to insert an attachment
6. When given the option browse your folders and select the completed form
7. Attach and send the email message

If you would like to discuss the questionnaire or have any questions please feel free to contact either Meryl or Ronnie – details above.