

# SO18 **BIG LOCAL**

*Making a difference in Harefield,  
Midanbury and Townhill Park*

## SO18 BIG LOCAL PLAN

YEARS 4-6  
(APRIL 2016 TO MARCH 2019)



## Background

### This document

This document describes what we will do in years 4-6 of SO18 Big Local to make our area an even better place to live. It follows on directly from our Year 3 Review Document, and from our earlier SO18 Community Profile document, our Year 1 plan and Year 2 plans.

### What is Big Local? A re-cap...

Big Local is an exciting opportunity for residents in 150 areas around England to use at least £1m to make a massive and lasting positive difference to their communities. It's about bringing together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

Big Local is being run by Local Trust, which is working with the Big Lottery Fund and a range of partners providing expert advice and support for residents.

The outcomes of Big Local are that:

1. Communities will be better able to identify local needs and take action in response to them.
2. People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future.
3. The community will make a difference to the needs it prioritises.
4. People will feel that their area is an even better place to live.

For more on the Big Local project, visit <http://localtrust.org.uk/get-involved/about-big-local>

### Where the SO18 Big Local Plan comes from and how it relates to the Big Local outcomes

SO18 Big Local is driven by a group of people that all live, work or volunteer in the SO18 Big Local area (predominantly residents) termed the "Partnership Committee", supported by two Big Local workers, and our two Local Trusted Organisations (LTOs) - TWICS (Training for Work In Communities) and SVS (Southampton Voluntary Services). As well as providing specific support to the Partnership Committee (see Action Plan) they hold funds for us for different tasks, as the Partnership Committee is not a constituted group and cannot yet have its own bank account. This is something we will be exploring during Year 4 as we begin to research different forms of organisations we could adopt as we move forward.

This Year 4 plan has been put together by the SO18 Big Local Partnership Committee, using all the work done in the earlier stages of Big Local, and following an extensive review process at the end of Year 3.

As part of the review process towards the end of Year 3 (outlined in the Year 3 Review document) we held an "Away Morning" (attended by 39 people) to review our overall vision, and to agree priorities, activities and budgets going forward. Part of the discussion focussed on what difference those present hoped that SO18 Big Local will have made by the end of the funding, and beyond. This conversation was framed in the context of the Big Local Outcomes, and the results (detailed in Appendix 2 of our Review) show how the aspirations of those present match with the Big Local outcomes. Our review process has enabled our communities to say what are the local needs and we have focussed on how our local communities are part of the action. So whether it's catching onto local people's enthusiasm for their favourite walks to turn these into walks leaflets, supporting young people to have voice, making the most of our Harefield Hub shop unit as a true community hub, or investigating what might support local residents so find realistic alternatives to doorstep money lenders, our Plan is rooted in what our community has identified as the priorities, and what activities they think will make the most difference. As far as possible we've chosen approaches that are community led (rather than service delivery led).

The next section presents our visions for each theme, the priorities within that theme, and the associated focussed activities.

The themes for our work in Years 4-6 will be:

- Building Community Spirit
- Environment
- Youth
- Digital inclusion
- Community Wellbeing
- Money & Advice
- Local Issues
- Employment, Jobs & Enterprise

Additionally there are budgets/tasks in the following areas that support several/all themes:

- Running SO18 Big Local
- Training & Learning
- Small Grants Fund
- Management of Procured Service & Small Grants Contracts

## Year 4-6 Activities

### Vision

The overall vision for SO18 Big Local (revised March 2016) is:

“SO18 is here to enhance aspects of community life in Harefield, Midanbury and Townhill Park. We are seeking to encourage a greater degree of community participation and to promote a sense of community pride and neighbourliness. We want to inspire a generation of volunteers, and to share resources, build partnerships and work together for the benefit of our communities.

We are already on our way to achieving this, through building on what is already here, but with a desire also to leave a positive legacy for the future.”

Whilst some themes below have their own vision, these all fit within our overall vision above, and the activities laid out below all contribute to the SO18 Big Local outcomes.

### Running SO18 Big Local

Whilst not a “Theme” specifically, this group of activities is the work that goes in to “keeping SO18 Big Local going” - worker time contributes to all of the main themes to differing extents, and the PC has core costs to cover, such as room hire, volunteer expenses and communications.

Community Development Support	Expected Outcome(s)	Delivery
<p>Employ 2 part-time “Big Local workers” to support the work of the Partnership Committee and carry out tasks as per previous years. Procure from TWICS specific Community Development Support work to continue to help SO18 Big Local make connections and build relationships with other local organisations for mutual benefit and to bring additional resources into the area.</p> <p>TWICS will provide support to the two part-time paid workers (both in a ‘listening’ way and a practical way), support the Partnership Committee and bring Community Development Expertise to SO18 Big Local.</p> <p>All workers will be involved in organising and running community activities, and in encouraging/facilitating local groups to form and flourish; TWICS will provide on-the-job training for local people to enhance their skills and confidence regarding these activities.</p>	<p>Increased community engagement and involvement.</p> <p>Partnership Committee members, workers, and volunteers who feel that they have the skills and support for their roles in the community. Learning and skill share opportunities relevant to the needs and interests of local people.</p> <p>Greater involvement in the community by residents.</p> <p>Increased confidence in the Partnership Committee members to tackle necessary documents and actions proficiently. New community groups will have formed and existing ones feel more positive about their role and future.</p>	<p>TWICS</p>

Harefield Hub	Expected Outcome(s)	Delivery
<p>Small group are keen to help with the Hub; they will help plan a “Hub re-launch event”. Build upon enthusiasm and encourage them to take some ownership where appropriate.</p> <p>Develop the Hub into a more established Centre, developing its use in partnership with local people and groups.</p> <p>Are there ways of better using the current space? Investigate in Year 4 as we expand use of the Hub.</p>	<p>The Hub becoming ‘a Hub’ for community activities and information for Harefield, with a plan for how it can become a sustainable base.</p> <p>There will be an increase in the number of residents using the Hub, and in volunteers.</p> <p>Use of the Hub by other organisations or local groups.</p> <p>Evidence of consultation about possible improvements to the Hub.</p>	<p>Workers plus local people including YP.</p> <p>Included in the “Running SO18 Big Local” budget.</p>

Communications	Expected Outcome(s)	Delivery
<p>As per Year 3, produce bi-monthly newsletters delivered by local people. Continue to monitor delivery. Produce additional separate flyers to help highlight particular events.</p> <p>Workers will maintain website with regular updates; items also added to Facebook and Twitter to retain currency and consistency of information.</p>	<p>Information on the SO18 website and Social Media will be current, and consistent. Newsletters will help reach those that are not online. Additional leaflets for specific events are faster to produce than the full newsletters so allow more timely/targeted advertising of events.</p>	<p>Workers plus local people to deliver leaflets.</p> <p>Included in the “Running SO18 Big Local” budget</p>

Reviewing the plan	Expected Outcome(s)	Delivery
<p>Minor reviews Yr 4, 6; major review Yr 5 (budget to include some external facilitation).</p>	<p>A plan which is rooted in residents’ needs or preferences, and based on how Big Local’s resources can best make a lasting difference in our area.</p>	<p>Workers plus potentially externals in Yr 5.</p> <p>Included in the “Running SO18 Big Local” budget.</p>

Expenses	Expected Outcome(s)	Delivery
<p>Core costs for the Partnership Committee, such as room hire, volunteer expenses etc.</p>	<p>An effectively resourced Partnership Committee, with funds readily available for meeting room costs, volunteer</p>	<p>Workers.</p>

	expenses etc.	Included in the "Running SO18 Big Local" budget.
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Quick Wins Fund	Expected Outcome(s)	Delivery
Quick Wins will be extended to cover all themes, not just Wellbeing, and the application process revised so as to act more as a checklist for workers to use working *with* a group and talking through their ideas.	Evidence that Local people and small groups will have been encouraged to 'have a go' at something, with support both with some 'seed money' through the Quick Wins fund, but also support and linking to Big Local.	Workers.  Included in the "Running SO18 Big Local" budget.

## Building Community Spirit

### Vision

There are places to meet, things to do, and events planned and run by local people, in order to realise our vision of a connected and neighbourly community.

### Priorities

This theme is one of our priorities this year. As well as events to bring the community together and promote local groups/organisations, local people were particularly keen to see us encouraging more involvement by local people and encouraging them to volunteer in areas they are interested in. Improvement and use of Harefield Hub was also a priority but this is now included in “Running SO18 Big Local”, see above, as it contributes to so many aspects of our work.

### Focussed activity

Community Events	Expected Outcome(s)	Delivery
<p>Events that bring the community together &amp; that promote local groups/services/activities - focus on events that allow us to properly engage with people/organisations, rather than those seen as “nice to have” by local parents.</p> <p>In Townhill Park, liaise with City Life (taking over TPCC) - run joint events? Changing population of Harefield - more young families moving in as older population moves out. Bear this in mind and explore ideas with local people e.g. under-5s group etc.</p>	<p>Movement away from “us” running things, to supporting local people to run things, and empowering them to start groups/event etc where needed. Increased engagement with more residents than in Year 3.</p> <p>Local groups more supported both by networking with each other, and by being more visible in the community. Some events also link with Enterprise theme by supporting local businesses e.g. crafters.</p>	<p>Workers, with local volunteers.</p> <p>Included in the “Community Wellbeing and Events” budget.</p>

Community Meeting Spaces	Expected Outcome(s)	Delivery
<p>Continue to provide support for groups running other community venues, so that their use and function as community venues can be safeguarded and promoted.</p> <p>Find out the latest about the plans for Harefield Community Centre and its site (knowing what is happening to this affects long term plans for the Hub. Liaise with City Life (taking over TPCC) and WICT (taking on Moorlands CC).</p>	<p>Existing, open community centres in local area supported and well used.</p> <p>Good relationships with Community centre committees. Plan for a community space in Harefield established (whether that is a new space, the Hub or another). Good information and signposting of and between community meeting spaces.</p>	<p>Workers, liaising with local groups.</p> <p>See also Training &amp; Learning.</p>

## Environment

### Vision

We want to see better use of outside spaces across the neighbourhoods, with a greater appreciation of our natural environment, and local residents enabled to make improvements themselves.

### Priorities

Environment remains a pertinent theme, especially for the residents of Townhill Park, soon to be affected by Estate Regeneration. There was significant support for the development of a series of local walks from both residents and organisations, as well as scoping work around an area of green space next to Harefield MUGA. Residents are keen that activities encouraging use of green spaces continue; being outdoors has clear health and wellbeing benefits so this theme overlaps with Community Wellbeing in many ways.

### Focussed activity

Environmental Projects	Expected Outcome(s)	Delivery
For detail on the Environmental activities planned for Years 4-6, see Appendix 1.	For detail on the Environmental activities planned for Years 4-6, see Appendix 1.	Workers plus identified experts where appropriate.  Included in the Environment budget.



## Youth

### Vision

Young people across the SO18 Big Local area will have access to a range of high quality activities which have been developed in partnership with young people themselves, predominantly through a local Youth Forum (Speak Up). The activities will be delivered through existing agencies, and where necessary through new structures or partnerships which will be planned in a sustainable manner.

### Priorities

Review and revise the current role of the Youth Development Worker; continue to nurture the Speak Up SO18 group and support them to become a constituted group. Develop plans for each of the neighbourhoods and work with identified partners to provide more youth activities in both Townhill Park and Harefield.

### Focussed activity

Holiday playschemes for Under 12s	Expected Outcome(s)	Delivery
<p>We will procure SCPA to deliver an additional 5 weeks of playschemes in the SO18 Big Local area (additional to those funded by other sources) 1 week in Harefield &amp; 1 in Townhill Park during the summer holidays, and 1 week of playscheme in May half term 2016, October half term 2016 and February half term 2017.</p> <p>The aim of the project is to continue to provide an Open Access Free of charge playscheme to engage with local children, young people, families, parents and carers through positive play experiences, providing a wide range of diverse positive play activities indoors and out.</p> <p>Children, young people and families will be involved in the planning and preparation of the sessions.</p> <p>Local residents will have the opportunity to apply for any paid or voluntary job roles that SCPA advertises within the play setting.</p>	<p>Residents will come together at the playschemes, building community spirit and possibly leading to them sharing concerns and supporting each other, whether its issues concerning money, health, children, isolation etc.</p> <p>Local people will be encouraged to actively participate at the playschemes, with support and training offered by SCPA.</p> <p>SCPA will provide positive activities, and volunteering opportunities for the community, including teenagers, increasing people's skills and confidence and adding to their CVs.</p> <p>Parents/carers are encouraged to take ownership and steer the direction of the playscheme – making decisions, empowering them and increasing self-esteem, confidence and aspirations within their community.</p>	<p>Procured service (SCPA)</p> <p>Included in the Procured Services budget.</p>

Youth provision	Expected Outcome(s)	Delivery
For more detail on the planned Youth work in Years 4-6, please see Appendix 2.	For more detail on the planned Youth work in Years 4-6, please see Appendix 2.	Big Local Youth Development worker, sessional workers and partners, as per detailed plan.  Included in the Youth budget.

## Digital Inclusion

### Vision

People in our communities are more confident in accessing and using IT, so that they are able to connect on line, use online services, with barriers to using IT reduced.

### Priorities

The priority within the Digital Inclusion theme this year is to support and encourage local people to “Get Online” and use online services.

### Focussed activity

Digital Inclusion projects	Expected Outcome(s)	Delivery
For more detail on the planned Digital Inclusion work in Years 4-6, please see Appendix 3.	For more detail on the planned Digital Inclusion work in Years 4-6, please see Appendix 3.	IT staff, volunteers and partners where identified, as per detailed Digital Inclusion plan.  Included in the Digital Inclusion budget.

The idea of a Mobile Hub is a new one for us this year, and a potentially risky venture - we have not tried this before but are keen to explore new ways of targeting the further out and harder to reach neighbourhoods within our area. We want to promote the benefits and needs of being online to people, but need new ways of doing this, particularly if we cannot exploit online advertising for this activity (or if online advertising relies on word of mouth to then spread the message to those not online).

## Community Wellbeing

### Vision

To make a more connected healthier, supportive community with good links and information sharing.

### Priorities

Voting at the Away Day and experience during Year 3 suggests that our focus should be on inter-generational events that promote Wellbeing, whilst we continue to network and liaise with relevant organisations working locally. We will also use expertise of organisations (e.g. Autism Hampshire) to help us make our community events more easily accessible to those facing particular challenges.

### Focussed activity

Wellbeing events	Expected Outcome(s)	Delivery
Activities or events that promote wellbeing. Give particular thought to making events accessible by all - e.g. consult with Autism Hampshire to make our larger events accessible to those families affected by Autism (including how to make publicity reflect this).	Events will bring people together, with a focus on wellbeing - organisations that are relevant will be in one place for the community to access; in a fun and inviting way. Residents facing particular challenges will also attend, and will therefore have wider choice of places to go, and barriers removed.	Workers, liaising with specialists where identified.  Included in the "Community wellbeing and events" budget.

Collaboration & networking	Expected Outcome(s)	Delivery
Actively encourage inter-agency meeting & collaboration for community wellbeing; including smaller-scale activities or taster sessions.	Greater activity in the SO18 Big Local area that contributes to wellbeing; improved networking among organisations in this field.	Workers, liaising with specialists where identified.

Specialist support	Expected Outcome(s)	Delivery
Support for organisations that work with particular people in our area (e.g. Autism, Mental Health, victims of abuse). We know there is a continued need to support carers beyond the sphere of statutory provision and will seek alternative ways to address this.	Contingency fund available to allow for in-year procurement of organisations for particular, identified projects e.g. following scoping work done via a Small Grant.	Procured Service (e.g. Southampton Rape Crisis, Autism Hampshire). In the SVS in-year contingency budget, in Procured Services.

Community research project	Expected Outcome(s)	Delivery
Explore which ideas could work in our particular local neighbourhoods; research what would get people involved; involve local people in the planning of the research.	A plan for a way ahead for Years 5 & 6.	Identified local activists

## Money & Advice

### Vision

Local people will have access to welfare benefits and debt advice, and there will be local community solutions to savings and loans.

### Priorities

There continues to be a need for local access to benefits advice, employment law advice and debt advice, particularly as the introduction of Universal Credit to a wider group of people gets nearer.

### Focussed activity

Welfare benefits & employment law advice	Expected Outcome(s)	Delivery
<p>SARC provide a specialist service to give advice and representation to the residents of the SO18 Big Local area, on their welfare benefits and employment rights. This is a fortnightly drop-in session within the Big Local area, and additional follow-up appointments with individuals. This includes general assistance and advice plus casework that may include tribunal representation.</p> <p>For years 4-6, SO18 BL PC have agreed not only to continue this work, but have asked SARC to extend their sessions by 30 minutes each, to cope with rising demand; this will be reviewed as further benefit changes and wider introduction of Universal Credit takes effect.</p> <p>In addition SARC will explore with SO18 Big Local the possibility of a suitable local volunteer shadowing the client sessions. They would be subject to DBS checks and SARC's full volunteer policy and quality control process.</p>	<p>SARC's service supports many vulnerable people often with disabilities and long term health conditions to maximise their income. This allows them to make choices and assist their health and wellbeing. This service directly tackles poverty and has a direct financial impact far in excess of the money invested in the service.</p> <p>SARC will record financial outcome data for appeal and review work. The extra money for clients empowers them to make choices that will make a real difference to their lives, and give them confidence to better able to support themselves and their loved ones. Published research shows that this results in better health and wellbeing outcomes and financial benefits.</p> <p>If successful in recruiting volunteers this will build capacity within the community and make them more employable.</p>	<p>Procured Service (SARC)</p> <p>In Procured Services budget.</p>

Welfare benefits & debt advice	Expected Outcome(s)	Delivery
<p>Frontline Debt Advice has been providing a debt and benefit advice service for SO18 Big Local since July 2013, based in the GP surgery in Exford Avenue, Harefield. The service offers a drop-in service and/or appointments every Tuesday afternoon from 1430 -1730. Frontline also offer home visits (often outside of these hours) where necessary. A development in the past year (2015) has been that on the first Tuesday morning of each month Frontline offer an informal session at Harefield Hub.</p> <p>Advice is given to clients on a free and confidential basis, and can include:</p> <ul style="list-style-type: none"> <li>- Advice on benefits entitlement and liaising with benefit organisations</li> <li>- Advice on managing debts, including liaising with creditors on the client's behalf to arrange affordable repayment arrangements</li> <li>- Reviewing personal finances to assist with budgeting</li> </ul> <p>Though the advice is ostensibly relating to debt and benefit-related issues, experience has shown that there are often impacts on health, anxiety and general well-being; consequently when finances are brought more under control, we believe that there are similar improvements in these other related areas.</p> <p>For years 4-6, SO18 BL PC has decided to continue this service.</p>	<p>The community will, through engaging with Frontline Debt Advice, be able to respond to the inevitable needs of its local residents that will arise in these times of austerity.</p> <p>Frontline help clients learn to take control of their finances, by assisting them to budget and live on that budget whilst also taking control of their debts. They will therefore hopefully be able to respond in a different and better way in the future to the circumstances which beforehand incurred debts.</p> <p>Healthy lifestyles, living on a budget, receiving the correct welfare benefits they should and seeing a future that is stable makes a huge difference to individuals, their families and therefore the communities where they live.</p> <p>Frontline will record the number of surgery sessions run and home visits made, the number of clients seen, the number of debts that are presented to in an unmanaged state and are moved to a managed one and the amount of debt that a client presents to and how that decreases over time.</p>	<p>Procured Service (Frontline)</p> <p>In Procured Services budget.</p>

Savings, loans & Credit Unions	Expected Outcome(s)	Delivery
<p>Investigate the issues around illegal money lenders, including how to create alternatives to doorstep lenders. Talk to schools - do local schools have junior savers clubs or similar schemes? Explore the opportunities for Forum Theatre and scope the possibility of drawing in adults this way, through theatre with young people. Combine informal conversations and experience from organisations working locally, and residents, with more formal research around what the issues are with savings and lending in our area.</p>	<p>A clearer understanding of the reasons illegal money lenders are used, and of barriers to saving. Year 5: a plan to encourage saving and wise borrowing based on Year 4 scoping.</p>	<p>Workers, schools, other organisations, with some specific projects funded by SO18 Big Local where necessary.</p> <p>Included in Community Wellbeing &amp; Events budget (Community research project) and the contingency element of the Procured Service budget.</p>



## Local Issues

### Vision

People will have the skills and confidence to identify, raise and tackle issues that are important for building a cohesive and just community.

### Priorities & Focussed activity

This theme has been identified as one of our priorities for the next few years; whilst this theme does not have a large events or activities budget attached to it, this was an increasingly important and pertinent theme in Year 3 and residents are keen that it continues to be high on our agenda. Predominantly this theme is addressed through worker time, but a small fund allows us to respond “in-year” as new local issues arise; additionally the Training and Learning fund will address this theme, and room hire etc. will be covered by the PC expenses included within “Running SO18 Big Local”.

Activity	Expected Outcome(s)	Delivery
Support residents with action on local issues (e.g. buses in Harefield). Engage with Estate Regeneration in Townhill Park. Support local community organisations.	Residents gaining skills and a better understanding of how to bring about change, through coming together to take action on local issues. Positive impact on the lives of local people where action results in changes welcomed by the community	Workers.  Included in training budget & TWICS in-year procurement.

## Employment, Jobs & Enterprise

### Vision

To provide local support to enable people to gain employment or develop a business idea; to improve knowledge of and use of local businesses by local people.

### Priorities

It is important for us to help local people grow ideas for enterprises and then to support those enterprises, whether through training, linking with existing Business Support Networks or by providing a platform for them to share their business experiences or to share their products (e.g. crafters selling at our Spring Community Day).

### Focussed activity

Job Club	Expected Outcome(s)	Delivery
<p>The Job Club at Townhill Park Community Centre runs weekly and is well-attended; it runs alongside the Tea &amp; Tech (see Digital Inclusion, above) but is funded through Lovell, via SCC. Bitterne Job Club is just outside our area but is frequented by residents from the SO18 Big Local area, particularly those from Harefield and the MacArthur Crescent areas. Lovell funding ceases during Year 4, so SO18 Big Local will 'plug the gap' for the TPCC Job Club once Lovell finishes. Could consider contributing to Bitterne JC as well. See Appendix 3 for more detail, as this is included in the Digital Inclusion budget.</p>	<p>Continued access to IT services, for job seekers who need to apply for jobs online. In both areas, the delivery of the Job Club is very much linked to delivery of the Tea and tech sessions, so the budget for this is included within the Digital Inclusion budget.  Use of IT at Harefield Hub will be monitored and recorded to establish if there is a need for a Job Club in Harefield.</p>	<p>Lovell, then SO18 Big Local, to fund the Job Club facilitator and room hire at TPCC, through TWICS (LTO).  Included in the Digital Inclusion budget.</p>

Connecting people with existing business support networks	Expected Outcome(s)	Delivery
<p>Explore more the ideas raised at the Entrepreneurs evening:</p> <ul style="list-style-type: none"> <li>• Southern Business Growth Network already providing “surgeries” in Southampton libraries and could be approached to offer surgeries in the Hub.</li> <li>• Be Your Own Boss type courses</li> <li>• Enterprise Allowance opportunities</li> <li>• School for Social Entrepreneurs opportunities</li> <li>• Business Board at the Hub to display business cards for local workers; ask TPCC if we can do same there</li> <li>• Unlimited organisation opportunities could be explored – SO18 is a recognised “quiet” area of interest and could be approached to do some awareness raising locally</li> </ul> <p>A two tier approach is needed as information for those starting up is very different for those already running a business and trying to expand/change.</p>	<p>Money will be available both in the Events budgets and Training budgets to support these activities. Ideas such as those listed on the left, and networking events such as a “Big Local Business Breakfast” will be tried. These may be risky as this is the first time we have explored this area in any depth and as such it is hard to anticipate take-up but we are keen to try and support local businesses where we can.</p>	<p>Workers &amp; volunteers; associated experts where necessary.</p> <p>Included in the Community Wellbeing &amp; Events budget, and Training budget.</p>

### Small Grants Fund

Small Grants Fund	Expected Outcome(s)	Delivery
Continue to run the SO18 Big Local Small Grants Fund as in previous years of SO18 Big Local.	A range of small grants awarded over 2 rounds per year, to groups providing activities and projects which benefit and involve people who live, volunteer and work in the SO18 Big Local area.	SVS and SO18 Big Local workers & volunteers.  Small Grants budget.

### Training & Learning

Training Fund	Expected Outcome(s)	Delivery
One budget, to cover all training other than that covered by a Procured Service contract (e.g. SARC courses) and the Small Grants Fund. Have a common system across this 'pot' to agree, monitor and record the training, ensuring the training is relevant to Big Local outcomes. By having one overall 'pot' there is flexibility to respond to needs and demands as they occur. This fund might fully pay for a course or session, or might be used to pay a contribution.	Local organisations are more supported, with volunteers/staff that have access to appropriate training.  Completed application and feedback forms for all training that Big Local sponsors.  Local people have increased skills and confidence.  SO18 Big Local able to react "in year" to needs that arise and respond in a timely fashion.	TWICS and identified partners.  Training budget.

## Management of Procured Service & Small Grant contracts

Not a “theme”, but the activities that SVS are procured to do on our behalf, managing contracts and honoraria for procured services and grant holders.

Management of contracts; monitoring training	Expected Outcome(s)	Delivery
<p>Successful and unsuccessful grant applicants will be notified, contracts drawn up, partners liaised with as appropriate, they will be supported to understand where they fit in the SO18 BL 'family of groups funded' to make the area a better place, and increase peoples skills and confidence to identify need, get involved and make changes. Cheques and BACS payments will be processed on Invoice. Payments will be made and projects monitored with an annual report to SO18 BL Partnership Committee, as well as regular discussions with workers monitoring progress and agreeing who will offer support when groups are 'stuck'</p> <p>Appropriate training delivered for monitoring of grants.</p> <p>Honoraria paid to grant holders and procured services where agreed to allow them to attend SO18 Big Local PC meetings.</p>	<p>Administrative support provided to enable the grants scheme and procured work to operate in an auditable and quality-assured manner.</p> <p>Citywide organisations that might develop projects in SO18 BL area, that meet identified needs, applying to the grant scheme.</p> <p>Enhanced skills in the community; individuals more confident in their role; community groups that are more effective.</p> <p>Completed projects; administration going smoothly; accounts satisfactory.</p>	<p>SVS (and SO18 Big Local workers supporting local groups).</p> <p>SVS Development Worker &amp; Management Supplement budget.</p>

## Budget

The following tables show the budget for SO18 Big Local for Years 4-6 for the activities described in this plan; note that we extended our Year 3 plan period to cover April 2016 as well, so Year 3 was a 13 month period whereas Year 4 will be an 11 month period (so end of year reporting will be in March again, i.e. Year 4 covers 1<sup>st</sup> May 2016 - 31<sup>st</sup> March 2017).

Summary Budget	Year 4	Year 5	Year 6
<b>LTO = TWICS</b>			
<b>BIG LOCAL WORKERS/CD SUPPORT</b>	<b>£28,933</b>	<b>£31,137</b>	<b>£31,984</b>
<b>RUNNING COSTS</b>	<b>£10,800</b>	<b>£11,600</b>	<b>£11,000</b>
<b>COMMUNITY WELLBEING &amp; EVENTS</b>	<b>£9,000</b>	<b>£9,000</b>	<b>£9,000</b>
<b>DIGITAL INCLUSION AND TRAINING</b>	<b>£10,000</b>	<b>£11,500</b>	<b>£11,500</b>
<b>ENVIRONMENT</b>	<b>£7,615</b>	<b>£13,300</b>	<b>£13,600</b>
<b>YOUTH</b>	<b>£19,852</b>	<b>£21,000</b>	<b>£22,000</b>
<b>IN-YEAR PROCUREMENT TWICS</b>	<b>£2,000</b>	<b>£2,000</b>	<b>£2,000</b>
<b>TOTAL TWICS</b>	<b>£88,200</b>	<b>£99,537</b>	<b>£101,084</b>
<b>LTO = SVS</b>			
<b>DEVELOPMENT WORKER</b>	<b>£6,225</b>	<b>£6,288</b>	<b>£6,342</b>
<b>MANAGEMENT SUPPLEMENT</b>	<b>£623</b>	<b>£629</b>	<b>£634</b>
<b>BL SMALL GRANTS FUND</b>	<b>£30,000</b>	<b>£30,000</b>	<b>£30,000</b>
<b>PROCURED SERVICES</b>	<b>£37,068</b>	<b>£47,060</b>	<b>£47,059</b>
<b>TOTAL SVS</b>	<b>£73,916</b>	<b>£83,977</b>	<b>£84,035</b>
<b>TOTAL SO18 BIG LOCAL</b>	<b>£162,116</b>	<b>£183,514</b>	<b>£185,119</b>

### Detail:

Activity	Year 4	Year 5	Year 6
<b>LTO = TWICS</b>			
Big Local Workers/Community Development			
<i>Salaries to employ 2 x Big Local workers</i>	<i>£13,186</i>	<i>£14,929</i>	<i>£15,539</i>
<i>Payroll, management (15%)</i>	<i>£1,978</i>	<i>£2,239</i>	<i>£2,331</i>
<i>Pension</i>	<i>£659</i>	<i>£746</i>	<i>£777</i>
<i>Workers expenses</i>	<i>£1,000</i>	<i>£1,000</i>	<i>£1,000</i>
<i>Staff training</i>	<i>£300</i>	<i>£300</i>	<i>£300</i>
<i>Workers contingency /additional hours</i>	<i>£500</i>	<i>£500</i>	<i>£500</i>
Total "Employing 2 Big Local Workers"	£17,623	£19,714	£20,447
TWICS Community Development Support	£11,310	£11,423	£11,537
<b>TOTAL BIG LOCAL WORKERS/CD SUPPORT</b>	<b>£28,933</b>	<b>£31,137</b>	<b>£31,984</b>
Running Costs			
Partnership expenses (e.g. room hire)	£1,000	£1,000	£1,000
Harefield Hub	£5,000	£5,000	£5,000
Communications	£4,000	£4,100	£4,200
Reviewing the plan	£300	£1,000	£300
Quick Wins fund	£500	£500	£500
<b>TOTAL RUNNING COSTS</b>	<b>£10,800</b>	<b>£11,600</b>	<b>£11,000</b>
Community Wellbeing & Events			
<i>Wellbeing events</i>	<i>£2,000</i>	<i>£2,000</i>	<i>£2,000</i>

<i>Inter-agency collaboration / tasters</i>	£2,000	£2,000	£2,000
<i>Community Research Projects (&amp; actioning)</i>	£2,000	£2,000	£2,000
Total Community Wellbeing	£6,000	£6,000	£6,000
Community Events (Building Community Spirit)	£3,000	£3,000	£3,000
<b>TOTAL COMMUNITY WELLBEING &amp; EVENTS</b>	<b>£9,000</b>	<b>£9,000</b>	<b>£9,000</b>
Training and Digital Inclusion			
<i>Development work and staffing for sessions, + payroll</i>	£2,860		
<i>Rent and volunteer expenses</i>	£1,640		
<i>IT provision at Harefield Hub</i>	£1,000		
<i>IT events</i>	£500		
Total Digital Inclusion	£6,000	£6,500	£6,500
Total Training	£4,000	£5,000	£5,000
<b>TOTAL DIGITAL INCLUSION AND TRAINING</b>	<b>£10,000</b>	<b>£11,500</b>	<b>£11,500</b>
<b>Environment</b>			
Walks leaflets	£715	£300	£300
Encouraging use open spaces & small project work	£2,900	£3,000	£3,300
Feasibility work	£4,000		
Larger projects as a result of the feasibility work		£10,000	£10,000
<b>TOTAL ENVIRONMENT</b>	<b>£7,615</b>	<b>£13,300</b>	<b>£13,600</b>
Youth Activities			
Employ a youth development worker	£8,383		
Sessional youth worker to support Speak Up	£1,919		
Speak Up activities and ASDAN accreditation	£1,500		
Summer staffing and activities (new kind of Youth week)	£3,300		
Development contingency	£500		
Townhill Project, match for funding application	£2,750		
Harefield Project, match for funding application	£1,500		
<b>TOTAL YOUTH</b>	<b>£19,852</b>	<b>£21,000</b>	<b>£22,000</b>
Procurement			
In year procurement and scoping work	£2,000	£2,000	£2,000
<b>TOTAL IN-YEAR PROCUREMENT TWICS</b>	<b>£2,000</b>	<b>£2,000</b>	<b>£2,000</b>
<b>Total TWICS</b>	<b>£88,200</b>	<b>£99,537</b>	<b>£101,084</b>
<b>LTO = SVS</b>			
<b>SVS Development worker time</b>	<b>£6,225</b>	<b>£6,288</b>	<b>£6,342</b>
<b>SVS Management Supplement</b>	<b>£623</b>	<b>£629</b>	<b>£634</b>
<b>SO18 BL Small Grants Fund</b>	<b>£30,000</b>	<b>£30,000</b>	<b>£30,000</b>
Procured Services			
<i>Frontline</i>	£7,766	£10,000	£10,000
<i>SARC</i>	£2,673	£2,726	£2,756
<i>SARC Training Courses</i>	£970	£1,000	£1,100
<i>Southampton Rape Crisis (STAR)</i>	£1,007	£5,000	£5,000
<i>Southampton Rape Crisis (DV Group)</i>	£1,120	£5,500	£5,500
<i>SCPA</i>	£7,432*	£13,834	£14,103
<i>Honoraria for attending SO18 BL events</i>	£600	£1,000	£600
<i>Contingency for in-year procurement</i>	£15,500	£8,000	£8,000
<b>Total Procured Services</b>	<b>£37,068</b>	<b>£47,060</b>	<b>£47,059</b>
<b>Total SVS</b>	<b>£73,916</b>	<b>£83,977</b>	<b>£84,035</b>
<b>Total SO18 Big Local</b>	<b>£162,116</b>	<b>£183,514</b>	<b>£185,119</b>

*\*Lovell contributing £6000 towards the cost of SCPA In Year 4.*

## **Acronyms & abbreviations**

BL	Big Local
CAT	Community Asset Transfer
CC	Community Centre
DV	Domestic Violence
IT	Information Technology
LTO	Local Trusted Organisation
PC	Partnership Committee
SARC	Southampton Advice & Representation Centre
SCC	Southampton City Council
SCPA	Southampton Children's Play Association
SVS	Southampton Voluntary Service
TPCC	Townhill Park Community Centre
TWICS	Training for Work In Communities
WICT	West Itchen Community Trust
Yr	Year



## Appendix 1 - Environmental Projects

### SO18 Big Local 'In house' work proposals for the Years 4,5 & 6 Plan

Describe / explain the work planned, specific info for the Year 4 plan, and more generally for years 5 and 6.

#### Local Walks

We will ask local people for their favourite local walks, starting from within our SO18 BL area and going to/through green spaces. Using this information we will build up a catalogue of walks, which we will make free and downloadable from our website, or provide printed copies (for a small charge?) at the Hub (and local community centres?) as well as at events. We will purchase A5 folders for people to keep the walks in, so their folders can be added to as we develop new walks. Walks will cater for all abilities and have clear keys to indicate surface (is it suitable for wheelchairs/buggies/scooters for example), distance, facilities (are there toilets en-route for example) and so on.

#### Activities encouraging people to use green spaces

This will be done by a mixture of nature hunt type activities, led walks (along the routes identified above, with a leader to show people the way and/or point out areas of interest e.g. local history or flora/fauna) and also work with local schools to encourage use of green spaces as a teaching resource.

#### Food waste/recycling projects

Intend to scope/investigate this in Year 5, and then "do" it in Year 6 depending on outcome of investigation. Budget for materials if needed.

#### Environmental or play feasibility work & possible projects

Need to spend time in Year 4 working on feasibility work so that we have the plans and evidence in place ready to apply for funding for larger projects. This includes work around "who does the applying". May require paying for expertise from others to help with proposals, e.g. Will Rosie with community art work or someone to design space around Harefield MUGA.

How will this work contribute to SO18 Big Local's vision and outcomes, and what it's hoped to achieve (the outcomes for this work)

Walks and growing projects are ideas already being raised by local people and that had significant support shown at the review meetings and the Away Day. Research has shown that getting people outside more and enjoying the green spaces benefits them both physically and mentally. Residents are already encouraging others to go on existing led walks, contributing to a sense of community.

Schools will be more confident in using the outdoor spaces as teaching resources; pupils will be more engaged in the environment around them and in turn will encourage their parents/carers to become more involved.

Who is going to do the work? (Skills, qualifications, DBS as relevant.) - eg why are you choosing particular people to work with (if people already identified). Or do people to do the work need to be found / appointed? Are there other partners involved? (Who?)

This theme includes a lot of worker time but also we will buy in expertise from Claire Diaper (who wrote the Station Walks books) to help us develop the best way to present the walk routes and other information as she is experienced in doing this; we will then be able to use the same template for future walks that we add.

Additionally we will buy in some time with Ian Bailey, the Educational Ecologist at the Hawthorns Centre. We have already worked with Ian to plan Nature Hunts and he is the expert on teaching both staff and pupils at schools about the environment. Ian will also help with growing projects with residents and green gyms (work days) activities.

Timescale /Targets and milestones for Year 4

We want to begin the walks work as soon as we can, i.e. May 2016 to build upon the enthusiasm already shown by residents.

Initial meetings with schools regarding working with Ian need to take place May/June in order that it is included in their plans for the new school year (or possibly at the end of the current school year).
<b>How will you measure what is done to demonstrate you're meeting your outcomes.</b>
We will know how many walk leaflets we have given out, we will record attendance at led walks and will ask residents to continue to send us info re their own walks. We will seek to identify and train suitable volunteers to lead walks/rides. We will note whether Harefield school puts the fieldwork in Harefield Woods into their yearly programme. We will ask schools for feedback on their sessions with Ian, and we will (hopefully) see an increased attendance at Nature Hunts and walks as a result of engaging the parents through their children. We will record how residents' views are taken into account in the Regeneration green spaces planning. We will have evidenced plans in place and will have attracted match funding for larger projects.
<b>What are the risk to delivery and how will you manage these</b>
Working with schools is often a challenge timetabling-wise; all outdoors work is inherently risky when it comes to the weather. Back up dates for events will be agreed in case of cancellation due to adverse/bad weather.
<b>Looking ahead - what is the longer term vision for this work?</b>
Longer term, the engagement work we are doing will help identify residents that could together form one or more "Friends Of" groups to help manage local green space, organise events and apply for funding.

#### Budget:

<b>1. a) Budget FOR APRIL 2016 - March 31 2017</b>	
Please include breakdown of costs involved in the work.	
Task/expense (e.g. posters, worker time, travel costs, volunteer expenses etc.)	Cost (£)
Clare Diaper - to support the development of a template for local walks leaflets	£500
Ian Bailey - 10 days of work in Year 4: 1 x day to lead walks 2 x days for Nature Hunts 4 x days for school engagement work 2 x days for growing projects with residents 1 x days green gym/work days Charge out rate is £190 per day (or £150 per half day, making it much more cost effective to buy Ian by the full day)	£1900
Folders to give residents for walks leaflets. Wallets are circa £1.80-£2.50 for a dozen.	£50 should be sufficient for circa 250 wallets
Printing walks leaflets (A5, double sided, colour)	£55 per run of 250, allow £165 i.e. 3 print runs per year
Materials & Miscellaneous (e.g. prizes for nature hunts, equipment/plants/planters if needed for growing projects)	£1000
Feasibility/scoping in Year 4	£4000
<b>Total costs 2016-7</b>	<b>£7615</b>

### 3.b) Budget FOR APRIL 2017 – March 31 2019

Please provide projected totals.

	Cost (£)
April 2017 – March 2018	<p>£200 for scoping Food Waste projects - liaise with Dangerous Ideas.</p> <p>£10000 for larger projects e.g. by Harefield MUGA</p> <p>Plus similar amount to year 4 to allow continuation of Ian Bailey's work, further walks to be printed etc, i.e. allow £1900 + say £1200 for walks, events &amp; more materials if planting projects take off.</p> <p>Total £13,300</p>
April 2018 - March 2019	<p>£500 for Food Waste projects</p> <p>£10000 for larger projects e.g. by Harefield MUGA</p> <p>Plus similar amount to year 5 to allow continuation of Ian Bailey's work, further walks to be printed etc, i.e. allow £1900 + say £1200 for walks, events &amp; more materials if planting projects take off.</p> <p>Total £13,600</p>

**MATCH FUNDING:** have you identified / or are you working towards any match funding for this work (either financial or in kind)? If so please give details.

The projects identified in the scoping work and feasibility studies above (i.e. the large scale projects) would only take place in association with partners where we could attract match funding, i.e. where we could make our money multiply.

## Appendix 2 - Youth work

### SO18 Big Local 'In house' work proposals for the Years 4,5 & 6 Plan

#### Youth proposal background

In the Year 1 review we identified that we hadn't done anything to take forward the 'youth' theme, despite it getting the most votes in the various community consultations. We therefore appointed a youth development worker to research what was already going on in the area for/with young people, and what might be sustainably possible in the future. Her approach was to be a 'youth work' one, involving young people in the thinking.

In years 2 and 3 this work has developed: two summer youth weeks held and evaluated; Speak Up SO18 - a small but strong group of young people who are forming their own youth forum type organisation and who are actively engaging with the wider Big Local project; support/training work with existing organisations (Kicks, Pathfinders); and investigative work on what shape regular, sustainable youth work might take in the future, through building partnerships.

This Year 4 - 6 proposal directly comes out of this development work and the experience of work with and the ideas of young people so far.

Describe / explain the work planned, specific info for the Year 4 plan, and more generally for years 5 and 6.

#### **1. Review:**

To have achieved an overall review of the Youth Development work - in particular the role of the youth development worker (including creating a job description), now that the initial phase of work is done, and the need for and role of any sessional staff.

#### **2. Work with Speak Up SO18:**

- Support the young people to complete the work to set up a constituted group with a bank account
- Have at least 5 young people who are working towards or have completed the ASDAN accredited 'Youth Voice' Award (offered through the British Youth Council).
- Recruit some more members
- Support the members to be involved in one or more local campaigns or issues.
- Complete the current picture project at the Hub.

#### **3. Townhill Park and Harefield activities (and Vanguard Road)**

Recognise that these are separate areas needing separate plans. For each, aim to bring together a local management group consisting of relevant partners.

- Townhill Park: there are already working plans for this local management group approach. A potential project led by City Life church, who have in other areas successfully run boxing projects, is being explored, this could also include an arts and crafts project in which Townhill young women involved in the youth week have shown interest. Together a proposal will be developed with a bid in the name of City Life church to either Children in Need or Awards for All (with match funding and support from Big Local).
- Harefield: Speak Up SO18's idea is for a weekly after school 'café' for young people which they would help to run. There would be some project work attached to this - i.e. some 'content'. There isn't an immediate lead partner for this, so though a local management group is an aim, it would need an SO18 Big Local lead at least initially. Again, the proposal is for a funding bid to either Children in Need or Awards for All (ie between this work and the Townhill idea, one bid to each).
- Vanguard Road: this depends on the decent neighbourhoods work, but a potential to be involved in the planned mural project, as a good 'way in' to engagement with young people there.

#### 4. Summer activities.

Summer activities (for school years 6 – 8) with the aim of engaging young people who then will stay engaged with SO18, ie prioritise young people with whom it is most likely an ongoing relationship can be built into the activities listed in 3 (and 2) above. Achieve this by using existing 'leads' which include young people who attended last year's youth week and have shown continued interest, the relationship we have through Harefield Woods with the Year 6 teachers at Harefield Primary, the girls who recently ran a MacMillan cake sale, etc. (ie rather than generic advertising and then fielding applications).

How will this work contribute to SO18 Big Local's vision and outcomes, and what it's hoped to achieve (the outcomes for this work)

These ideas have come out of work both with local young people and with local organisations, ie it is a community response.

The young people theme consistently comes out as a priority for Big Local, and this plan of work aims to achieve sustainable, youth work, with ownership by young people.

Who is going to do the work? (Skills, qualifications, DBS as relevant.) – eg why are you choosing particular people to work with (if people already identified). Or do people to do the work need to be found / appointed? Are there other partners involved? (Who?)

Review process (as 1 above) is needed re role descriptions and the detail of posts needs to evolve in parallel to the success of funding applications. But the 'functions' are as listed below (and some may be combined in actual posts – this is a 'functions list' not a 'posts' list), and for example the Townhill post may be a City Life employee:

Experienced youth work management/strategy

Lead for work with SO18 group

Lead for the Harefield work (café idea)

Lead for the Townhill Work (through City Life)

Sessional staffing (so that two workers at sessions, unless/until reliable volunteers can be recruited)

Summer work co-ordinator (and seek to have consistent staffing at the summer work, rather than different people at different sessions).

ADDITIONALLY: developing Speak Up SO18 members as local volunteers, plus working with partners to find adult volunteers.

#### Timescale /Targets and milestones for Year 4

Ongoing: keep the relationship with the existing Speak Up group, with regular meetings and work as described in 2 above.

May: recruit for someone to run the summer activities, in partnership with Tracey.

Starting from May: work up a funding proposal for the Townhill work, together with City Life Church.

Starting from May: work up a funding proposal for the Harefield café idea and including establishing who the 'applicant' organisation would be (TWICS?)

From Autumn 2016: depending on the outcome of the funding bids and when these are known, start projects (recruiting staff as needed). Any successful bids for work would be promoted to young people and partners as pilot project work, evaluation would be built in, so that a base for future work and funding proposals is being developed but with 'eyes open' on the difficulties of achieving sustainable and ongoing youth work. ie. Take care not to raise expectations unrealistically, and devise projects that have the best chance of becoming sustainable, at least into the medium term.

<b>How will you measure what is done to demonstrate you're meeting your outcomes.</b>
By the results: Achieving a defined plan for further, sustainable work, resourced appropriately (money, staffing, youth work management, etc).  We will keep records of attendance, young people's evaluations, etc, so that there are 'counting' records.
<b>What are the risk to delivery and how will you manage these</b>
Finding the right staff. Manage by having a good appointments process, be clear about skills and attributes needed.  Challenges in young people's lives and situations which may frustrate their wish to be involved. Manage by recognising that providing a supportive environment and working at keeping in touch is essential.  Unsuccessful funding bids: managed by having Tracey (and TWICS) with experience of writing successful bids.  Difficulty finding and keeping partners: work in partnership so that partners feel ownership.
<b>Looking ahead - what is the longer term vision for this work?</b>
The long term vision is not just to have achieved sustainable youth work in our area, but also to embed young people's involvement and voice into the wider purpose and direction of SO18 Big Local

<b>1. a) Budget FOR APRIL 2016 - March 31 2017</b>	
Please include breakdown of costs involved in the work.	
Task/expense (e.g. posters, worker time, travel costs, volunteer expenses etc.)	Cost (£)
Employ Youth Development Worker (based on 9 hours)	£6458
Payroll and management @ 15%	£969
Pension @ 5%	£706
Worker expenses	£250
<b>Subtotal Youth Development Worker</b>	<b>£8383</b>
Sessional worker to support Speak Up (based on 4 hours) incl payroll @ 5%	£1919
Speak Up activities, ASDAN accreditation etc	£1500
<b>Subtotal 'existing' activities</b>	<b>£11802</b>
Summer co-ordinator (worker)	£1000
Summer Sessional worker	£300
Summer activities	£2000
<b>Subtotal Summer</b>	<b>£3300</b>
Development contingency	£500
Townhill Project proposal: Big Local (5 months only)	£2750
Harefield project proposal: Big Local (5 months only)	£1500
Development Work proposals total	<b>£4750</b>
<b>Total costs 2016-7</b>	<b>£19852</b>

### 3.b) Budget FOR APRIL 2017 - March 31 2019

Please provide projected totals.

	Cost (£)
April 2017 - March 2018 This will include the other half of the year of match funding for the project proposal work. Follow on work for the 'projects' not costed in.	£21000 OR more if follow on work costed in to allow time to find additional external money
April 2018 - March 2019	£22000 OR more if follow on work costed in to allow time to find additional external money

MATCH FUNDING: have you identified / or are you working towards any match funding for this work (either financial or in kind)? If so please give details.

Townhill Project Proposal	Dependant on successful bid to Children in Need or Awards for All (£10k fund).  Match funding from City Life church (e.g. likely to be rent free use building, payroll for the worker, insurance)
Harefield Project Proposal	Also dependant on a match funding successful bid to Children in Need or Awards for All.

## Appendix 3 - Digital Inclusion work

### SO18 Big Local 'In house' work proposals for the Years 4,5 & 6 Plan

Describe / explain the work planned, specific info for the Year 4 plan, and more generally for years 5 and 6.

The summary digital inclusion theme sheet for planned work (with 'away day' votes) is:

1. Promote networking/ joint working between different agencies involved with IT support. (8 votes: 2 resident and 6 organisation)

This work (which is a bit 'unglamorous' so unsurprising it hasn't had a big vote) is something that is ongoing and is valued by the local groups and organisations involved locally with IT, evidenced by them having reliably attended when we have had meetings. The networking has led to joint working, and an exchange of ideas and experience (e.g. about what UK Online Centres offer), and it is not 'expensive', being a manageable amount of worker time to convene occasional meetings. We plan to continue in a similar way.

2. Encourage and support people to 'get online' and use online services. (23 votes: 13 resident and 10 organisations). Additionally this relates to 'Run/support Job Clubs' under the Employment theme, which had 13 votes, 8 resident and 5 organisation)

We want to deliver this work by continuing to run Tea and Tech at Townhill Park Community Centre, running it alongside the Job Club there. The Job Club aspect is currently funded by Lovell, and will continue to be until the end of August 2016. We think it's important to continue the Job Club alongside Tea and Tech, which will mean taking on responsibility for the freelance tutor who supports the Job Club beyond August. Both the job club and tea and tech are supported by volunteers, who we would continue to encourage.

Additionally we want to run some events in other parts of our area that encourage people to get online, and to sign post to the support available. We would have another 'Harefield IT Day' at Harefield Hub (which in July 2015 successfully got people along and helped recruit for Woodlands courses and signposted to Bitterne Library and Tea and Tech). As Midanbury has not got a venue, we will investigate a mobile session, even using mobile broadband and a gazebo at Vanguard Road.

3. Provide some IT access at Harefield Hub (9 votes: 6 resident and 3 organisations).

The plan is to have one or two reconditioned laptops available at Harefield Hub for people to use 'internet café' style, eg during coffee mornings, and also if local people are taking up issues, they can then use the Hub computer (and so become self-sufficient and learn IT skills). A tablet would also be useful to share info and to show people how to use this. If specific IT courses etc are run at the Hub, we would plan for the tablets or laptops to be brought in each session for the purpose (as is happening for a current Tablet course). But broadband is needed there, and an 'all in one' printer, both of which will increase the ability of the Hub to be a 'Hub' for info and to support local people to take up and follow up issues and concerns for themselves.

How will this work contribute to SO18 Big Local's vision and outcomes, and what it's hoped to achieve (the outcomes for this work)

'Communities will be better able to identify local needs and take action in response to them'.

'People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future'

'The community will make a difference to the needs it prioritises.'



This work fits with Big Local outcomes:

- Supporting people to get on line was well supported at the Away Day, and we know from a door to door survey we helped undertake in our area that 'digital exclusion' is an issue, and that increasingly even the 'reluctants' are being forced to be able to go on-line to complete necessary tasks (e.g. job search, home bid, school places). Our work is encouraging volunteers to get involved in supporting local people, and by providing tablets and computer access it helps people to help themselves.
- Supporting people to get on line builds skills and confidence, and it also helps connect them to the wider community. Not having an active email address excludes people from being a full part of community groups, which are tempted to just use email to communicate. For example this is an issue with the Townhill Action Group, as key members do not use email, making group organisation challenging.
- IT at the Hub will mean those without IT skills or internet access can have a place where they can do their own emails/ pursue issues themselves, or find out what is going on, rather than having to rely on workers or others to write and send emails for them.
- Locally available IT and people with the skills to use IT is increasingly essential if people are to be able to 'make a difference' in their community. Everyone in power uses digital communication so if you don't or can't use it you are immediately 'excluded'.

What we hope to achieve:

That our communities are better 'digitally connected' and more confident using electronic interfaces.

Who is going to do the work? (Skills, qualifications, DBS as relevant.) – e.g. why are you choosing particular people to work with (if people already identified). Or do people to do the work need to be found / appointed? Are there other partners involved? (Who?)

Stuart Bannerman is the person currently providing support to the Job Club (contracted through Southampton City Council). He has a lot of experience of the kind of support needed by those attending the job club, he has a teaching qualification, and is also already on TWICS list of freelance tutors.

Julia Wills has been working some hours for SO18 Big Local with a co-ordinating role for Tea and Tech, giving practical support with the set-up of sessions, promoting Tea and Tech, and recruiting volunteers. The sessions are now established but we think that there is still a role to continue promoting the sessions, oversight to ensure that volunteers are available to cover sessions, and in particular promoting take up of the SO18 Big Local as a UK OnLine Centre, and linking up with the ideas for the occasional IT events in other parts of our area.

Volunteers: The sessions are already supported by volunteers, who we hope are keen to continue. We have in place a system to induct new volunteers.

Timescale /Targets and milestones for Year 4

Tea and Tech and Job Club: continue current arrangements till the end of August, and then appoint Stuart through a freelance tutor contract issued by TWICS, on the same basis as he currently works. At this point review who does what in terms of record keeping, making a combined system for Job Club and Tea and Tech (currently they are reported separately due to the separate funding streams).

Plan for a Harefield IT day and a mobile session in Midanbury, held during the summer term, held in partnership with other agencies, and looking at them at how follow on provision can be provided and funded.

<b>How will you measure what is done to demonstrate you're meeting your outcomes.</b>
<p>We already have recording systems re attendance. Job Club outcomes are notoriously difficult to measure, but we will set up monitoring on a sample basis and through case studies. Tea and tech: we already have a system to record why people attend and what they are hoping to gain, and we will review this when the job club and tea and tech combine in terms of record keeping from September.</p> <p>Other events: we will use contact forms to record all attendees and will have simple feedback forms so that we can evaluate the events.</p>
<b>What are the risk to delivery and how will you manage these</b>
<p>Risks: staffing, key people being well and able to attend. Having a bank of volunteers helps with this, as there are other people to 'cover' is someone is unable to attend.</p> <p>Technical failure, no broadband. This has been an issue at Townhill but there is now a back up if the wifi isn't working.</p> <p>Follow on provision from IT days: danger of funding cuts affecting what is available to refer people to.</p>
<b>Looking ahead - what is the longer term vision for this work?</b>
<p>We anticipate that this work will continue to be needed in years 5 and 6.</p> <p>IT is something that changes rapidly. Also changing are the demands for people to be able to be online to access all kinds of information and services. We will need to be lively to be in touch with the changing scene and demands.</p>

**Budget:**

<b>2. a) Budget FOR APRIL 2016 - March 31 2017</b>	
Please include breakdown of costs involved in the work.	
Task/expense (e.g. posters, worker time, travel costs, volunteer expenses etc.)	Cost (£)
Rent at Townhill Park Community Centre. 48 weeks of the year @ £24 a session = £1152 - £300 from Lovell = £852	£852
IT use cost at Townhill Park Community Centre @ £6 per week x 48 weeks = £288	£288
Employ IT development worker for an average of 2 hours per week over the year, 104 hours @ £10.55 (this rate includes a holiday element)	£1110
Through a freelance contract, employ a worker to support the Job club / tea and tech sessions. Starting from September 2016 @ £50 per session. 28 sessions (none at Christmas)	£1400
Payroll and worker management/ support	£350
Volunteer expenses, and misc costs (refreshments)	£500
IT at Hub. Provision of Laptop, tablet and printer, with associated software.	£1000

IT events (Harefield IT day, idea of a mobile IT event in Midanbury, eg at Vanguard Road)	£500
Total costs 2016-7	£6000

<b>3.b) Budget FOR APRIL 2017 – March 31 2019</b>	
Please provide projected totals.	
	Cost (£)
April 2017 – March 2018 This will need the full year for job club support, and full rent costs. But should not need IT equipment.	£6500
April 2018 - March 2019	£6500

MATCH FUNDING: have you identified / or are you working towards any match funding for this work (either financial or in kind)? If so please give details.	
Lovell until Sept 2016.	£300 for rent (deducted above) Paying for Stuart till Sept (deducted above)
Possible additional funding application, e.g. through UK On Line Centre contacts	
Possible partnerships with Adult learning providers to bring in IT training	