Voluntary Sector Local Infrastructure Specification

GRANT AWARD: AMOUNT ALLOCATED £19,000 per annum

The amount allocated will be paid in advance in two stages during the year on a 60/40 basis.

The level of funding will be reviewed after two years, however if for whatever reason there is a need to review the amount allocated then this will be done during monitoring meetings.

Mandatory and discretionary business rates tax relief (subject to eligibility).

Contribution towards car parking costs of volunteers while they are working in the town centre.

As sessional work at the Council’s Customer Service Centre is required, the following ‘in kind’ contributions will be provided:

- Desk/work space
- Telephones (line rental and calls)
- Free parking (while working at the Customer Service Centre)

Core Service Objectives

- Demonstrate leadership of the Voluntary Sector in Kettering Borough
- To coordinate volunteering opportunities within Kettering Borough for those organisations / groups and businesses with volunteering opportunities and those looking to volunteer.

Minimum Requirements

1. Improve the access and satisfaction of customer with services provided by the third sector through, but not limited to:
   a. Outreach sessions by Voluntary Sector providers in the Council’s Customer Service Centres.
   b. Inclusion in the One Stop Shop with the Council and other public sector organisations.
   c. Support organisations involved in community cohesion and equalities work.

2. Develop and sustain strong local partnerships:
   a. An officer to sit on the LSP Executive Board.
   b. Active role in the local Health and Wellbeing Forum.
3. Ensure that the Third Sector can access appropriate local support services including:
   a. HR, Financial, IT, legal advice, reduction in CO2 emissions.
   b. Training for staff, trustees and volunteers to set up organisations or improve their business practices.
   c. Publish model policies and procedures.
   d. Carry out health checks.
   e. Identify opportunities for collaboration, joint applications and partnership arrangements between Third Sector Organisations.
   f. Support locally agreed Priority Organisations.

4. Help organisations to get more external funding
   a. Arrange Funding Fairs.
   b. Send out alerts to members of the Voluntary Sector Forum.
   c. Coordinate Master Classes for organisations to improve their skills.
   d. Assist with completion of funding applications.

5. Evidence that the Voluntary Sector forum is effective through:
   a. Representing the views of the sector and its customers strategically and operationally in influencing local decisions.
   b. Organise quarterly meetings of the Voluntary Sector Forum.

6. Volunteering
   a. Identify and advertise opportunities for volunteering in Third Sector, public and business sectors for adults.
   b. With the Council hold an annual event to celebrate contributions of volunteer.
   c. Run accreditation programmes for volunteers.

7. Take an active part in the quarterly meetings of the Kettering Futures Partnership and the Kettering Health and Wellbeing Forum.

8. Acknowledge the funding and support from Kettering Borough Council when providing this service.

9. Evidence that a diverse group of users is supported and those opportunities for interaction and engagement are maximised.

Key Outcome

A strong and vibrant voluntary sector exists and is supported in Kettering

Performance indicators
(Performance indicators are to be agreed with successful service provider)

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1 Priority Organisations are: Those funded by KBC and; those that self manage or wish to self manage KBC assets.
Performance indicators agreed below will be reviewed after the first full year’s monitoring results and where necessary revised to ensure the core service objectives are being met.

a) Attendance and provision of performance figures at quarterly monitoring meetings with designated lead officer at Kettering Borough Council.

b) 4 Voluntary Sector Forum meetings are held per annum (including 1 celebration event).

c) Actively seek and apply for other funding to develop / extend the service that help achieve the outcomes of this SLA.

d) Evidence that new community groups are supported and that the opportunity for interactions are maximised.

e) Evidence the implementation of Quality Management systems including the quality of data for management purposes.

f) 120 new volunteers recruited over a period of a year.

g) 6 in year one, 10 in year two of health checks with community and voluntary organisations ensuring relevant policy and procedures are in place.

h) Support community and voluntary organisations on funding opportunities available.

i) Provide access to a grant finder search engine.

j) Ensure that Kettering’s diversity is reflected in the voluntary groups supported in activities they undertake.

**Added Value**

I. Adopt the Borough Council’s Customer Service Standards.

II. Demonstrate partnership working with other voluntary and statutory agencies that help achieve the objectives of this specification.

III. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes.

IV. Explain how your organisation’s activities also support other local priorities (the Council’s Corporate Priorities, the Community Strategy, the Community Safety Partnership Plan and the Health and Wellbeing Forum Plan).

V. Evidence in the form of case studies and or the 6 monthly appraisal form showcasing any project work and or partnership links in relation to the specification.