

Appendix C(ix)

Voluntary Sector Local Infrastructure Specification

AMOUNT ALLOCATED: £19,000 per annum

(To be split into equal annual amounts with grants being paid in advance in two stages during the year on a 60/40 basis) The level of funding will be reviewed after two years.

Mandatory and discretionary council tax relief (subject to eligibility)

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

If sessional work at the Council's Customer Service Centre is required, to help meet validated additional costs 'in kind' contributions of:

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

Core objective

- Demonstrate leadership of the Third 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 Well Being Board
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

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- 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 Organisations¹
4. Help organisations to get more external funding
 - a. Arrange Funding Fairs
 - b. Send out alerts to Members of the Voluntary Sector Forum
 - c. 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 to 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
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 that opportunities for interaction are maximised

Outcome

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

Performance indicators

- 3 Voluntary Sector Forum meetings are held per annum
- Actively seek and apply for other funding to develop / extend the service that help achieve the outcomes of this SLA.
- Evidence that new community groups are supported and that opportunity for interactions are maximised

¹ Priority Organisations are: Those funded by KBC and; those that self manage or wish to self manage KBC assets.

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- Evidence the implementation of Quality Management systems including the quality of data for management purposes.
- No of new volunteers recruited over a period of a year
- No of health checks with community and voluntary organisations ensuring relevant policy and procedures are in place
- Support community and voluntary organisations on funding opportunities available
- Provide access to a grant finder search engine
- Ensure that Kettering's diversity is reflected in the voluntary groups supported

Added Value

- I Demonstrate partnership working with other voluntary and statutory agencies that help achieve the objectives of this specification.
- II 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 & Wellbeing Partnership Plan).
- III Provide evidence of implementation of Quality Management systems including the quality of data for management purposes.

SIGNED

On behalf of the Management Committee of the Service Provider

Management position of signatory

DATE:

Kettering *Borough Council*

SIGNED

On behalf of Kettering Borough Council

Position of the Signatory within the Council

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DATE:

DRAFT