

Appendix 5	<p>MONITORING AND AUDITING COMMITTEE – 25th November 2020</p> <p>Project Specifications for the Voluntary Sector Grant Agreements 2021-2023</p>
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Appendix 5 – Revised Annual Reporting for VSGA Service Specifications 2021-2023

Table 1 - Six Monthly Appraisal Submission 2017-2021:

<p>Each Provider have the same Appraisal Form:</p> <ol style="list-style-type: none"> 1. Service Provision: <ol style="list-style-type: none"> 1.1. What are the main areas of work and/or projects being undertaken this year? 1.2. Please give an example of a highlight during the year. 1.3. Have any measures been taken to identify and/or meet local need? If so, what? 1.4. Have you modified the service in the light of surveys, feedback, comments and complaints? If so, how? 1.5. Do you work in partnership? If so, who with and what work has been done this year in this area? 1.6. Describe any situations that you feel have made or will make a difference for the future (e.g. changes in local circumstances or changes to your funding). 2. Financial Information <ol style="list-style-type: none"> 2.1. Has the organisation stayed within budget? If not, how is this accounted for? 2.2. What has been done this year towards fundraising? 3. Organisational Capacity and Development <ol style="list-style-type: none"> 3.1. What has been/is being done during the year to develop the organisation? 4. Quality Assurance Systems <ol style="list-style-type: none"> 4.1. How do staff, volunteers and users contribute to the management of the services? 4.2. What systems do you have for screening, appointing, monitoring and disciplining your staff/volunteer? 4.3. Do you have systems in place to monitor and measure equality in service delivery, if so, what do the results show?
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Table 2 – Proposed Annual Reporting for 2021-2023:

Service Specification	Voluntary Organisation	Proposed Annual Reporting
<ul style="list-style-type: none"> • Activities for Young People 	<ul style="list-style-type: none"> • Groundwork Northamptonshire • Youth Works 	<ol style="list-style-type: none"> 1. Locations of sessions provided within the Borough of Kettering. <ol style="list-style-type: none"> 1.1. Demographic information of those accessing the Service to be submitted, to include: 1.2. Equal Opportunities Monitoring 1.3. At risk grouping 1.4. Ward grouping of attendees 1.5. Data on why young people access this provision 2. Details of the Youth Peer Leaders Programme including the sessions and type of sessions they are delivering. 3. What information has been delivered or youths have been signposted/referred to. 4. Details of other providers/organisations that have been involved in the delivering of this service. 5. Details of provider participation and involvement in relevant groups/forums within the Borough. 6. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 7. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). 8. Total expenditure in providing the provision.
<ul style="list-style-type: none"> • Community Watch 	<ul style="list-style-type: none"> • Neighbourhood Watch 	<ol style="list-style-type: none"> 1. Numbers of Schemes split by town/rural locations across the Borough. 2. Details of provider participation and involvement in relevant groups/forums within the Borough. 3. Total expenditure in providing the provision.
<ul style="list-style-type: none"> • Debt and Money Advice 	<ul style="list-style-type: none"> • Citizen Advice Services Kettering & Corby 	<ol style="list-style-type: none"> 1. Demographic information of those accessing the Project to be submitted, to include: 2. Equal Opportunities Monitoring <ol style="list-style-type: none"> 2.1. At risk grouping 2.2. Ward grouping of attendees 2.3. Data on why people access this provision 3. What information has been delivered or people have been signposted/referred to. 4. Details of other providers/organisations that have been involved in the delivering of this project. 5. Details of provider participation and involvement in relevant groups/forums within the Borough. 6. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 7. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). 8. Total expenditure in providing the provision.

Table 2 – Proposed Annual Reporting for 2021-2023:

Service Specification	Voluntary Organisation	Proposed Annual Reporting
<ul style="list-style-type: none"> Discrimination Casework 	<ul style="list-style-type: none"> Northamptonshire Rights & Equality 	<ol style="list-style-type: none"> Locations of sessions provided within the Borough of Kettering. Demographic information of those accessing the Project to be submitted, to include: <ol style="list-style-type: none"> Equal Opportunities Monitoring. At Risk Grouping. Ward grouping of people accessing the service. Details of other providers/organisations that have been involved in the delivering of this service. Details of provider participation and involvement in relevant groups/forums within the Borough. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). Total expenditure in providing the provision.
<ul style="list-style-type: none"> Healthy Living 	<ul style="list-style-type: none"> Groundwork Northamptonshire 	<ol style="list-style-type: none"> Demographic information of those accessing the Project to be submitted, to include: <ol style="list-style-type: none"> Equal Opportunities Monitoring At risk grouping Ward grouping of attendees Data on why people access this provision Monitoring and Evaluation information: <ol style="list-style-type: none"> Outcome Stars evaluation Four case studies of action plans being in place for people who have taken part in outdoor activities and experienced health benefits. Evaluation of any unsuccessful walks and details on improvements for future activities. Details of other providers/organisations that have been involved in the delivering of this Project. Details of provider participation and involvement in relevant groups/forums within the Borough. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). Total expenditure in providing the provision.

Table 2 – Proposed Annual Reporting for 2021-2023:

Service Specification	Voluntary Organisation	Proposed Annual Reporting
<ul style="list-style-type: none"> • Housing Options 	<ul style="list-style-type: none"> • Citizen Advice Services Kettering & Corby 	<ol style="list-style-type: none"> 1. Demographic information of those accessing the Project to be submitted, to include: <ol style="list-style-type: none"> 1.1. Equal Opportunities Monitoring 1.2. At risk grouping 1.3. Ward grouping of attendees 1.4. Data on why people access this provision 2. What information has been delivered or people have been signposted/referred to. 3. Details of other providers/organisations that have been involved in the delivering of this service. 4. Details of provider participation and involvement in relevant groups/forums within the Borough. 5. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 6. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). 7. Total expenditure in providing the provision.
<ul style="list-style-type: none"> • Independent Living 	<ul style="list-style-type: none"> • Age UK Northamptonshire • Vine Community Trust 	<ol style="list-style-type: none"> 1. Demographic information of those accessing the Project to be submitted, to include: <ol style="list-style-type: none"> 1.1. Equal Opportunities Monitoring 1.2. Ward grouping of those accessing this provision 1.3. Data on why older people access this provision 2. Results and analysis from an annual satisfaction rate and to demonstrate how this information is used to adapt and improve the Project. 3. Provide evidence that provision of services is maximising older people's (50+) independence, which may include up to four case studies. 4. What information has been delivered or older people have been signposted/referred to. 5. Details of other providers/organisations that have been involved in the delivering of this service. 6. Details of provider participation and involvement in relevant groups/forums within the Borough. 7. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 8. Explain how your organisation's activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). Total expenditure in providing the provision.
<ul style="list-style-type: none"> • Shopmobility 	<ul style="list-style-type: none"> • Evans Hearing & Healthcare 	<ol style="list-style-type: none"> 1. To include information on how the service has been managed over the last 12 months. 2. Demographic information of those accessing the Service to be submitted, to include: <ol style="list-style-type: none"> 2.1. Equal Opportunities Monitoring 2.2. Ward grouping of attendees 2.3. Data on why people access this provision 3. Total expenditure in providing the provision.

Table 2 – Proposed Annual Reporting for 2021-2023:

Service Specification	Voluntary Organisation	Proposed Annual Reporting
<ul style="list-style-type: none"> • Upcycling 	<ul style="list-style-type: none"> • KCU Ltd 	<ol style="list-style-type: none"> 1. Demographic information on those donating to the Project. 2. Demographic information of those accessing the Project to be submitted, to include: <ol style="list-style-type: none"> 2.1. Equal Opportunities Monitoring 2.2. At risk grouping 2.3. Ward grouping of attendees 2.4. Data on why people access this provision 3. What information has been delivered or people have been signposted/referred to. 4. Details of other providers/organisations that have been involved in the delivering of this project. 5. Details of provider participation and involvement in relevant groups/forums within the Borough. 6. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 7. Explain how your organisation’s activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). 8. Total expenditure in providing the provision.
<ul style="list-style-type: none"> • Voluntary Sector Local Infrastructure 	<ul style="list-style-type: none"> • Groundwork Northamptonshire 	<ol style="list-style-type: none"> 1. Demographic information of those accessing volunteering opportunities to be submitted, to include: <ol style="list-style-type: none"> 1.1. Equal Opportunities Monitoring 1.2. Ward grouping of those accessing the opportunities 2. Results and analysis from an annual satisfaction rate and to demonstrate how this information is used to adapt and improve the Project. 3. Provide evidence that provision of services is maximising the impact of volunteering within the Borough. 4. What information has been provided to residents to increase access to and availability of voluntary sector organisations. 5. Details of organisations that have been involved in the Voluntary Sector Forum. 6. Details of provider participation and involvement in relevant groups/forums within the Borough. 7. Provide evidence of implementation of Quality Management systems including the quality of data for management purposes. 8. Explain how your organisation’s activities also support other local Priorities (the Funders Corporate Plans, Community Strategy, Community Safety Partnership Plan, Kettering Health & Wellbeing Forum). 9. Total expenditure in providing the provision.