

Report of the Strategic Director – Environment and Sport to the meeting of Keighley Area Committee to be held on 15 September 2016

M

Subject:

Keighley and Ilkley Voluntary and Community Action (KIVCA)

Summary statement:

This report summarises the work of KIVCA in supporting communities and voluntary organisations in the Keighley Area.

Steve Hartley
Strategic Director
Environment & Sport

Report Contact: Paul Stephens
Phone: (01535) 665258
E-mail: paul.stephens@kivca.org.uk

Portfolio:

Neighbourhoods and Community Safety

Overview & Scrutiny Area:

Corporate



1. SUMMARY

- 1.1 This report summarises the work of KIVCA in supporting communities and voluntary organisations in the Keighley Area.

2. BACKGROUND

- 2.1 KIVCA's work has the following objectives:

- To support organisations, charities, individuals and local groups in practical ways to achieve their own aims and develop new projects to meet local needs
- To help people to influence how services are developed, funded and delivered
- To bring people together to create solutions that help local people and communities

- 2.2 This work is carried out by KIVCA's team which consists of paid staff and volunteers. The trustees all represent voluntary organisations and KIVCA has 180 members who are almost entirely local groups.

- 2.3 The development and management of Central Hall, Alice Street (which opened in February 2011) has taken KIVCA into a different world of enterprise development and responsibility for a large resource for the town. KIVCA sees this as a physical expression of its core mission and charitable objects that brings opportunities for the local area, its organisations, businesses and residents.

- 2.4 KIVCA is based at Central Hall, and has an office base in Ilkley. They also work across the Bradford District in partnership with others, to create a stronger voice for the voluntary sector and the public to influence commissioning and service delivery, and address inequalities while building the resilience and capacity of the Voluntary and Community Sector to be effective partners at local and district levels, and service delivery organisations.

- 2.5 Appendix A gives a summary of activities undertaken by KIVCA during 2015-16 and Appendix B gives a summary of the work undertaken by the Voluntary Organisation Support Officer (VOSO) in the year 2015/16 to support communities and voluntary organisations in the Keighley Area.

3. OTHER CONSIDERATIONS

- 3.1 No other considerations.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 KIVCA is funded from a number of sources including commissions from Bradford Council.



5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1 The reduction in funding available in the public sector and wider grant-making bodies creates a risk to services provided by the voluntary and community sector.

6. LEGAL APPRAISAL

6.1 There are no legal implications arising from this report.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

7.1.1 Voluntary and community organisations meet the needs of all sections of the community, particularly those in need of additional support. Active and well-managed voluntary and community groups can play a significant contribution to tackling deprivation and disadvantage in our communities.

7.2 SUSTAINABILITY IMPLICATIONS

7.2.1 KIVCA provides advice, guidance, and training that helps the work of voluntary and community organisations to be sustainable.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

7.3.1 No implications.

7.4 COMMUNITY SAFETY IMPLICATIONS

7.4.1 No implications.

7.5 HUMAN RIGHTS ACT

7.5.1 No implications.

7.6 TRADE UNION

7.6.1 There are no Trade Union issues arising from this report.

7.7 WARD IMPLICATIONS

7.7.1 The information in this report is relevant to all Wards in the Keighley Area.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS

7.8.1 The work of KIVCA contributes significantly to many of the priorities within the Keighley Area Ward Plans 2016-17.



8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

- 9.1 This report is presented primarily for information and in order to provide information that might assist Keighley Area Committee in addressing issues in its Ward Plans.

10. RECOMMENDATIONS

- 10.1 Keighley Area Committee notes the wide range of activities undertaken by Keighley and Ilkley Voluntary and Community Action to support communities and voluntary organisations in the Keighley Area.

11. APPENDICES

- 11.1.1 Appendix A: Keighley & Ilkley Voluntary and Community Action – a summary of activities 2015/16
- 11.2 Appendix B: Development and support activities for voluntary and community groups, Annual Report – 2015/16

12. BACKGROUND DOCUMENTS

- 12.1 Keighley and Ilkley Voluntary and Community Action, Document “AO”, Keighley Area Committee, 13 March 2014.



Keighley & Ilkley Voluntary and Community Action – a summary of activities 2015/16

1. Keighley & Ilkley Voluntary and Community Action (KIVCA)

In November 2008 KIVCA, known as Keighley Voluntary Services (KVS) at that time, took over responsibility for services in the Ilkley area due to the closure of Ilkley CVS. This led us to changing our name to Keighley & Ilkley Community and Voluntary Action (KIVCA).

KIVCA is the trading name of KVS and is a registered charity and a company limited by guarantee. In addition to its local development and support role (helping voluntary and community groups) KIVCA also provides a range of services to both the local community as well as the wider Bradford District.

2. Support given to Bradford and District

Healthwatch

This year was the third year of our three year contract to host Healthwatch Bradford and District, which is an organisation that reaches out to people across our district to find out about their experiences of health and social care.

Healthwatch listens to groups of people whose voices are not often heard in health and social care and this year the organisation has gathered views from a wide section of our community. Healthwatch volunteers and staff do outreach sessions in hospitals and GP practices and have spoken to over 1,000 people this year, using this information to seek improvements in services. We also do focussed project work, talking to people using particular services such as Stroke Services, home care services, mental health support; we have secured improvements in these areas. Our survey on NHS dental services got more than 1000 responses – we are working with NHS England to improve access in the Bradford District.

Healthwatch has statutory powers for authorised volunteers to carry out Enter and View visits to health and social care providers to see how they are doing and find out what patients, carers and service users think. They have a strong reputation locally and nationally. We use our position and influence to hold decision-makers and providers to account.

The Healthwatch staff team are supported by dedicated and talented volunteers, including the Healthwatch Bradford and District board who work in partnership with KIVCA to ensure Healthwatch delivers its objectives and responsibilities.

Inclusion Worker & Racial Justice Network

Penny Wangari-Jones and Arwa Almari have been working with Bradford Council around the very contentious issue of child sex exploitation. Recently they arranged for a play to be shown to those working with the community explaining the complexity of the nature of this abuse.

They also held a series of workshops with the aim of creating safe spaces to talk about their thoughts and feelings around a range of subjects including, faith, child poverty and being British. The conversation cafe style made for a calm, respectful space in which people could discuss their thoughts and feelings.

3. Support given to people in Keighley District

Big Local Community Development Worker

Shaun O'Hare continued in his role as the Big Local Development Worker until the end of

KIVCA -Keighley & Ilkley Voluntary and Community Action

December 2015. Shaun has spoken to many residents, businesses and community groups to understand their thoughts about the Big Local project. Shaun has been focussing on some quick win work to engage local residents in the programme with the hope that, if they can see small changes, they may be able to envisage and support larger ones.

Community Development

Jo Horrox reported on her work at Keighley Area Committee on 30th June 2016.

Older Peoples Service Development

KIVCA worked in partnership with groups across the BD16 area and the Council's area office to launch Dementia Friendly Bingley. The awards were to highlight the work of businesses, neighbours, and friends who make a community more than somewhere you just live.

4. Support to groups in the Keighley and Ilkley area

Appendix B details the development and support activities provided to groups in the Keighley constituency this year by staff at KIVCA, funded through the Infrastructure Support Commission.

KIVCA assisted 71 groups working in the Keighley & Ilkley constituency with a good geographical spread across different wards.

5. Voluntary and Community Sector Infrastructure Support 2015 to 2017

A Review of 'generic' support for groups established 5 strands:

1. VCS Information
2. VCS Voice and Influence
3. VCS Engagement, Support and Development
4. Volunteering
5. Active Giving

VCS Information - to provide reliable and accessible information to groups in the most effective way possible. This includes:

- managing the Diva directory of VCS organisations across Bradford District, making core contact details available to other relevant partners, including the Council itself and enabling small groups to have a web presence
- maintaining the B-Funded website and update/news service which provides important information on funding available to groups
- co ordinating and providing a range of news and update services including Briefing Bradford
- maximising self-serve for groups, an important aspect of delivering groups support
- conducting regular surveys of the VCS to establish its current state and support needs

VCS Voice and Influence - representation for local voluntary organisations and community groups - developing relationships between the public sector and the VCS - engaging with diverse organisations and groups – developing opportunities with Public and private bodies. This includes:

- supporting the Assembly and Forum structure
- supporting equalities work, an important element of the Assembly and Forum structure.

VCS Engagement, Support and Development - This will support general advice related to funding, constitution & legal, marketing, dissemination and gathering of information, good practice, evaluation and tendering. This includes:

- provision of training to include the Development of skills, Effective use of resources and Community Accountancy
- strong generalist offer of support to groups – particularly new and emerging groups

KIVCA -Keighley & Ilkley Voluntary and Community Action

- a named Voluntary Organisation Support Officer (VOSO) worker within each constituency area who can provide support to groups

We now offer charged for services for both more specialist areas of support and for larger established groups.

Volunteering will focus on encouragement and promotion of volunteering, recruitment and co-ordination.

Active Giving to include support for Bradford District Community Fund, Local giving and Corporate giving. This includes:

- building a stronger relationship between local business and voluntary and community organisations to develop a new resource for the sector
- leading and supporting the Active Giving Group and donor development work

Asset Based Community Development Pilot Programme – Developing “Community Engagement Practitioners”

In 2014 Bradford and AWC CCGs identified a need to improve public engagement during consultations on service change. KIVCA was commissioned to work with the local VCS to improve their capacity and effectiveness in engaging with communities, which would in turn assist CCGs. The pilot programme concluded in January 2016 having delivered training to around 30 VCS organisations and who in turn engaged with around 400 people on some key topics for the CCGs.

6. The impact of the new commission on VCS organisations in the Keighley & Ilkley Constituency

• VCS Information

Rebecca Hewitt and Rose Lanigan are part of the information team.

The information team continue to update the **bfunded website** in 2015/16. The email community funding news list grew by 78 subscribers to 670 and an additional 141 people follow bfunded on twitter (from 381 to 522).

The **DIVA Bradford** is a directory of 1,500 community groups that are active in Bradford. DIVA also publicises job opportunities within the VCS (no charge) and for many is a first port of call for this information.

The information team is in the process of developing a new design for the website, part of the work we are undertaking to streamline support services for groups.

The team is also undertaking the development of a new website which will replace the websites of KIVCA, BCVS, SBVS, Bsupported and Volunteering Bradford. The new website will provide a much needed integrated one stop shop for VCS groups seeking support and information.

The team is supports VCS organisations seeking assistance with their own information management including around monitoring their activities and in designing, conducting and analysing surveys.

• VCS Voice and Influence

Paul Stephens, KIVCA CEO is also the Chair of the Bradford District VCS Assembly. Groups such as Project 6 play an active part in the Health and Wellbeing Forum.

A number of larger groups who work in the Keighley constituency support the Assembly Forums. However, one of the key issues for the Assembly is encouraging the engagement of smaller groups

• VCS Engagement, Support and Development

KIVCA -Keighley & Ilkley Voluntary and Community Action

Chris Barker is the VOSO for the Keighley & Ilkley constituency. Appendix B provides detail of the groups she has supported and a brief description of the type of support offered.

Case study one

Real Food Ilkley is a group of eight local residents who have come together with the intention of running a Local Market in the town. The aims of this group are to hold a regular event for the benefit of the community, promote local economic growth and encourage local community groups to promote their services. Chris helped the group was to talk through potential legal structures, to choose the best structure for their purposes and assist the group in setting up the structure.

The result of the work is that the group is now set up as a CIC, has an understanding of how this form of governance will enable the group to achieve its objectives without undue restrictions on the groups method of operation. The group also understands their responsibilities under the CIC structure. A number of other outcomes such as insurance, small grants, project development, linking with other groups and political support were achieved. The following feedback was sent to Chris from the group:

“On behalf of all the team, thank you so much for your very valuable advice. We really do appreciate the time you have spent helping us to decide the most appropriate legal status and then helping with the form filling process.”

Case study two

Keighley Soup is a new activity based on the Detroit Soup model. The event took place on 13th April 2016. The idea is that a group of community groups, social entrepreneurs and individuals come together, pay entry fee which collectively funds a community project. Those who came paid £5 entry, which bought them a bowl of soup, bread roll and a vote. KIVCA provided the venue and the soup. On the night 4 applicants were invited to ‘pitch’ their ideas to the audience, who were then given an opportunity to choose who they wanted to vote for.

We had 31 people come to support it which gave us a prize fund of £155. This was great for the first SOUP but we want to grow and encourage more people to take the giant step of being involved and more community members to come along to support the evening whilst seeing all the great things that are happening in the area. The winning pitch was from a man whose proposal was to start a WRAP group (Wellness Recovery Action Plan). A condition of winning the prize fund is that the winning project is required to feedback on their achievements at a future SOUP. The money will be used for room hire, tea and coffee.

The evaluation also revealed a universally positive experience with all the participants agreeing that the event was Worthwhile, Successful, Relevant, Interesting, Thought Provoking, and Contained Useful Information.

- **Volunteering**

The Keighley Volunteer Centre helps organisations and individuals looking for support with volunteering. As they report to Area Committee I have not provided information about their activities across the Keighley and Ilkley district.

- **Active Giving**

Bradford District Community Fund (BDCF) manages the grant process for a number of charities including the Henry Smith Foundation, BG Campbell Diamond Jubilee Grants, Comic Relief and Winter Warmth. The following Keighley & Ilkley projects received Winter Warmth Grants to support people affected by the cold in winter via the Bradford District Community Fund of up to £1500, the grants were provided by Bradford Council.

- **Dementia Friendly Keighley**

KIVCA -Keighley & Ilkley Voluntary and Community Action

- Highfield Food Co-op
- The Sangat Centre
- Welcome Project

Approximately 80 flooded households in Keighley received grants of up to £500 from the Bradford District Community Fund which raised over £160000 in donations to help flood victims. The Keighley Flood Support group is applying for funding from the Fund to pay for pumping equipment to be loaned to local homes to help in future floods.

Events such as Keighley Healthy Living Drop-in Service and Keighley Gala have been advertised through the **People Can Community Campaign**. This partnership campaign has also featured community clean ups in Keighley supported through the Community Development Worker Pip Gibson.

You can support the campaign on social media or online www.peoplecanbradforddistrict.org.uk.

Resources available for groups in the Keighley Area

Central Hall

KIVCA continues to work on the development of Central Hall as a Community Resource, and as well as being home to several local enterprise organisations is building a reputation for hosting both public events and private celebrations, including weddings and birthday parties.

A wide range of groups use the building, often supported by the KIVCA development team who, as a result of their outreach work, help groups to raise funds and start new activities, as well as encouraging people to use the building.

7. Collaboration between the CVSs in the Bradford district

The Chief Officers and Boards of the three Councils for Voluntary Service in the district, BCVS, KIVCA and SBVS have continued to hold meetings to discuss better collaboration and more effective working. We are at present exploring the feasibility for merger of the three organisations. However all three organisations believe locally-based support to groups is most effective.

Together with Bradford and District Community Empowerment Network (CNet) and Volunteering Bradford the CVSs, members of the Bradford District Infrastructure Partnership make use of all partners' skills, knowledge and experience to maintain locally-based support and a district-wide strategic focus on sustainability.

Coordinating support to community groups through a shared database is part of the planned improvements we are making through Bradford District Infrastructure Partnership. Innovative projects like this will enable all five charities to deliver integrated services to voluntary and community groups across the district whilst retaining local knowledge and delivery at a constituency level.

P D Stephens
Chief Executive Officer
Keighley & Ilkley Voluntary Community Action
July 2016

Appendix B

**Keighley and Ilkley Voluntary Community Action
Development and support activities for voluntary and community groups.**

Annual Report – 2015/16

Introduction

This report focuses on the work of the voluntary organisation support officer. The role is funded for three days a week through the Neighbourhood Services Commissioning Team.

Summary

KIVCA helps voluntary and community groups to start up, grow, develop and (when needed) to change or even close. A broad range of support is provided to staff, volunteers and management committee members.

Voluntary organisation support officers help groups with good governance, carry out organisational health checks and explain how to find funding and apply for grants. They also deal with enquiries about employment/ volunteer issues, financial management, marketing and business planning. Help is provided through one-to-one support (phone, email, and outreach), events and network meetings. Groups are referred to specialist support and training where appropriate.

The voluntary organisation support officers provided one-to-one support to a total of 71 groups and individuals.

Craven

Addingham Academy Community Amateur Sports Club	Constitutional advice support
Addingham Civic Society	Advice on constitution
Addingham Community Library	Policy and procedures, developing a library outreach service
Addingham Community Shop	Funding
Aware – Airedale And Wharfedale	Fundraising
Autism Support	
Silsden Amateur Football Club	Funding advice
Silsden Youth	New CIC to run youth activities on asset transfer basis from Council
Spencer Avenue Action Group	Fundraising

Ilkley

All Saints	General support, funding
Burley In Wharfedale Scouts	Funding for new scout headquarters
Carers Resource	General support, funding
Ilkley And District Community Transport	General support, funding
Ilkley And District Good Neighbours	General support, funding
Ilkley Civic Society	General support, funding
Ilkley Insight Group	General support, funding
Ilkley Mutual Support Network	General support, funding
Ilkley Real Food CIC	Choosing correct legal structure, establishing a new CIC
Ilkley Stroke Group	General support, funding
Ilkley Thursday Group	Advice on closing group down in

KIVCA -Keighley & Ilkley Voluntary and Community Action

Ilkley Youth And Community Association	line with constitution Advice re funding , asset transfer and loans
Wharfedale And District Scout Council	General support, funding
Wharfedale Walking Football	Enterprise support, legal structures constitution, funding

Keighley Central (including Keighley wide projects)

Bandwagoners	Advice on using a fundraising consultant
Believe In Yourself Seminars	Social enterprise options
Cancer Support Keighley And Airedale	Set up new charity, charity registration
Chrissie Scott (Individual)	Options for becoming a social enterprise
Cowling Harlequins	Funding advice, small grants
Dementia Friendly Keighley	Advice on fundraising legalities, liability of running services, responsibilities of trustees
Friends Of Burgess Field	Partnership working, funding
Friends Of Devonshire Park	Funding
Highfield Community Preschool	Public benefit reporting and charity registration
Playgroup	Setting up a CIC to deliver services to voluntary groups
Jen Miles (Individual)	Developing a formal partnership agreement for Lottery Women and Girls work
Kawacc	Advice on event management, charity registration
Keighley Armed Forces Association	Registering as a charity
Keighley In Bloom Partnership	Developing new work
Keighley Muslim Association	Policy and procedures, health and safety advice
Keighley Olive Tree Foundation	General advice and future development issues, gift aid, marketing
Keighley Sea Cadets	Project support
Keighley Valley Big Local	New CIC
Lifelines	Funding advice
Madinah Mosque	General support
Men Of Worth	Funding advice, business strategy
Roshni Ghar	Setting up new group
Sammie Jones (Individual)	Financial reserves and management
Sangat Community Association	Advice on fundraising strategy, advice on lease
Small World Arts Collective	Charity registration
Utleigh STAR Youth Project	

Keighley East

KIVCA -Keighley & Ilkley Voluntary and Community Action

Friends Of Saxilby Wood Iqbal Volley Ball	Advice on setting up new group Setting up constitution, funding advice
Keighley Cougars Foundation	Support on funding, governance issues, financial issues, project development
Keighley Fringe	Advice on structures and development for an arts group
Long Lee Village Hall	Governance advice

Keighley West

Bracken Bank Community Association	Project development, volunteer recruitment
Braithwaite And North Dean Action Group	Funding and development advice
Fairmondo	Funding and development advice
Hainworth Wood Adventure	Project development
Hillworth Village Community	Setting up new group to run community room within an older peoples complex
Keighley In Bloom	Funding and development advice
Keith Thompson Centre	Advice on energy conservation via the area office, management committee support
Spin Dj	Advice on CIC formation
Transition Towns Keighley	Funding and development advice

Worth Valley

Bronte Spirit	Garfield Weston bid, power to change bid, Pilgrim trust bid
Friends Of Laycock Primary School	Setting up new group
Holden Hall Users Group	Project management
Oakworth Older Peoples Welfare	Revision of constitution
Oxenhope Social Club	Loan funding, funding, community shares
Parkside Social Club	Governance
Welcome Project Wellbeing Cafe	Policies

Bradford District Wide Projects

Bingley 'Men In Sheds'	Project development
Cycle Re Cycle	Setting up a new CIC
Racial Justice Network	Constitutional advice, funding

Provide networking opportunities for groups to come together for mutual support

- Ilkley voluntary sector forum/mutual support network, 19/11/15 A network who come together to discuss issues of mutual interest, network, receive information and explore opportunities for joint working.

KIVCA -Keighley & Ilkley Voluntary and Community Action

- Green Drinks Keighley, 9/2/16. A group representing a number of different environment groups and projects who come together to discuss issues of mutual interest, network, receive information and explore opportunities for joint working.

Sustainable plan for community centres

Work with Keith Thompson Centre as part of a multi agency approach including Incommunities, Neighbourhood office, Wycas and Kivca to develop and skill up the organisation.

Groups receiving community building support

Examples include;

- Oxenhope social club, a community owned Industrial and Provident Society, who provide social activities to marginalised members of the community. Looking at ways of financing a capital rebuild including social enterprise loans such as Charity bank.
- Utley star project, advice to a south Asian group who are looking to run part of the former Keighley college buildings as a community focussed social enterprise.
- Burley in Wharfedale Scouts; Fundraising advice/ strategy for the group who are looking to raise £500k to redevelop their building for the groups activities and wider community use.
- Addingham Community library. Policy and procedures review for the group that run this community facility.
- Silsden AFC. Fundraising advice/ support for community based football club whose premises have suffered two burglaries.
- Silsden Youth. Setting up a new CIC for a group of residents who are looking to take on the Silsden Youth Centre as part of Bradford Council's asset transfer process.

Further development of a creative and adaptive sector

- Work with Keighley Cougars Foundation to develop their governance and financial structure to allow them to develop a new strategy of providing community activities. This has involved applying for funding for a number of pilot projects in order to re - establish the foundations work and move on to larger projects in the medium term.
- Work with Keighley Sea Cadets to look at different ways of explaining their work and publicity. This in order to network more effectively by connecting with more potential volunteers and funding opportunity.