

## **DUNDEE CITY COUNCIL**

**REPORT TO:** Leisure, Arts and Communities Committee - 25 April 2011

**REPORT ON:** Dundee Voluntary Action Service Level Agreement (Year 3)

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 181-2011

### **1.0 PURPOSE OF REPORT**

- 1.1 To seek approval for a grant award to Dundee Voluntary Action for the final year of a three year Service Level Agreement.

### **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approve payment of £41,450 to Dundee Voluntary Action following the satisfactory assessment of the 2010-11 service specification.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The cost will be met from the Leisure & Communities Department's 2011-12 Revenue Budget.
- 3.2 The way in which Dundee City Council's financial support contributes to Dundee Voluntary Action's running costs is detailed in Appendix 1.

### **4.0 BACKGROUND**

- 4.1 Following a review of departmental roles and responsibilities, it was agreed in August 2007 that Lead Department responsibility for the Council's liaison with DVA should transfer from the Social Work Department to the Leisure and Communities Department (Committee Report NO 350-2007).
- 4.2 This decision was made to take account of the changing role of DVA, which began life in 1953 as Dundee Council of Social Service and has since evolved into current membership. The organisation's primary aim is to promote the interests and serve the needs of the voluntary sector in Dundee.
- 4.3 The new Service Level Agreement, adopted in August 2007, fully reflects the role of DVA as a Community Planning Partner. The Agreement sets out how DVA will undertake to provide facilitation, communication and representation and development services to enable local voluntary sector organisations to engage effectively with Dundee City Council and the Dundee Partnership.
- 4.4 On the 30 April 2010 a Partnership Agreement was signed by Dundee Voluntary Action and Volunteer Centre Dundee setting out a vision for a Third Sector Interface whereby "all of the resources available to the sector for the first time in a single point of access which will meet the needs of the voluntary sector, social enterprise and volunteering in Dundee".

### **5.0 KEY PERFORMANCE RESULTS**

- 5.1 Key performance results for the period 2010-11 include
- Voluntary Sector representation at a strategic level on the Dundee Partnership

- Partnership Agreement for the Third Sector Interface approved by the Dundee Partnership
- Support for the 6 thematic forums to facilitate voluntary sector participation in Community Planning
- Every child and Young Person Matters Group represented on Integrated Children's Services Theme Groups
- Fit for the Future Conference held 22 October 2010
- Health COMPACT integrated into the Dundee Partnership COMPACT
- Mental Health Network Group established, monthly e-bulletins issued and 6 monthly gatherings organised
- Support for LGBT Forum to become officially constituted
- Social Enterprise Network Dundee established/constituted in June 2010. Social Enterprise Directory and Website updated
- Cultural Equality Training delivered to Voluntary Sector staff March 2011
- Equalities Partnership Forum reviewed
- Support provided for the Dundee Community Safety Network
- Child Protection training provided for community and voluntary organisations
- Joint events held between the Celebrating Age Network and the Pensioners Forum and Dundee College and the Equalities Forum
- Support provided for Voluntary Sector involvement in joint seminars with the Education and Leisure and Communities Departments around the delivery of the Curriculum for Excellence
- Community Capacity Building Training provided for local community groups

5.2 Regular assessment meetings between representatives from Dundee City Council and DVA have taken place during the last year. These meetings have ensured the effective delivery of the service specification for the period 2011-11.

## **6.0 DUNDEE SINGLE DELIVERY FRAMEWORK FOR A THIRD SECTOR INTERFACE**

6.1 The Framework set out in Appendix 2 identifies the outcomes and performance indicators on which DVA's performance will be measured for the period 2011-12.

6.2 Future funding will be dependent on satisfactory levels of performance.

## **7.0 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/> .

## **8.0 CONSULTATION**

6.1 The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive and Director of Finance, have been consulted on this report and are in agreement with its contents.

## **9.0 BACKGROUND PAPERS**

7.1 Equality Impact Assessment

**STEWART MURDOCH**  
**DIRECTOR OF LEISURE AND COMMUNITIES**  
**11 APRIL 2011**

## FINANCIAL INFORMATION FOR DUNDEE CITY COUNCIL - REF: CORE SLA

	<b>Projected Outturn Year end Mar 11</b>	<b>DRAFT BUDGET 2011-2012</b>
<b>Income</b>		
DCC Core Grant	41450	41450
DCC CAN Contract	44255	44255
DCC Mental Health contract	36000	36000
DCC Littlewing contract	45525	45525
FSF: Vol Sector Info/Dev Worker	32556	32556
FSF: Res Fund - Funding Officer	20000	0
Scottish Government - CVS work/Interface	80800	80800
Scottish Government - Social Economy/Interface	6935	6000
DCC - E & Diversity Grant	5000	5000
Thrift Shop Sales	30000	30000
Number Ten Rental	142000	142000
Other income (inc self-generated)	56000	94000
<b>Total Income</b>	<b>540521</b>	<b>557586</b>
<b>Expenditure</b>		
Consolidated expenditure	613254	573254
Disallowed VAT	2980	3000
<b>Total Expenditure</b>	<b>616234</b>	<b>576254</b>
Utilisation of Restricted Funds Brought Forward (as per accounts ending March 2010)	58925	10000
Capital Grant Release (as per accounts ending March 2010)	11915	9000
<b>Surplus or Deficit</b>	<b>(4873)</b>	<b>332</b>

## NOTES:

Please note that these figures are Management Accounts only and are subject to year end adjustments such as VAT, prepayments and accruals and final depreciation calculation.

DRAFT BUDGET - is first draft only - Board of Management will not approve budget until May 2011

## Appendix 2

### Dundee Single Delivery Framework for a Third Sector Interface: A One Stop Shop Partnership between Dundee Voluntary Action, Volunteer Centre Dundee and Social Enterprise Network Dundee

Strategic Outcome 1: **People in Dundee are aware of the positive role of volunteers in the city and find it easy and rewarding to participate themselves.**

	<b>Outcome</b>	<b>Performance Indicator</b>
1.	Volunteering is visible in communities, the voluntary sector and public service delivery.	<ul style="list-style-type: none"> <li>• Dundee Partnership strategic/operational plans include volunteering</li> <li>• Volunteering case studies published on the Interface's and partners' websites</li> <li>• A renewed Volunteer Dundee website</li> <li>• 4 roadshows/ recruitment fairs</li> </ul> Number of MV recipients increased by 10%
2.	The impact of volunteering is measured and reported.	<ul style="list-style-type: none"> <li>• Uptake of training and results of VIAT:               <ul style="list-style-type: none"> <li>- 1 completed training</li> <li>- 4 completed VIATs</li> </ul> </li> </ul> Uptake of survey and results - 20 completed surveys
3.	Volunteers have a greater choice of volunteering opportunities.	<ul style="list-style-type: none"> <li>• New environmental opportunities increased by 10%</li> <li>• New health opportunities increased by 10%</li> <li>• New local opportunities increased by 10%</li> <li>• 1 Timebank established</li> </ul> 10 new opportunities in One Stop Shop
4.	Volunteer opportunities are inclusive.	<ul style="list-style-type: none"> <li>• 15% of volunteer opportunities will be offered by organisations with the Volunteer Friendly Award</li> </ul> 20 organisations participate in training for the first time

	<b>Outcome</b>	<b>Performance Indicator</b>
5.	The volunteer workforce reflects the diversity of people living, working and learning in Dundee.	<ul style="list-style-type: none"> <li>An annual review of volunteering is published, including a breakdown by age, disability, ethnicity, gender, postcode</li> </ul>

Strategic Outcome 2: **Dundee's third sector is well-informed about the potential of social enterprise and how to get started.**

	<b>Outcome</b>	<b>Performance Indicator</b>
1.	The voluntary sector in Dundee is aware of the increased income potential via social enterprise/trading.	<ul style="list-style-type: none"> <li>Start-up information and resources produced (What is social enterprise and is it for us?)</li> <li>Social enterprise inter-sector trading directory reviewed and updated</li> <li>6 positive case studies published</li> <li>4 seminars to include; procurement and contracting, tendering, start-up support &amp; information and measuring social return on investment</li> </ul>
2.	Those looking to establish social enterprise initiatives are supported.	<ul style="list-style-type: none"> <li>4 start-ups supported with business plans</li> <li>Instances of advice/ consultancy/coaching/mentoring support are logged</li> </ul>
3.	Community and voluntary organisations are aware of opportunities for tendering and procurement.	<ul style="list-style-type: none"> <li>1 procurement and contracting seminar organised per year to support process</li> <li>Link to Procurement Scotland website from the Interface website</li> </ul>
4.	The activities of Social Enterprise Network Dundee (SEND) are promoted and advanced across the voluntary sector.	<ul style="list-style-type: none"> <li>Links made from Interface website to SEND website</li> <li>SEND events included in Interface calendar of training</li> <li>SEND details included in support leaflet</li> </ul>

Strategic Outcome 3: **Community and voluntary organisations in Dundee feel well supported to enable them to grow and sustain their enterprises.**

	<b>Outcome</b>	<b>Performance Indicator</b>
1.	Community and voluntary organisations are better able to meet their legal obligations and are fit for purpose.	<ul style="list-style-type: none"> <li>• No. of voluntary organisations supported by the Interface to meet their legal obligations is increased</li> <li>• Criteria for health checks are developed</li> <li>• 10 health checks carried out</li> <li>• Factsheet on full cost recovery published</li> <li>• 70 instances of support provided to those looking to establish community or voluntary organisations</li> <li>• Development of a training skills exchange explored</li> <li>• Community Toolkit within Interface website is promoted</li> <li>• Training calendar developed to include: marketing, relationship with media, employment, equality, amalgamation, disclosures, funding, developing social enterprise</li> <li>• 6 policy briefings published</li> <li>• 12 organisations achieved Volunteer Friendly Award</li> <li>• Information of voluntary sector duties relating to Equalities Act 2010 disseminated</li> <li>• Feasibility study of setting up a mentoring scheme is carried out</li> </ul>
2.	Community and voluntary organisations are better able to demonstrate the impact of their activities.	<ul style="list-style-type: none"> <li>• 150 organisations participating in training/ information sessions, e.g., OSCR, Employment Law, Charity Finance, Outcome and Output setting, Planning and Evaluation, Client participation, Business Planning, Use of Media, etc.</li> <li>• 4 organisations obtained contracts</li> <li>• 8 organisations assisted with strategic and financial business plan</li> <li>• 4 articles published in newsletter</li> </ul>
3.	Community and voluntary sector organisations have increased capacity to be sustainable.	<ul style="list-style-type: none"> <li>• 2 training sessions on developing sustainable funding strategies organised</li> <li>• Funder finder and other web-based resources are available within the One Stop Shop</li> </ul>

		<ul style="list-style-type: none"> <li>• 2 sessions on planning and evaluation organised</li> <li>• 8 business plans supported</li> <li>• 10 independent financial examinations conducted</li> <li>• Annual meeting with Dundee City Council on proposed budgets reinstated</li> </ul>
4.	Community awareness of start-up support is increased.	<ul style="list-style-type: none"> <li>• 4 articles published</li> <li>• 10 new organisations recorded</li> <li>• 400 instances of advice/ consultancy support provided</li> <li>• 10 health checks carried out, including identification of training and funding needs</li> <li>• 2 fundraising training sessions organised</li> </ul>

Strategic Outcome 4: **Dundee's third sector helps to shape public services which make Dundee a better place to live, work, learn and play.**

	<b>Outcome</b>	<b>Performance Indicator</b>
1.	There is a greater awareness of mechanisms for the voluntary sector to influence community planning.	<ul style="list-style-type: none"> <li>• One event is organised to demystify community planning</li> <li>• Mapping of existing structures and mechanisms is published on the Interface website</li> <li>• Gaps where representation is lacking have been identified</li> <li>• Standard induction pack produced for voluntary sector CPP representatives including roles and responsibilities</li> <li>• Participation and contribution of voluntary sector representatives is tracked</li> <li>• Communication flow from and to the voluntary sector is increased</li> <li>• Website, e-bulletin and newsletter used for feedback on community planning</li> <li>• 35% of third sector organisations feel involved in DCP</li> </ul>



2.	A Dundee Compact referencing the joint statement is agreed and widely recognised by the local voluntary sector and CP partners.	<ul style="list-style-type: none"> <li>• The Dundee Compact published on Dundee Partnership and on Interface websites</li> <li>• A Dundee Partnership forum dedicated to the theme of the Dundee Compact</li> </ul>
3.	The community and voluntary sectors are supported and developed to ensure that they are involved and heard at all levels.	<ul style="list-style-type: none"> <li>• Review of voluntary sector participation in all Local Community Planning Partnerships (LCPP) carried out</li> <li>• 4 Community Safety Network meetings are held</li> <li>• 4 representatives are involved in subgroups of the Community Planning Partnership</li> <li>• 6 Every Child and Young Person Matters Strategy Group meetings per year</li> <li>• 6 Every Child and Young Person Matters Representatives' Group meetings per year</li> <li>• 50% of Reps update their feedback on the website</li> <li>• 80% of Integrated Children's Services voluntary sector representatives' places are filled</li> <li>• 4 Equality Forum meetings per year</li> <li>• 6 meetings of Celebrate Age Network (CAN) Forum</li> <li>• 2 meetings of CAN subgroups: Transport; Health and Well-being; Information and Communication</li> <li>• Updating and maintaining the Older People's Services website</li> <li>• 10 meetings of Mental Health Service User Group</li> <li>• 4 meetings of the Mental Health Network Forum and 2 review gatherings held per year</li> <li>• 4 ebulletins of the Mental Health Network per year</li> <li>• Update directory of mental health organisations (Rainbow Guide)</li> <li>• Sustainability egroup maintained</li> <li>• Baseline for Interface website usage is established</li> <li>• 7 Volunteer Managers' Forums held per year</li> </ul>