

**Evaluation Report**

---

**Executive Summary**

As part of the Area Committee approved Community Engagement Strategy, the first 'Outer South Area Committee Community Heroes Awards' event took place to recognise and celebrate the work and achievements of volunteers who have made a considerable contribution to improving their local community as part of the local Residents Association in the Outer South area. This event is meant to be a forerunner to a second celebration event in 2010 which will include the wider voluntary and community sector and will also provide a link for the Area Committee with the Leeds Year of the Volunteer 2010.

Residents nominated by their fellow volunteers were presented with an Outer South Area Committee Community Heroes Certificate at the evening event.

The event took place at Rodillian High School in Rothwell on the 9<sup>th</sup> September from 6pm -8pm.

**Purpose of the Report**

The purpose of this report is to evaluate the 'Outer South Area Committee Community Heroes Awards' event. By documenting, planning, delivery and feedback from all parties we hope to learn from the experience and inform future delivery for the second celebration event in 2010 celebrating the Year of the Volunteer.

**Background**

Residents Associations involve tenants and residents from neighbourhoods in the Outer South. Residents work together to form a collective voice for housing and other community issues. Individuals can make a positive impact on their communities by getting involved with the Residents Association and assisting with various projects within their communities. Management Committee positions and membership are always on a voluntary basis within Residents Associations.

**Residents Associations**

The following Residents Associations took part in the event;

- Newland and Denshaws
- John O'Gaunts
- Northfields and Hopefields
- Oakwell and Fairfax
- Rothwell
- Elmfield and Bridge Street
- Outer South Community Voice

## Appendix 1

### Event Process

Each Residents Association received four invitations to the event and the Chair of each Association was requested to nominate one member of their association for a Community Heroes Award. A short written piece was required with reasons why the person had been nominated.

The programme for the event itself consisted of an opening by the Lofthouse Brass Band and a speech by Councillor Grayson, Chairman of the Outer South Area Committee. Each individual nomination was then read out by Councillor Grayson. The Outer South Area Committee Community Heroes Certificates were presented by Councillor Judith Elliot, Lord Mayor of Leeds.

After the presentations, refreshments were provided by a local community group 'The Mothers Pride Teatime Club' who are made up of residents from the John O'Gaunts estate in Rothwell. Various information stalls were present and these included Aire Valley Homes, Health for All, Groundwork, The Fire Service, Leeds Tenants Federation and Outer South Area Management who provided a consultation wall where comments could be written regarding the event itself.

People were given the opportunity to network and gather information from the stalls. The event was closed with a group photograph of the nominated volunteers with their Community Hero's Certificates.

### Budget

Item	Cost
Refreshments	£220
Brass Band	£100
Publicity	£1.68
Taxis	£68.23
<b>Total</b>	<b>£389.91</b>

### Conclusions

Evaluation feedback from the various Residents Associations was very positive. The Lofthouse Brass Band and the refreshments provided by the Mothers Pride Teatime Club were an overall success.

The 'Thank You' part of the celebration event was well received and very much appreciated by those who attended. The nominated residents felt that the surprise element of the Outer South Area Committee Community Heroes Award had made the event extra special and memorable, especially as fellow volunteers had given examples of how their volunteering efforts had made significant improvements to their local community.

### Recommendations

The following are recommendations for future events:

- Planning needs to be well organised as gathering information from the various residents associations took longer than anticipated.
- Clear roles and responsibilities to individuals supporting the event. At the event, enough volunteers would have been beneficial in areas such as the setting up of equipment and stalls, as time allocated to prepare the room was limited due to the availability of the room itself.

## Appendix 1

- Clear briefing notes to Chair
- Clear briefing to Caterers
- Detailed room layout as event would of benefited by a more informal seating arrangement, as people were seated on a raised platform which was more suited to larger audiences.
- Tables were changed on the evening of the event from circle to rectangular which maybe was not the most suitable arrangement. For future events of this nature, perhaps dressed tables would be more fitting to the occasion and would make it extra special to those attending.