

## **Appendix 1**

### **Project: Community Development Worker – Swinnow.**

### **Quarterly Progress Report: November – January 2010**

This report summarises progress in provision of community support and capacity building to the Swinnow estate. It was anticipated that this would be achieved through 1) placing a community development worker in the area for 18.5 hours per week and 2) running activity sessions in the centre, play area and surrounding venues to stimulate involvement and community cohesion. Progress is reported under the following subheadings: i) progress over the past 3 months; ii) summary of primary objectives; iii) project outputs, iv) issues; v) targets for the next 3 months, vi) budget; and vii) appendices.

#### **1. Progress over the past 3 Months**

- Recruitment process for Health Development Worker (x0.5).
- Worker commenced role on 29/11/2010.
- Induction process: Healthy Living Network Leeds staff, projects, policies and procedures; tour of Swinnow estate.
- Introduction meetings with NHS, Extended Schools Services, Youth Service, Community Sports Officer, Stanningley & Swinnow Live at Home Scheme, PCSO, Leeds West North-West Homes & Swinnow Primary School to identify current services and potential for future plans.
- Attended networking meetings: Heights & Gamble Health & Wellbeing Group, Community Partnership Agreement Plan Meeting and Pudsey & Swinnow Forum.
- Established a steering group to co-ordinate activity in the community centre (see section 3).
- Planning underway for a family fun day in Community Centre to launch new activities and promote existing services.
- Communications ongoing with Lettings Department to be approved as a key holder for Community Centre.
- Community Engagement through questionnaire and survey distributed at Stanningley & Swinnow Live at Home Luncheon Club and parents at Swinnow Primary School to identify potential Pick n Mix courses.
- One-page plan and action plan to identify key objectives/targets for the year (see appendices).

## **2. Summary of Primary Objectives**

### **2.1. To improve links between the local school/s and the community centre and surrounding area by running activities and developing groups, especially those supporting intergenerational work.**

- Meetings and consultations with partner agencies have started to address improving links between schools and community centre.
- An initial meeting with the extended schools cluster manager identified a gap for services for children aged 8-12 years. BARCA currently run a play session at Park Spring Primary School and are interested in delivering an after school play session for ages 5-12 at the community centre but access is an issue.
- Youth Service are keen to offer a 'health drop-in' session on Friday evenings at the community centre for young people aged 13-19.
- Bramley Elderly Action are keen to run more events in the Community Centre and are having an open day on 29<sup>th</sup> March.
- There are plans underway for one Pick 'n' Mix course to be aimed at improving physical activity levels in mum's. This has been requested by the mum's at the primary school but capacity has been an issue. This course would provide six different taster sessions and information on keeping fit with a view to developing this into a weekly fitness group, open to all.
- There are plans underway to run one intergenerational Pick 'n' Mix Course in partnership with BARCA. Their family support service are keen to develop a programme which brings parents and children together to promote spending time together, health, interaction and friendships.

### **2.2. To encourage and build a bank of volunteers to run activities within the centre.**

- There is currently no management committee of the Community Centre, which is managed through the Lettings Department of Leeds City Council.
- A volunteer coordinator has been employed through HLNL who will be able to support the recruitment and support of volunteers to run activities within the centre. This will be through a steering group involving some local community members and through development of a volunteer project within Swinnow.

### **2.3. To ensure effective use of the new playground area on Swinnow Moor.**

- At present the playground area is incomplete but building work has begun.
- Ongoing communication with LCC to confirm completion date.

### **3. Project Outputs**

Summarise progress milestones/deliverables achieved during the last 3 months.

- Established a steering group of professionals from a range of backgrounds (healthcare, community safety, housing, education, youth services and older people). This multi-agency approach will enable a partnership approach to
- Public consultation at Stanningley and Swinnow Live at Home Scheme Luncheon Club and Swinnow Primary School.

### **4. Issues**

- Access to the community centre remains problematic and a barrier to agencies using it as a venue for regular activities. The contact and procedure for booking through lettings has been communicated to key agencies. Health Development Worker has contacted Building Manager at Leeds City Council to request becoming a key holder in order to gain regular access for sessions and maintenance of notice board etc.
- The central heating at the community centre has not been working for over a month which has meant that existing services have either been cancelled or less well attended than usual. This issue was raised with the Building Manager at Leeds City Council, who said that they were waiting for a part to be delivered and were unsure when this was likely to be.
- Insecurity of funding for partner agencies beyond March 2011 makes planning difficult. Use of Community Health Educators to deliver sessions partly overcomes this on an operational level, and the use of volunteers as key players within community activity is crucial in establishing sustainable improvements in the longer term.

### **5. Targets for the Next 3 Months**

- Launch event and Family Fun Day at Community Centre on 05/03/2011.
- Open Day at Community Centre for over 60's on 29/03/2011 (led by Bramley Elderly Action)
- Complete one six week Pick n Mix course.

- Plan second Pick n Mix course.
- One child-led Change 4 Life community event, based at Community Centre.
- Work with BARCA and Extended Services to offer additional activities during school holidays.
- Continuing promotion using Community Centre notice-board, schools, Community Health Champions for word of mouth/leafleting, local media, HLNL website and facebook page.

## 6. **Budget**

Total expenditure for Quarter 3 (Oct-Dec 2010):

	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
Staff Costs	£1122	£1052	-£70
Materials & Equipment for Activities	£152	£0.00	-£152
Administration	£50	£50	-
Volunteers Expenses	£50	-	-£50
Management Costs	£190	£190	-
Miscellaneous (e.g. travel)	£17	£6.56	-£10.44
<b>TOTAL</b>	<b>£1581</b>	<b>£1298.56</b>	<b>£282.44</b>

- The variance of £70 between proposed and actual expenditure is that which was allocated towards pension contributions. Health Development Worker has not entered into the pension scheme at present. This £70 will be re-distributed to provide additional activities.
- No activities have taken place during this quarter thus no materials or equipment have yet been purchased.
- As no activities have taken place, no volunteer expenses were incurred this quarter.
- As Health Development Worker has not been in post for the full quarter, miscellaneous costs incurred such as local travel expenses were less than initially proposed.

## 7. **Appendices**

- i) One page plan
- ii) Action plan