


Project Proposal Form	
Community Engagement and Empowerment Programme Innovation Fund 2009-10	

Who should complete this form?

- Please complete this form (FOUR parts) to apply for project funding from the North East Improvement and Efficiency CEE Programme's Innovation Fund.
- A separate form must be completed for each project.

Deadline and returns

- Completed forms should arrive at RIEP's offices not later than **noon on 1st June 2009**.
- Completed forms should be returned to Julie Brown, Programme Manager, NEIEP, c/o The Guildhall, Quayside, Newcastle, NE1 3AF or emailed to riep@northeastcouncils.gov.uk

Further Information

- Further information can be obtained from the NEIEP Programme Office on **0191 261 3923** or riep@northeastcouncils.gov.uk

PART 1 – PROJECT INFORMATION

Project Name:	Joint Action Groups – improving integration between Neighbourhood Policing, Local Agencies and Communities
Lead Officer Name:	Mike Batty
Position:	Head of Community Protection
Lead Organisation:	Stockton Borough Council
Address:	PO Box 232 16 Church Road Stockton on Tees TS18 1XT
Tel:	01642 527074
Email:	Mike.batty@stockton.gov.uk

1. Description: a brief summary of the project, maximum of 300 words	<p>This proposal seeks to support community safety through the ongoing integration of neighbourhood policing and neighbourhood management.</p> <p>In line with CEE objectives it will:</p> <ul style="list-style-type: none"> • Generate a positive impact on services and culture • Improve outcomes for communities • Embed a genuine customer focus in service delivery that can be felt within organisations and by communities <p>Neighbourhood Policing is well established in Stockton but it is recognised that there is potential to improve working relationships with other agencies, the voluntary sector and the community.</p> <p>Organisationally, the multi-agency approach is delivered through the 4 Joint</p>
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	<p>Action Groups (JAGs) that cover the town. In practice the JAGs are not consistent in their approach, effectiveness and engagement with the public.</p> <p>Funding is requested to provide training for each of the JAGs to improve their performance overall and in particular their engagement with local communities.</p> <p>It is proposed to structure this training around the 'problem solving' model which promotes the benefits of collaborative, evidence led approaches to finding sustainable solutions to community problems.</p> <p>An additional course will run after all the JAGs have participated. The final training session will be directed at senior managers and will be used to address points raised during the JAG input to ensure issues are dealt with and there are subsequent improvements in service delivery.</p>
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2. Councils and FRSs involved in project:	Stockton BC and Cleveland FRS
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3. Involvement of other partners e.g. VCS, parish/town councils:	<ul style="list-style-type: none"> • Voluntary organisations – neighbourhood watch, victim support etc • Residents – community representatives • Housing providers • Police
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4. Describe the outputs directly attributable to project that benefit local authorities, communities or VCS such as: <ul style="list-style-type: none"> • Specific service improvements • Specific savings or efficiencies • Participation/engagement • Evaluation (satisfaction, observed behaviours) • Better value for money 	<p>Local Authority/Police</p> <ul style="list-style-type: none"> • Better engagement in localities with range of agencies and communities • Clearer understanding of roles and responsibilities • Integration of neighbourhood management principles with neighbourhood policing <p>VCS</p> <ul style="list-style-type: none"> • Clearer understanding of how they can contribute to multi agency effort • Resources directed towards jointly agreed priorities <p>Community</p> <ul style="list-style-type: none"> • Better engagement based on local capacity and needs • Appreciation of how 'community intelligence' can influence priorities • Real opportunity to engage in decision making
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5. Describe the outputs directly attributable to project that benefit local authorities, communities or VCS such as:		
<ul style="list-style-type: none"> • Specific service improvements • Better value for money 	<ul style="list-style-type: none"> • Specific savings or efficiencies • Evaluation (satisfaction, observed behaviours) 	<ul style="list-style-type: none"> • Participation/engagement

Describe the outputs	How they will be delivered & measured	Milestone dates / timescales
Number participating in training	Attendance records	5x 2day training courses between October 2009 and March 2010
Training hours competed	Training records	As above

Different agencies involved	Attendance records	As above
<i>Add extra rows if needed</i>		

6. Describe the outcomes sought by the project that benefit local authorities, communities or VCS such as:		
<ul style="list-style-type: none"> • Benefits for communities • increased impact and effectiveness 	<ul style="list-style-type: none"> • Contribution to LA/FRS efficiencies • service improvement 	<ul style="list-style-type: none"> • Contribution to LAA targets (identify) • improved customer focus / satisfaction
Describe the outcomes sought	How they will be delivered & measured	Milestone dates / timescales
Service Improvements	Participants will complete questionnaire assessing effectiveness of the JAG prior to training and 3 months afterwards to assess impact	4x 2day training courses between October 2009 and March 2010
Strategic awareness of effectiveness of JAGs	The final training session will be directed to senior managers and will be used to address issues and challenges raised during earlier training by those involved in the JAG process	Final course – March 2010
<i>Add extra rows if needed</i>		

7. Evidence of Need or drivers for the Project e.g.	
<ul style="list-style-type: none"> • Evidence of need (research, surveys, skills audits, inspection reports etc) • Consensus amongst authorities and/or stakeholders • Demand or resource challenges • External factors - political, environmental, economic, social • Policy or legislation • Recognised or emerging best practice • Requirement for further research 	<p>Work commissioned in 2009 by NE-IEP demonstrated that integration between NHP and NM was inconsistent and frequently underdeveloped.</p> <p>This proposal recognises that although there are systems in place (the JAGs) they would benefit from additional training and clarification of roles. Problem Solving training provides a practical way of addressing the issues identified in the Taylor (2009) research whilst ensuring the outcomes are relevant and focused on local circumstances.</p>

<p>8. Fit with RIEP key indicators, such as:</p> <ul style="list-style-type: none"> • Collaboration between councils and Fire Rescue Services • Collaboration with other public sector or VCS • Innovation • Catalyst for change • Best practice sharing • Mutual support & challenge for improvement • Tackling underperformance • Represents good value for RIEP funding 	<p>This proposal meets most of the RIEP key indicators listed.</p> <p>Additional value will come from inviting community activists (Neighbourhood Watch, Residents representatives etc) to participate in the courses. Their views are currently under-represented in the JAG process but to participate fully they need the same training as everyone else.</p>
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<p>9. Total Project Cost: exclusive of VAT (provide a breakdown)</p>	<p>Total project cost (not including match funding) - £14,000</p> <p>5 courses will be provided for up to 25 participants per course. Cost per head is £56 per person per training day</p> <p>Each course is costed as follows:</p> <table border="1" data-bbox="486 855 1487 1303"> <thead> <tr> <th>Task</th> <th>Charges</th> <th>Costs(£s)</th> </tr> </thead> <tbody> <tr> <td>Trainer (Sylvia Chenery)</td> <td>2 days at £400</td> <td>800</td> </tr> <tr> <td>Trainer (Alan Edmunds)</td> <td>1 day at £400</td> <td>400</td> </tr> <tr> <td>Materials and printing</td> <td></td> <td>200</td> </tr> <tr> <td>Travel and accommodation</td> <td>2 nights @ £200 (SC) 1 night @ £200 (AE)</td> <td>400 200</td> </tr> <tr> <td>Administration</td> <td></td> <td>500</td> </tr> <tr> <td>Lunch and refreshments</td> <td>300</td> <td>300</td> </tr> <tr> <td></td> <td></td> <td>2800 ex VAT</td> </tr> </tbody> </table>	Task	Charges	Costs(£s)	Trainer (Sylvia Chenery)	2 days at £400	800	Trainer (Alan Edmunds)	1 day at £400	400	Materials and printing		200	Travel and accommodation	2 nights @ £200 (SC) 1 night @ £200 (AE)	400 200	Administration		500	Lunch and refreshments	300	300			2800 ex VAT
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<p>10. Match Funding: please give details of any match-funding to this proposal</p>	<p>Stockton Borough Council - £1000 – provision of venues. North East Neighbourhood Resource Centre – £500 - additional course development work for final course with Managers</p>																								

<p>11. Project Duration & Timescales:</p>	<p>The 5 x 2 day courses will run between October 2009 and March 2010</p>
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<p>12. Perceived risks to the project:</p>	<p>How will the risk be managed?</p>
<p>- Poor attendance at training</p>	<p>- This will be promoted through the CDRP to ensure good attendance from a wide range of agencies. Participation of managers in final event will ensure abstractions are approved</p>
<p>- Training does not meet requirements</p>	<p>- The courses will be built around similar training that ran successfully between January and March 2009.</p>
<p>-</p>	<p>-</p>
<p>-</p>	<p>-</p>

13. Please describe any plans that exist or will be put in place to ensure a sustainable forward strategy for the project:	The training will provide the basis for future collaborative working relationships. As long as there are not too many changes of personnel there will be a framework in place to absorb new members. In the event of a re-organisation or significant staffing changes additional training may be required.
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14. Identify any project dependencies:	The training could not be delivered authority-wide without financial support from NE-IEP
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15. Please provide any further information in support of the project:
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To complete PART 2 continue to the next page

PART 2 - PROJECT TYPE INFORMATION

A. INNOVATION FUND THEMES:

Indicate with a tick which themes the projects is associated with in the table below. Tick as many as apply and state the amount of funds to be used for these specific areas of need.

	Tick (✓)	£s
<ul style="list-style-type: none"> Improving empowerment and engagement and communicating more effectively with : <ul style="list-style-type: none"> – Older People – Young People – Communities 	/	
<ul style="list-style-type: none"> Engaging with Hard to Reach groups including the silent majority 	/	
<ul style="list-style-type: none"> Furthering understanding between statutory and voluntary & community sectors 	/	
<ul style="list-style-type: none"> Supporting the integration of neighborhood policing into neighborhood management / Community Safety 	/	
	TOTAL	

B. IN WHAT GEOGRAPHICAL AREA WILL THE PROPOSED PROJECT TAKE PLACE?

If ticking more than one option please provide an explanation

	Tick (✓) and please specify the area
<ul style="list-style-type: none"> Local neighbourhood / ward (i.e. smaller than district, borough or unitary authority) 	/
<ul style="list-style-type: none"> District, borough or unitary local authority area 	/
<ul style="list-style-type: none"> Sub regional (i.e. countywide or larger but smaller than region): 	

C. WHAT ELEMENT(S) OF THE DUTY TO INVOLVE WILL THE PROPOSED PROJECT ADDRESS?

	Tick (✓)
<ul style="list-style-type: none"> Informing 	/
<ul style="list-style-type: none"> Consulting 	/
<ul style="list-style-type: none"> Involving 	/

To complete PART 3 continue to the next page

PART 3 - PROJECT COMPLIANCE INFORMATION:

Essential Criteria – must be met by all projects		Tick (✓)
E1.	Project proposals must be collaborative, i.e. involving at least two organisations, one of which must be a North East local authority or fire and rescue service. Ideally multi-agency, multi-sector collaborations.	/
E2.	Projects must be new initiatives. Funding will not be provided for existing activity.	/
E3.	Project proposals must be submitted on the standardised project proposal form.	/
E4.	Project proposals that seek to improve at least one of the following national indicators NI 1, 2, 4, 6, 7	/
E5.	Project proposals must state which elements of the different elements of the “duty to involve” (inform, consulting and involving) they are seeking to address	/
E6.	Project proposals must clearly state which core theme/themes they are addressing.	/
E7.	Project proposals must include a risk assessment.	/
E8.	Project proposals must confirm they will provide monitoring information of project outputs, outcomes and milestones, including appropriate project start and end measurement of relevant indicators.	/
E9.	Project proposals must state how the project will be supported after completion, where this is appropriate.	/
E10.	Project proposals must describe how they will embed effective communications within them	/
E11.	Project proposals must ensure no duplication with existing activity.	/
E12.	Project proposals must outline how you plan to publish and share findings from your project, both during and at the end of the project addressing what worked , what didn't, and why.	/
E13.	Project proposals must confirm their willingness to meet and work together during the lifetime of the project to learn and share through the journey not just at the end by creating transferable learning, replicable across the region	/
E14.	Project proposals must adhere to the following principles – equal participation, clear governance, inclusiveness, respecting diversity and include an equalities impact assessment, either using the attached form, or the one used within their organisation.	/
E15.	All project costs must exclude VAT.	/
E16.	All project costs must be revenue only.	/

Desirable Criteria		Tick (✓)
D1.	Project proposals which incorporate a degree of match resources (in-kind/ financial)	/
D2.	Projects should demonstrate a sustainable forward strategy	/

To complete PART 4 continue to the next page

PART 4 - EQUALITIES IMPACT ASSESSMENT

1. Will the project be accessible to everyone within the community? Please describe how accessibility will be achieved?	
• Gender	/
• Sexual Orientation	/
• Race	/
• Religion of belief	/
• Age	/
• Disability	/
• Geography	/
• Other equality issues	/

2. Does the project treat any group differently from its other service users? No	
If Yes, please specify those individuals or groups affected and whether the impact may be adverse, and how this can be prevented?	

3. Does the project promote equality? Yes	
If Yes, please describe how it is promoted	Equality will be a consistent theme throughout the training
4. Does the project budget cover activity to promote equality? Yes	

5. Have you consulted with any of the following groups regarding delivery and access to the project? No If Yes, please describe. If No, please describe what you plan to do and by when.	
• Gender	
• Sexual Orientation	
• Race	
• Religion of belief	
• Age	
• Disability	
• Geography	
• Other equality issues	

THANK YOU VERY MUCH FOR YOUR TIME TAKEN TO SUBMIT A PROJECT PROPOSAL

**Please submit project proposals to
riep@northeastcouncils.gov.uk by noon on 1st June 2009**

Confirmation of funding decisions will be provided the **w/c 3rd August 2009**. Written feedback will be available for unsuccessful bids for four weeks after this date.