

## COMMUNITY SPACES IN STOCKTON-ON-TEES – MASTER ACTION TRACKER

LAST UPDATED: 7 JULY 2023 ACTION TO COMPLETE OUTSTANDING / ONGOING / NO FURTHER ACTION		LEAD	DUE DATE/ UPDATE REQUIRED
1	'Rebrand' existing scheme into ' <i>Community Spaces</i> ' with a strapline ' <i>with a warm welcome</i> ' with initial focus on: <ul style="list-style-type: none"> <li>Communications – brief current Warm Spaces venues on the change, update web content, external messaging for residents, internal messaging for staff and members, update logo and signage and general consistent promotion of the scheme as essential hubs within communities</li> </ul>	<b>PW + Marketing + Media</b>	<b>August 2023</b>
2	Coordinate multiagency 'outreach' sessions at Community Spaces venues identified as best placed sites through data and feedback, in partnership with Community Engagement colleagues, including: <ul style="list-style-type: none"> <li>Consider naming/branding of these sessions to feed into programmed promotion via Marketing</li> <li>Agreement of venue locations and dates – it's proposed to hold four events of significant scale involving key organisations (SDAIS, Welfare Rights, Learning &amp; Skills, Employment &amp; Training Hub, Housing/Homelessness, social housing providers, Stockton Food Power Network, PCP Community Wellbeing Champions, NHS, Cleveland Police, mental health services, etc) to support vulnerable residents and families to coincide with each season and be tailored to challenges prominent at that time and in that locality</li> <li>Consider 'roadshow' element for areas of the Borough not covered by the primary sessions</li> <li>Ensure organisations with capacity to support venues more frequently are connected and supported to do this</li> </ul>	<b>FSOT + Community Engagement teams</b>	<b>August 2023 with a first launch event in September 2023</b>

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3	Develop the Community Spaces online directory to list regular activity sessions on each venue page and promote live funding opportunities, ensuring this is updated regularly  Share funding information and opportunities via Catalyst	<b>KJ + PW + Marketing</b>	<b>August 2023</b>
4	Explore options for additional funding into the scheme to encourage new venues to join and support existing sites ahead of cold weather arriving  (Update: JE taking the video and the Warm Spaces video to be shown at the H&WB board meeting on the 26 July to also request funding options going forward.)	<b>HG + JE</b>	<b>September 2023</b>
5	Integrate Safe Spaces provision at participating venues and ensure this offer is promoted internally and externally	<b>KH</b>	<b>September 2023</b>
6	Ensure opportunities to support our Community Spaces are prominent in the ongoing Corporate Social Responsibility (CSR) work for businesses and that, vice versa, venues are aware of opportunities to connect for mutual benefit.  Link with Catalyst to discuss potential financial donations from the CSR platform to support venues, where appropriate	<b>HG</b>	<b>Ongoing</b>
7	Coordinate food hygiene training for interested venues to expand their refreshments offer	<b>KH</b>	<b>September 2023</b>
8	Explore and develop the community transport offer in the Borough to assist those with accessibility issues to reach their nearest Community Space	<b>PW + JE</b>	<b>Ongoing</b>
9	Share/promote the evaluation report with key internal & external partners (i.e. Adults, Health & Wellbeing management team / Health & Wellbeing Partnership, etc)	<b>FSOT team</b>	<b>Ongoing</b>

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10	Conduct annual evaluation and monitoring of Community Spaces in Stockton-on-Tees	FSOT team	April 2024