



COMPACT

agreement between The City & County of Swansea Council
and The Voluntary/Community Sector in Swansea

CONSULTATION DRAFT

WORKING TOGETHER FOR A BETTER SWANSEA

What is a Compact?

A 'Compact' is a statement of partnership, or working together, between the Local Authority and voluntary/community sector. Compacts are intended to be living processes, which set out values, principles, and commitments for enhanced and effective partnership working to achieve better services and clear outcomes for local communities

Our Aspirations for the Compact

Through Compact the City & County of Swansea and voluntary/community sector in Swansea will encourage and promote community participation and build and strengthen effective partnership working to achieve the shared vision of a better Swansea for all members of the community.

We want the Compact to achieve this in measurable ways, and this document aims to provide a framework for working together effectively in pursuit of that.

In order to achieve our aspirations:

The voluntary/community sector recognises that the Local Authority is a democratically accountable body fulfilling a community leadership and democracy function, underpinned by principles of consultation, accountability and transparency to provide strong local government

The Local Authority recognises that the voluntary/community sector plays a crucial role in the social, cultural, economic and political life of Swansea and that it is fundamental to a sustainable, socially inclusive society

The City and County of Swansea Council and Swansea Council for Voluntary Services are the pioneer subscribers to the Compact but all members of the voluntary/community sector are invited to sign up to the Compact; only through a shared commitment to engage with and own the Compact will our aspirations be achievable.

Background

This document has been produced jointly by the City and County of Swansea Council, Swansea Council for Voluntary Services and the voluntary and community sector in Swansea following a detailed consultation with a range of stakeholders held in early 2006. The purpose of the consultation was part of the review process of the Compact and this revised version has been produced, building on the previous work undertaken for the original Swansea Compact and its subsequent reviews.

Details of the consultation are contained in a separate report, available from the City and County of Swansea Council Community Leadership and Democracy Department or Swansea Council for Voluntary Services.

The Voluntary/Community Sector

This Compact defines the voluntary/community sector as all groups and organisations working in the City and County of Swansea that are:

- a) Independent from the state and not-for-profit, self-governing and benefit from a meaningful degree of philanthropy i.e. gifts in kind or time, including volunteers and non-paid management bodies
- b) Run by people who have come together of their own free will to respond to issues regarding the quality of life of themselves and/or members of the community

Underpinning shared values and principles

Partners to Compact agree to:

- Make use of the Compact within their own organisations
- Recognise, value and respect the contribution and expertise of each of our communities to the people and services in Swansea
- Promote together a safe, sustainable and healthy living environment
- Actively promote equality of opportunity for everyone regardless of race, gender, age, disability, religious belief, sexual orientation or economic status
- Promote and support user involvement and public consultation on the services provided in Swansea
- Either in partnership or independently provide services in support of the above to a cost effective and high quality standard
- Work together to foster a partnership that is based on principles of integrity, understanding, transparency, trust, mutual respect and equality
- Recognise the independence of voluntary and community groups that includes their right, within the law, to campaign and challenge policies and to determine and manage their own affairs
- Recognise that there is potential for significant added value in working together and that there is a need for the voluntary sector to have support to play a full role in partnerships
- Recognise that all bodies are subject to different legislative, corporate, funding or management procedures that define their operational freedom

Aims and Objectives

Specifically, the Compact aims to:

- Establish and maintain a robust and representative Joint Liaison Committee (JLC), with high level engagement, to oversee the strategic development of Compact and ensure its effective operation
- Ensure awareness levels of Compact are high within the Local Authority and voluntary/community sectors
- Provide a framework for the discussion and development of complementary strategic policies, which deliver best value to the local area
- Increase shared working and partnership arrangements
- Improve existing shared working and partnership arrangements
- Increase mutual awareness and understanding of both sectors concerns, issues and working practices
- Develop good practice in joint commissioning processes and procedures
- Develop a coordinated approach to the planning and provision of services, including recognising that sharing of resources and information is a matter of routine good practice
- Provide an overview of the ways in which the Local Authority and voluntary/community sector work together, identifying and building on best practice examples
- Provide an underpinning for effective engagement with the Better Swansea Partnership and its sub-groups by Compact stakeholders
- Develop partnership working in relation to the Welsh Assembly Government and any new regional participation arrangements that may develop
- Establish and maintain robust codes of good practice, adhered to by all stakeholders, covering:
 - Partnership Working
 - Funding and Resourcing
 - Consultation
 - Black and Ethnic Minority Groups
 - Volunteering
 - Community Groups
- Identify unmet needs and facilitate joint working to meet those needs
- Improve mechanisms for information exchange within and between sectors
- Facilitate, promote and influence joined up solutions within the Local Authority and voluntary/community sector
- Regularly monitor and evaluate itself in a robust, honest and regular fashion, and to make such changes as are necessary to facilitate its functioning
- Develop and maintain a clear and robust procedure for the resolution of any disputes that is mutually acceptable to each sector and independent of existing complaints procedures utilised by either sector

Structure

The Compact will be overseen by a Joint Liaison Committee (JLC), comprised of equal representation from the Local Authority and voluntary/community sector and with a shared chairing role by each sector.

The Joint Liaison Committee will be responsible for the strategic overview of the Compact, its implementation and operation, and its monitoring and evaluation. The formation of the JLC and drafting of its terms of reference to include its makeup, are one of the first actions required in the action plan for implementing the Compact.

Compact & Ambition is Critical: Making a Better Swansea

Ambition is Critical, the Swansea Community Plan, provides jointly agreed strategic priorities for the promotion of social, economic and environmental well being for the City and County of Swansea area.

The Plan is overseen by the Better Swansea Partnership and a number of sub-groups, which oversee the specific themes of the Plan.

The voluntary/community sector is one of the many partners who have signed up to the Community Plan, and are represented on the Better Swansea Partnership as well as its sub-groups.

The Compact will ensure that the voluntary/community sector is fully involved in the ongoing development of the plan, its implementation, monitoring and review. Furthermore, the Compact recognises that through the Better Swansea Partnership and its sub-groups many of the aspirations and aims of this document can be facilitated and championed.

Monitoring and Evaluation

This Compact will be reviewed annually by the Joint Liaison Committee, which will:

- monitor and evaluate the effectiveness of the Compact in an open and robust manner
- agree any necessary amendments, updates or additions to this document
- report on progress against the action plan
- agree action points for the following year
- assess its own workings and membership

Resolution of Conflict

It is hoped that in the spirit of Compact conflicts will not arise. However, in the event that they do it is the agreed intention of all stakeholders to resolve conflicts in a constructive manner, in line with the ethos of the Compact.

The development of a documented, mutually acceptable conflict resolution procedure will be one of the first tasks of the new JLC.

Signing Up

We want all stakeholders to sign up to the Compact, and to commit to being a partner. In so doing stakeholders are making a voluntary commitment and agreeing to uphold, within their own organisations as well as part of a wider group of Compact stakeholders, the Compact and the process of its implementation

Compact is a process that requires ownership and engagement by stakeholders from both the voluntary/community sector and Local Authority, and you are invited to make contributions to it.

With the Compact document is a pro forma, which provides an opportunity for you to sign up to it; the Compact is your process as much as anybody else's. You should take this and the pro forma to your board, trustees, management committee, or governing body for them to agree its adoption by your group or organisation prior to signing up.

You should note that the Compact is a statement of intent and not a legally binding document; you are not making a legal commitment by signing the form. However, it is anticipated that stakeholders that sign up are making a solemn pledge to work constructively to uphold the ideals of the Compact.

A register of signatories will be established and maintained online for anyone to view at www.scvs.org.uk.

Taking the Compact Forward

It is important to recognise that the Compact is a process; this document is intended to provide an overview of that process but is only a foundation from which the Compact functions. This document should evolve and change as a part of the ongoing development of Compact as a process.

With the 2006 review of the Compact a number of actions have arisen; these are detailed in the Action Plan. Supplementary documents, which form part of this Compact agreement, will be available as separate documents in the short-term and will be added to the main body of the Compact document after its first annual review.

Supplementary documents to be completed and added are:

a) Terms of Reference for the Joint Liaison Committee

b) Codes of Good Practice for:

- Partnership Working
- Funding & Resourcing
- Consultation
- Black and Ethnic Minority Groups
- Volunteering
- Community Groups

c) Conflict Resolution Procedure

Action Plan

Key to acronyms:

ALS = Action Learning Set (membership to be determined by CCS with input from JLC)

CCS = City and County of Swansea Council

CMT = Corporate Management Team of the City and County of Swansea Council

JLC = Joint Liaison Committee of the Compact

LHB = Local Health Board

SCVS = Swansea Council for Voluntary Services

UWS = University of Wales Swansea

VSP = Voluntary Sector Partnership (Forum)

Short, medium and long-term measures

- Short-term actions should be completed within 3 to 6 months of this document being submitted
- Medium-term actions describe those that should be completed within a year to 18 months
- Long-term actions are either ongoing or will take longer than 18 months to complete

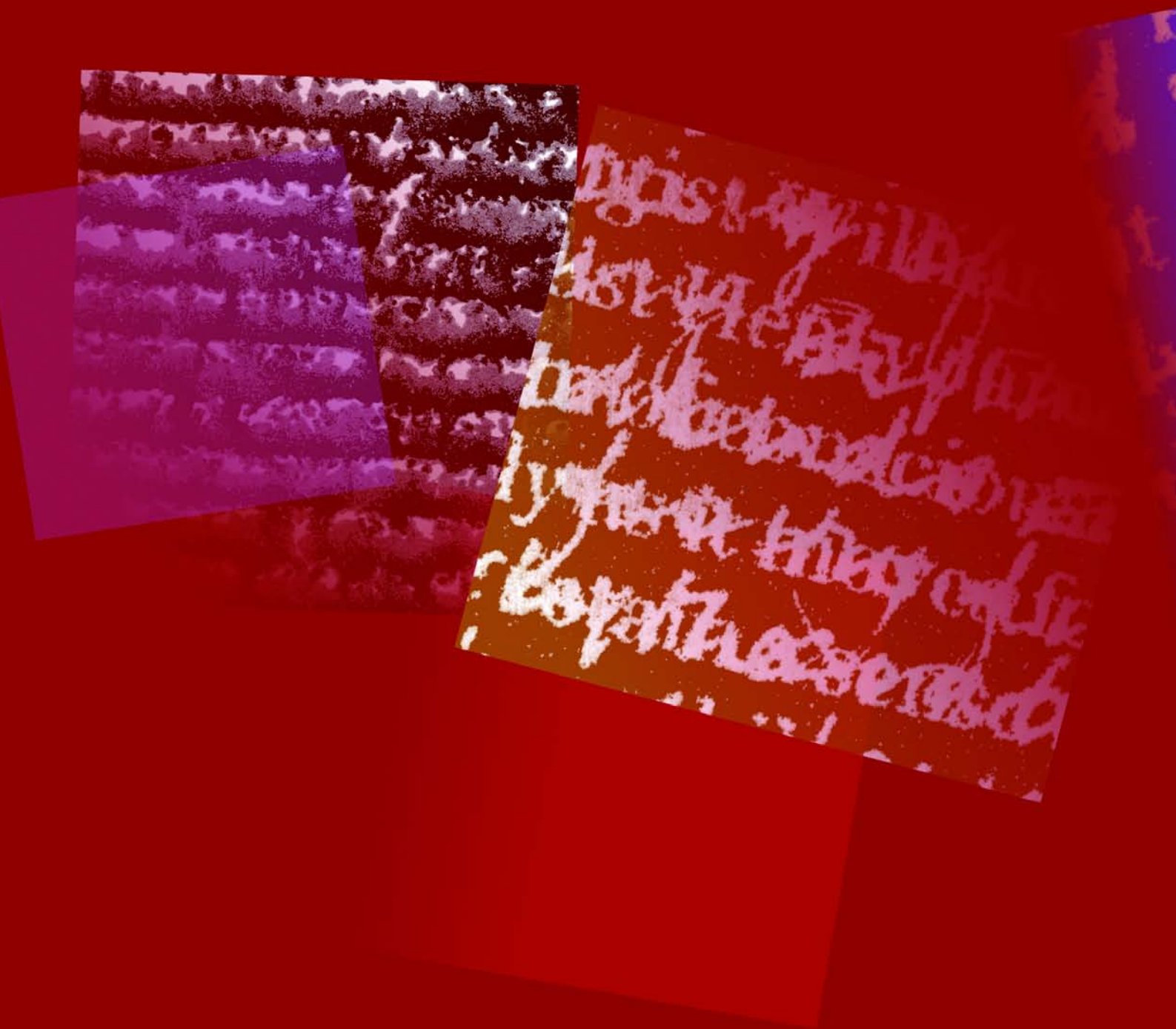
Action	Short/ Medium/ Long-term	Responsibility	Timescale
Re-establish Joint Liaison Committee	Short	CCS & SCVS	Completion by end June 2006
Determine Terms of Reference for Joint Liaison Committee	Short	CCS & SCVS	Completion by end June 2006
Determine Conflict Resolution Procedure along with all necessary agreements from stakeholders following best practice outlined in the report	Short	CCS & SCVS	Completion by end June 2006
Establish membership of joint working groups to establish codes of good practice	Short	JLC	Completion by end October 2006
Develop codes of good practice with all necessary agreements from stakeholders	Medium	Joint Working Groups	Completion by first annual review in April 2007
Establish dialogue with key stakeholders and determine appropriate mechanisms for establishment of a tripartite Compact to include the Local Health Board	Medium	JLC & LHB	Open dialogue as soon as JLC in place
Undertake mechanism for developing tripartite Compact	Medium	JLC & LHB	To be determined by JLC and LHB – suggested 1 year to 18 months from inception
Develop and formalise monitoring and evaluation procedure	Medium	JLC	Completion by January 2006
Undertake monitoring and evaluation exercise (likely in first year that it will revolve around effective working of JLC, working groups and delivery of action plan)	Medium to long term	JLC	Carry out monitoring and evaluation in April 2007 and annually thereafter

Action	Short/ Medium/ Long-term	Responsibility	Timescale
Determine resource implications of voluntary sector forum/partnership and methods of meeting them	Medium	SCVS	Completion by November 2006
Dependent on the above action, establish terms of reference and operating procedures for voluntary sector forum/partnership including regularity of meetings, membership of group, sub-groups and nature of formal linkages with CCS Cabinet members	Medium	JLC & SCVS	Completion by January 2007
Host first conference as initial meeting of voluntary sector forum/partnership	Medium	JLC & SCVS	April 2007 and annually thereafter
Generate sign up from large membership via conference to show sector commitment	Medium	VSP, SCVS	April 2007, renewed on an ongoing basis
Develop, through conference, shared quality standards for adoption by voluntary/community sector	Medium	VSP, SCVS	April 2007 and reviewed annually thereafter
Establish e-groups for voluntary sector	Medium to long term	SCVS	Ongoing but with critical mass achieved by April 2007
Establish joint working group to explore research in to ways in which voluntary/community sector work together and add value	Medium to long term	JLC & UWS	Establish working group by October 2006

Action	Short/ Medium/ Long-term	Responsibility	Timescale
Refresh mapping of representative forums	Medium to long term	SCVS	May 2007
Host first sub-group meetings of voluntary sector forum/partnership, taking in to account outcomes of above action point	Medium	VSP & SCVS	June 2006 and self determined thereafter
Development of specialisms by SCVS	Medium to long term	SCVS	October 2007
Develop training in effective partnership working (including resolving resource implications)	Medium	SCVS	April 2007
Explore the inclusion of Voluntary/Community Partnership working in to the Local Authority constitution	Medium	CCS	April 2007
Develop terms of engagement for Members	Medium	CCS	January 2007
Establish programme of Member visits to projects materially supported by the Local Authority	Medium	CCS	October 2006
Establish voluntary/community sector Member seminars	Medium to long term	CCS & SCVS	October 2006 and ongoing
Compact consideration by Policy Review Board	Medium to long term	JLC & CCS	To be determined by CCS
Creation of Cabinet portfolio for Compact and voluntary/community sector OR placement of responsibility within Leader or Deputy Leader portfolios	Medium	JLC & CCS	To be determined by CCS but as soon as practicable

Action	Short/ Medium/ Long-term	Responsibility	Timescale
Formal Liaison Meetings with Cabinet Members	Medium to long term	JLC, CCS, SCVS & VSP	To be determined by JLC, VSP, SCVS & CCS
Develop strategy for cascading down Compact and voluntary/community sector working within Local Authority	Medium	CCS CMT	December 2006
Implementation of above strategy	Medium to long term	CCS CMT	To be determined by above strategy
Include voluntary/community sector issues when preparing Committee reports	Medium to long term	CCS	June 2007
Develop Compact Action Learning Set Undertake mapping and audit of support mechanisms provided for the voluntary sector	Short Medium to long term	CCS CCS	June 2006 April 2007 and at regular intervals thereafter
Maximise e-government applications for assisting Compact and voluntary/community sector working	Medium to long term	CCS, ALS	To be determined in line with e-government development
Establish clear positioning of Compact within Local Authority	Medium	JLC, CCS, CMT, ALS	January 2007
Develop culture where employees are able to make links	Long term	CCS, CMT, ALS	Ongoing

Action	Short/ Medium/ Long-term	Responsibility	Timescale
Provide front-end filtering mechanism for voluntary/community sector and Compact queries	Medium to long term	CCS, CMT	April 2007
Provision of voluntary/community sector link persons in all 29 service units	Medium	CCS, CMT, ALS	April 2007
Develop an online directory of all personnel that is searchable by key words relevant to the voluntary/community sector	Medium to long term	CCS, CMT	Timescale viability to be determined by CCS
Training to raise awareness of voluntary/community sector and Compact	Medium to long term	CCS, CMT, ALS	April 2007
Establish and sustain post of Local Authority Compact Officer at 3rd tier level	Medium to long term	CCS, CMT	April to June 2007
Mainstream funding for SCVS Compact support	Medium	CCS	January 2007



CONSULTATION DRAFT PRODUCED BY: Ben Reynolds Consulting Limited

DESIGN & PRODUCTION: www.GMID.net **COVER ARTWORK:** Swansea Print Workshop www.swanseaprintworkshop.org.uk

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