



Partnership Induction Pack



Welcome to Rudheath and Witton Together Big Local Partnership.

The Partnership are an essential part of RWT, they listen to the community and guide the projects and funding to make Rudheath and Witton an even better place to live.

This handy guide will give you information on the RWT background and structure. It will also explain your role and responsibilities as a partnership member for a project that supports our whole Rudheath and Witton community.

The guide is yours to keep so that you can refer to it whenever necessary.

We hope that you enjoy your involvement with us!

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1. Big Local

Big Local is an exciting opportunity for residents in 150 areas around England to create lasting change in their communities.

Providing at least £1m, Big Local is funded by The National Lottery Community Fund and managed by Local Trust. Nationally they work with a range of partners to deliver Big Local, building on the skills and experiences of others to provide expert advice and support for residents.

Big Local was established with a number of core key features that make it different from other programmes. It is:

- *Long term* – providing certainty and continuity, over 10-15 years
- *Resident-led* – working directly with individuals living, working, studying and playing in areas rather than through organisations; building confidence and capacity amongst those wanting to make a difference to their community and their local area
- *Non-prescriptive* – enabling residents to spend on their own terms and in their own time, on the projects they judge to be most important to them
- *Patient and non-judgemental* – giving communities the time and opportunity to learn, make mistakes, resolve disagreements and overcome challenges for themselves, on their way to achieving their ambitions
- *Accompanied by flexible and responsive support* – to help communities to build the confidence and capability to make the most of the opportunities available to them, whilst not constraining their own ambition and initiative

Big Local outcomes

The outcomes set for Big Local at its outset were deliberately broad:

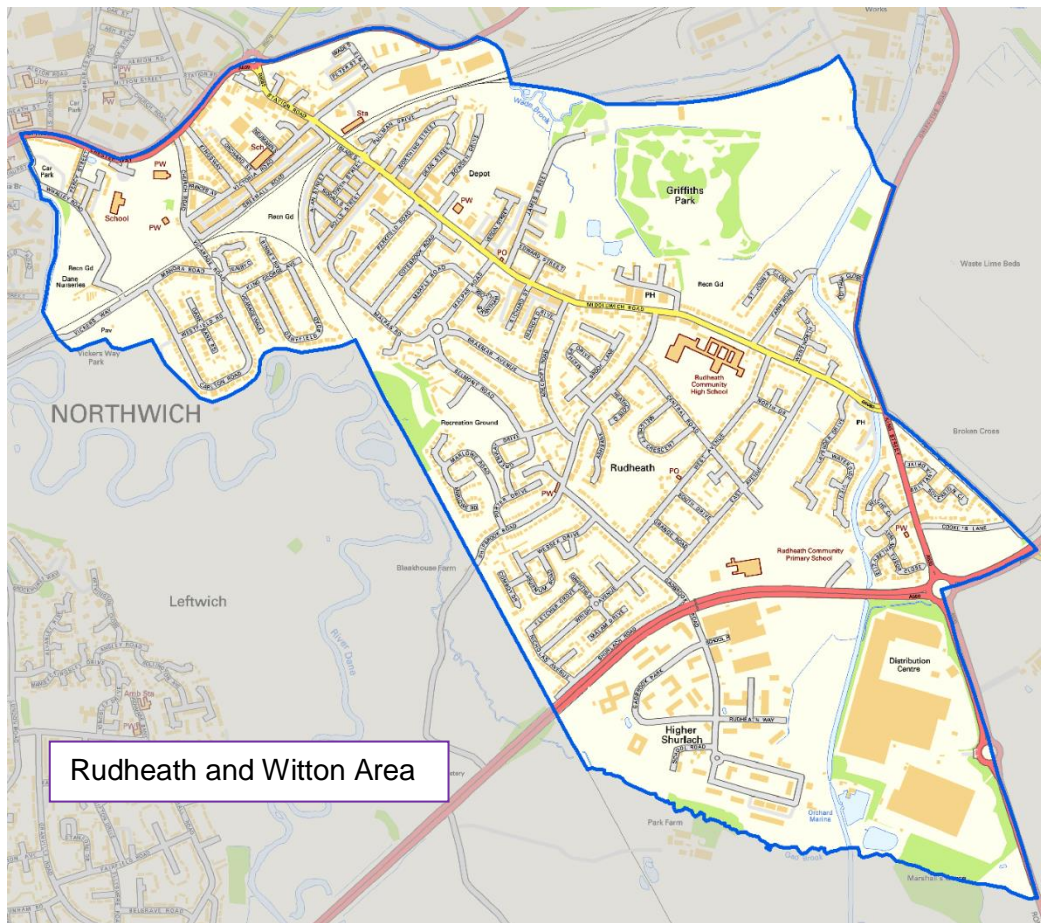
- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

These provide maximum scope for communities to set their own priorities.

More detail can be found at <https://localtrust.org.uk/big-local/about-big-local/>

The Local Trust/ Big Local Representative for Rudheath and Witton Together is Clare Babbs.

2. Rudheath and Witton Together – Past, Present and Future



In 2010, 150 areas across Great Britain were invited to apply to join Big Local. A resident led programme of investment in local communities using funding from Big Lottery, distributed by Local Trust.

The idea was that as local residents and local organisations came together to become a steering group and RWT was born. We spent a long time understanding our community through a wide-ranging programme of consultation with local residents.

This formed the basis of our successful application to join the Big Local Programme and in 2012 RWT were awarded our £1.1 million grant to spend on our area over the next ten years.

The project began in 2013 and is now in the Phase 4 and final stage.

Over the past seven years RWT has overseen the delivery of a range of community projects, during which time everyone involved has learnt more about local need and residents wishes, and about the best way to deliver projects.

Our New Vision 2020 onwards

"In the Community, with the community, for the community".

RWT Partnership Induction Pack – updated March 21

Phase 1

The Phase One programme was mainly grant funded projects put forward by local organisations following a bidding process. This was largely successful, however the Partnership felt schemes could have achieved more if projects had worked together, and we agreed to aim for a more collaborative approach for future work.

Phase 2

The aim for Phase 2 was also to encourage inter-project working and co-operation, trying to raise awareness and engagement in the RWT programme of activities. Much of the work of Phase 2 fed into the current plan.

Phase 3

Phase 3 was due to end in September 2020, however due to the Covid-19 pandemic the plan was extended and ended on 31st March 2021.

We achieved a lot during Phase 3 despite the challenges that Covid-19 brought us. The key areas were development of groups, led by the community and we gave out a number of small grants to enable local groups to deliver projects in the area.



Phase 4 (final phase)

This final phase of funding will take RWT to the end of March 2024. There are 5 key areas the plan will focus on to ensure we leave a physical, economic and social legacy for the RWT community. The 5 areas are:

- Young people
- COVID recovery
- Mental health, isolation and well-being
- Community spaces
- Partnership support (including community engagement)

The partnership will also start to plan for 'Year 11' when the Local Trust funding comes to an end – including consulting with the community on if/ how the partnership should continue.

You can read the Phase 4 Plan [here](#).



The Future

The Big Local funding will all need to be spent by March 2026 – we think that we will have spent this money sooner and the partnership are now looking at what legacy they want to leave for the area as part of the Phase 4 plan as well as putting in place ways to continue in some form.

The Phase 4 Plan – Infographic



OUR PLAN 2021-24

We're in our last phase of the Big Local funding
& these are the things you've told us are important to you

Young People

We think it's important that young people decide what they want to do, so we'll let them take the lead and have allocated funding for young people to decide what activities, groups and clubs they want for young people in the area.



Community Spaces

We want the community to have access to spaces to play and have fun. We'll work with partners to look at ways we can improve our spaces and make sure they can be used for years to come.

Covid-19 Recovery

We know the pandemic has been tough on everyone and we will find ways to support the community, including a Covid fund to help people back to work and support to make sure everyone is getting the income they are entitled to.



Mental Health, Isolation & Well-being



We'll continue our community groups, events and activities and ensure that they are accessible to our whole community, reduce isolation and are lots of fun!

Programme Support

The partnership and staff will work to make sure the project has the biggest impact yet. We'll also work towards the end of the programme and help RWT be ready to support the community in the future.



We have £325,000 left in our Big Local funding and this has all been allocated to this final plan. If you want to know more or how you can be involved contact us info@rudheathandwitton.org.uk



3. The Partnership

RWT partnership is made-up of local residents who want to make sure that the Big Local funding makes a long-term difference. Currently all the partnership are residents, we can have some non-residents as long as the majority are local.

Our current partnership – April 2021

Chair – Nic Williams



Linda Williams



Andy Stott – Deputy Chair



Rachael Rathbone



Zoe Cadman



Amanda Bulfin



Our current staff:

Heidi Bibby – Project Manager

Heidi looks after the funding, oversees the project and works with the partnership. Heidi is employed by Groundwork.

Lesley Moore – Events and Community Engagement Officer

Lesley supports the RWT groups, helps to plan and organise our activities and works with the partnership. Lesley is employed by Changing Lives Together.

Zephran Fern – Kickstart Worker Youth Engagement

Zeph is employed by Changing Lives Together as part of the government Kickstart scheme. He is working on youth projects, including the Young People's Fund. He is also supporting RWT with the new website and social media.

All have an office base at Waterside House, Navigation Road or work at home when not in the community.

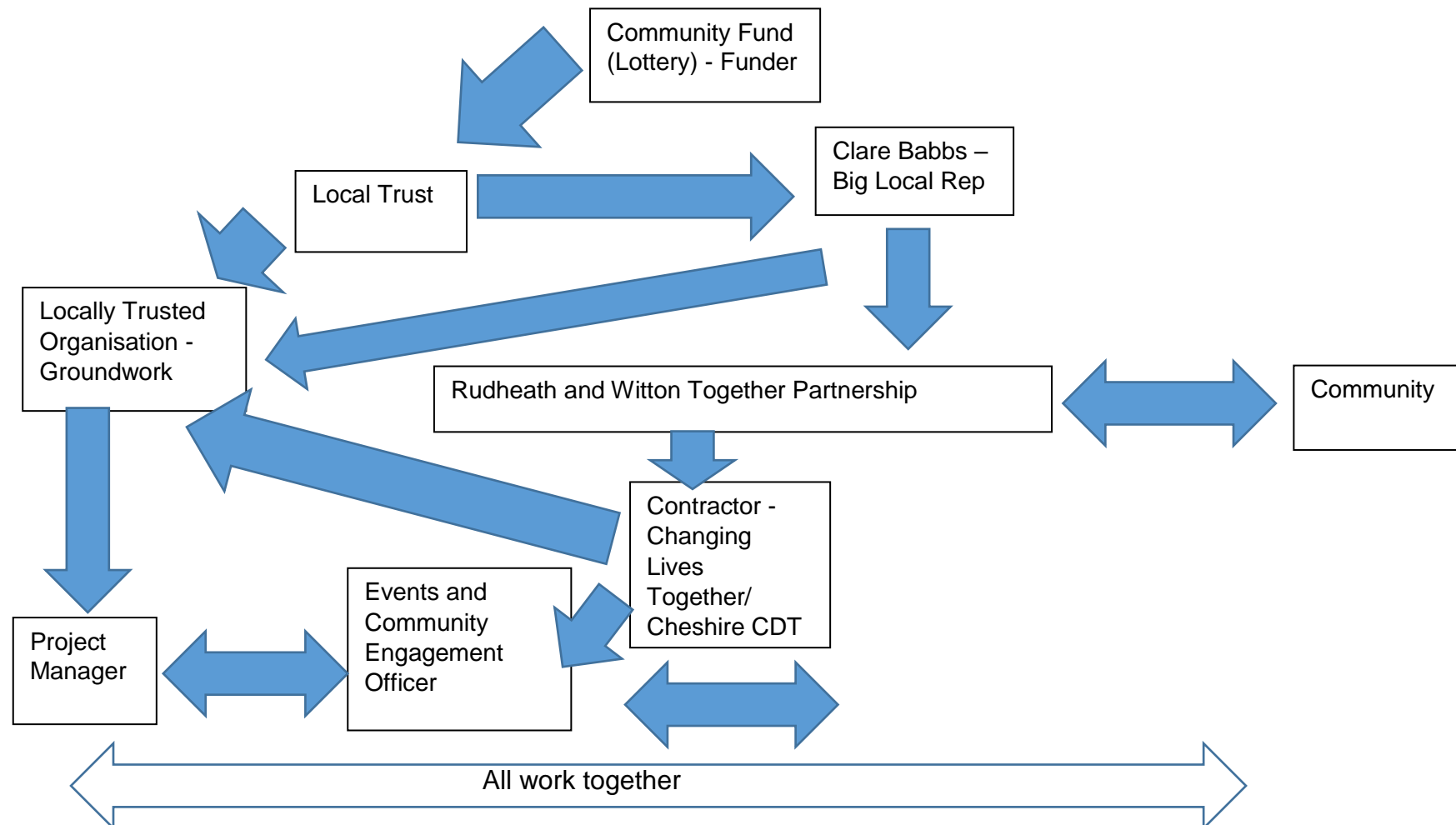
Others involved in the project:

Clare Babbs is the Big Local Rep for RWT. Clare oversees the project from a Big Local point of view making sure that the partnership are supported and given appropriate guidance.

Dan Ellis represents Groundwork CLM as the Locally Trusted Organisation for RWT. Dan oversees the budget and grant held at groundwork as well as support for the project and is Heidi's line manager.

RWT Structure

The structure of RWT looks a little bit confusing at first as it has a number of organisations providing support and staff. The key areas are that RWT as a group and partnership must comply with Local Trust guidance and RWT policies. The staff work on the projects funded by RWT and are given direction by the RWT partnership, however they are directly employed by Groundwork (Project Manager) and Changing Lives Together (Events and Community Officer).



4. Partnership Working

The partnership all work together to contribute to decisions about how their area can be improved. The way it comes together and works is really important in making sure that Big Local is a genuinely local, resident and volunteer-led programme.

The role of the partnership is to:

- Bring together the community's views, and make the overall decisions about how Big Local will work in your area and how to use your £1m
- Ensure Big Local is resident-led and that people across the Big Local area have a genuine and continuing opportunity to be involved
- Work with the locally trusted organisation – for RWT this is Groundwork CLM- to ensure the Big Local plan is carried out
- Review the plan, in order to create a follow-on plan for future years
- Connect with local organisations, businesses, public agencies, councillors and others who can deliver activities and help make Big Local a success
- Work with your rep and locally trusted organisation to achieve the vision you have set for your Big Local area.

The RWT partnership must work together to make sure that they make collective decisions about how the funding is used. Some day-to-day decisions are made by the staff/ chair, however the majority of decisions are the partnership together.



Many are also volunteers or run groups for RWT, however your main role is to work together, question and suggest ideas to make sure RWT uses the funding to make the local area the best it can be.

5. Your role – what RWT expects of you

Partnership members are very important to make sure RWT is a success. You are responsible for ensuring that the £1 Million is spent in a proper way, meeting Local Trust guidelines and making a difference to your community.

Your key tasks are:

- Commitment to the role – reading and understanding any emails, papers or information that you receive. If you don't understand something please ask. 😊
- Attend meetings (if you can't come to meeting speak to the project manager so your views can be heard and shared). We now also have the option to attend 'virtually' if you can't come along.
- Sharing your views and questions.
- Making **joint** decisions about the funding and projects (with support from staff and LT rep) and keeping in line with the current plan.
- Keeping within Local Trust and RWT policies and procedures.
- Supporting RWT events and activities.
- Attending regular training sessions (where possible).
- Keeping up to date on Big Local news.
- Speaking on behalf of the whole community

Code of Conduct

All of our partnership members are expected to sign up to and stick to our code of conduct.

This makes sure that everyone behaves in an appropriate way as a representative of RWT and is treated respectfully and fairly. It also means should any issues occur we are able to deal with it properly.

Our code of conduct states:

As a member of the Partnership, I agree to abide by our area's Big Local Values and all Big Local procedures.

In addition, I agree to the following values and behaviours:

- Everything we do as a partnership will be able to stand the scrutiny of the community, public, stakeholders, funders, charity regulators and the courts.
- We must behave with integrity, respect, honesty and understanding when dealing with others within the partnership as well as when dealing with the community, individuals and institutions outside it.
- The partnership will make sure we are open and honest to the community about our aims to ensure confidence from the public, stakeholders, Local Trust, Community Fund, charity regulators and government.

In particular:

- I will work together with the team to reach our goals and respect and follow the current RWT plan.

- Adhere to all agreed partnership policies and procedures.
- I will respect equality of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- I will not break the Law or go against charity regulations.
- I will always strive to act in the best interests of Big Local and Rudheath and Witton Together.
- I will declare any conflicts of interest or of loyalty, including gaining financially or materially, or any circumstance that might be viewed by others as such, as soon as it arises to the appropriate persons.
- When I am speaking as a member of the Partnership my comments will reflect the work of the partnership even when these do not agree with my personal views.
- When speaking as a private individual, including social media, pledge to positively promote the reputation of the partnership and those who work in it.
- I will prepare for all meetings, including reading all documents and attend all meetings, giving apologies ahead of time if unable to attend.
- I will make sure I ask if I do not understand any documents or items prior to meetings to ensure I am fully aware of the information I am voting on.
- I will engage, contribute and vote in meetings according to procedure, maintaining a respectful and supportive attitude towards others and their opinions while making my voice heard.
- I will ensure I engage with online meetings as I would in person, this includes giving enough time to the whole meeting, having the camera on (unless agreed by the group), being punctual and contributing my voice/ asking questions.
- I will accept a majority vote as decisive and final and support this decision.
- I will maintain confidentiality about discussions and agreements by the Partnership, unless authorised by the chair/ committee to speak about it. I will be mindful of this when discussing RWT information in public.
- I will participate in partnership induction, training and development activities for members.
- Should I choose to resign as a partnership member I will inform the Chair/ Deputy-Chair in writing, stating my reasons for resigning. Additionally I will participate in an exit interview.
- I understand that a substantial breach of any part of this code/ refusal to agree to this code may result in my removal as a member.

We also have a statement on unacceptable behaviour, which outlines exactly what we consider as inappropriate behaviour:

Statement on Unacceptable Behaviour

All RWT partnership members, staff and volunteers have the right to be treated respectfully and fairly.

RWT will not tolerate behaviour which produces damaging and hurtful effects, either physically or emotionally on anyone involved with RWT.

Inappropriate behaviour includes abusive, threatening or intimidating behaviour and applies to phone calls, text messages, group chats, emails, letter, in person, social media and face to face meetings. This includes:

- Insults and name calling
- Swearing, offensive language and gestures
- Inappropriate jokes
- Ridiculing and undermining behaviour
- Inappropriate or unnecessary physical contact
- Physical assault or threats of physical assault
- Intimidating, coercive or threatening behaviour
- Unwelcome sexual advances
- Isolation, non-cooperation or deliberate exclusion
- Inappropriate comments about a person's appearance
- Intrusive questions or comments about a person's private life
- Malicious gossip
- Offensive images and literature
- Pestering, stalking or spying
- Respecting boundaries of staff and volunteers– being aware of personal time

Procedure

If anyone's behaviour who is involved in RWT (either staff, Partnership, volunteers or participants) is unacceptable or making you feel uncomfortable report it to the RWT Chair/ member of staff. This will then be dealt with in line with RWT Code of Conduct/ Problem Solving Procedure.

If you don't feel it's appropriate then speak to RWT Local Trust/ Big Local Rep (Clare Babbs) or get in touch with Local Trust.

6. Conflict of Interest

A conflict of interest occurs when partnership members may have personal or professional interest in something which the partnership are discussing or making a decision on.

We also ask people to tell us when they join the partnership if they are involved in any other organisations/ projects so we can keep a register of interests. This is so we can protect both RWT, other partnership members and you as an individual.

It's important as part of Big Local that the community doesn't perceive people as benefitting from their role in the project.

Some examples:

- The partnership are making a grant funding decision - if a member of the partnership was also on the committee of the organisation applying for a grant this is a conflict of interest.
- A committee member who is related to an individual where there is decision to be taken on awarding funding, such as a contract for work or a project.

What happens?

The partnership member must declare a conflict of interest at the start of the meeting/ before the discussion and vote. This person will then take no part in the discussion/ vote and this would be noted.

If you're not sure if something is a conflict of interest you must discuss this with the Chair/ vice-Chair or a staff member before the meeting or discussion.

(See appendix A for RWT policy and procedure)

Local Trust guidelines can be found here: <https://localtrust.org.uk/big-local/programme-guidance/big-local-partnerships/>

7. Health & Safety and Safeguarding

RWT take the health and safety of our staff, partnership and volunteers very seriously. Please see our H&S Policy for further details.

We risk assess our activities and ask that you are responsible for your welfare and wellbeing while with us. If you see anything that you think is a risk or hazard please report it to a member of staff.

Safeguarding

At RWT we are aware of our responsibility to safeguard the welfare of all the people who are involved with RWT – this includes staff, partnership members, volunteers and anyone who comes along to any of our activities.

We will arrange for you to undertake basic safeguarding training as early as possible and to read our safeguarding policy for both children and adults.

If you are concerned about a child or adult please report it to the appropriate person:

The safeguarding lead for RWT is: Heidi Bibby 07788 340957 and Deputy is Andy Stott.

The safeguarding lead for Groundwork (LTO) is: Colin Greenhalgh 07810 123995/ 01942 821444.

Children

Cheshire West and Chester Access and Referral Team (I-ART) or for help and advice.

Office hours: 0300 123 7047

8.30am – 5pm (Monday – Thursday)

8.30am – 4.30pm (Friday)

Emergency Duty Team (EDT)

EDT Out of hours: 01244 977 277

4.30pm – 8.30am (Monday – Thursday)

From 4pm (Friday)

24 hours weekends and bank holidays

If there are concerns about sharing the above information with a colleague you can contact, or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000.

Adults

All referrals should be made to: Cheshire West and Chester Social Care.

The following number/s should be called:

Community Access Team: 0300 123 7034

Emergency Duty Team (out of office hours): 01244 977277

The police if you think a crime may have been committed - Tel: 101 and specify it is a safeguarding issue (999 in an emergency).

8. Policy and Procedures

We have a number of policies and procedures at RWT – these are to keep everyone safe, know what is expected and to make sure we are keeping in line with Big Local guidance:

- Financial Procedures (**Appendix B/ Petty cash**)
- Safeguarding – children and adults
- Health and Safety
- Code of Conduct
- Equality and Diversity
- Volunteer Policy
- IT policy
- Social Media Policy
- Data Protection/GDPR
- Conflict of Interest
- Comments and Complains
- Problem Solving Procedure
- Lone Working
- Bullying and Harassment
- Expenses

You should read through these policies/ procedures, electronic copies can be sent over to you if needed.

9. Expenses

At RWT we believe that no-one should be out of pocket when undertaking their role. As a volunteer you can't be paid but we offer reasonable out of pocket expenses when undertaking your role:

- Travel between home and place of volunteering activity. This includes public transport or a mileage allowance. If traveling by public transport, the ticket must be retained, by way of a receipt. If the volunteer is using his/her own transport, a record of all mileage must be kept.
- Travel to training courses/ sessions relating to RWT or Big Local. In some cases expenses can be claimed from Big Local and must be claimed on the Local Trust expenses forms (check with the staff).
- The mileage allowance paid will be in line with the HMRC rate. If a journey is in excess of 15 miles (round trip) volunteers are required to check the arrangements with the project manager beforehand. Volunteers claiming this allowance, must notify their motor insurance company and ensure their policy specifically includes "business use". A copy of the certificate and MOT (if needed) will need to be seen by RWT before mileage can be claimed.
- Car parking charges. The car park ticket must be retained, by way of receipt.
- Other out of pocket expenses as agreed and signed off by RWT staff/ Chair before expenditure is made.
- Costs to run an RWT group – up to £20.

Appendix C – Volunteer Expenses Form (further copies are kept by the RWT staff)

10. Training

We offer a number of training courses at RWT, which will be relevant to your role on the partnership, as well as training courses/ seminars through Big Local.

As a partnership member, and to help you undertake your role, you are welcome to attend any of the sessions you feel appropriate and we'd like you to join in as many as possible.

We ask all partnership members to undertake safeguarding training at the first opportunity after joining the partnership.

Other training may be available to help you with the role, if there is anything you are interested in speak to one of the staff and we can help to find appropriate training and potentially contribute to the costs.



11. Problem Solving/ leaving the partnership

Problem Solving

In any organisation, problems can sometimes occur and whilst it is hoped that this will not be the case, if there are any concerns partnership members should in the first instance speak to the project manager/ Chair of the partnership who will try to resolve the matter informally.

If the matter remains unresolved, reference will be made to the RWT Problem Solving Procedure, a copy of which is in the information file and applies to partnership members.

If there has been a substantial breach of the code of conduct or something which is considered extreme unacceptable behaviour then you may be asked to leave the partnership immediately.

Partnership members will not be subject to disciplinary procedures nor have access to grievance procedures, both of which are for employees only.

See Appendix D for RWT policy and procedure.

Leaving the partnership

You are able to leave the partnership at any time, however if you are thinking of leaving please speak to the project manager confidentially beforehand. This is so we can support you and handover any information to the right person and make sure that there are still enough partnership members to make decisions.

Unless there has been a case of misconduct/ breach of code of conduct you will be welcome to return at a later date.

12. Helpful contact details

Local Trust (Big Local) website: <https://localtrust.org.uk/big-local/>

Lots of guidance on running the project as well as news from other BL areas.

Heidi Bibby – Project Manager (working days Tue-Fri).

Tel: 07788 340957 or 01606 723160

Heidi.Bibby@groundwork.org.uk

Lesley Moore – Events and Community Engagement Officer (working days Mon-Thurs).

Tel: 07513 125314 or 01606 723180

LMoore@changing-lives-together.org.uk

Clare Babbs – Local Trust/ Big Local Rep

Tel: 07501 096349

clarembabbs@gmail.com

Locally Trusted Organisation – Groundwork CLM:

<https://www.groundwork.org.uk/hubs/northwest/>

Northwich Office: 01606 723160

Wigan Office: 01942 821444