

<b>Adur CVS Projects 2008/09</b>	<b>Staff resources</b>	<b>To be completed by 31 March 2009</b> (this doc dated: 8 October 2008)
<b>Adur Volunteer Centre</b>	3 pt	Weekly volunteer centre sessions at three branch libraries 170 enquiries received 100 interviews undertaken 330 referrals of volunteers made 70 volunteers placed 20 special needs volunteers placed 10,000 volunteer hours undertaken Evidence about volunteer satisfaction with service Evidence about organisational satisfaction with service Two opportunities listings circulated Volunteering promoted on website One Volunteering event held Evidence of publicity given to volunteering Carry out one survey of placed volunteers and organisations 80% of Steering Group and co-coordinator meetings attended Volunteering England accreditation plan prepared
<b>Homefront services</b> <b>1 staff ft</b> <b>1 staff pt</b>	1 ft 1 pt	Development plan researched, produced and agreed by Exec Com All Lottery volunteer and service delivery targets met Repeat Lottery funding bid submitted Evidence of continued good working relationship with HMP Ford Budget secured for 2009/10 Development plan put into practice Clear service and income targets identified for coming year Review of Homefront legal and company status completed
<b>Voluntary action services</b>	3 pt	New CVS leaflet issued CVS posters issued Website fully completed Forum has met three times with average attendance of 15 (supported by EESI Project) Monthly Press distributed 12 times Monthly Press showing greater emphasis on local news and user survey completed and acted on Draft Strategy for EESI project sustainability developed with other CVSs Adur District Council and WSCC requirements met as per service agreements Direct work by EESI project worker with 5 organisations 5 organisations helped with training needs (in association with EESI project and other CVSs) Visits completed to 20 key voluntary groups to discuss needs and ACVS strategy ACVS membership increased to 50 groups and clear evidence of strengthened dialogue with our members
<b>County CVS</b>	1 pt	A strengthened ACVS specialism in IT and communications

<b>network</b>		Adur CVS is an active, engaged and independent member of the County CVS network
<b>Chesham House development</b>	All staff pt	First phase of building refurbishment complete: reception, coffee bar, internet access open Shared reception with ACVS and WRVS open Chesham House and its facilities widely promoted by signage, website, posters, press coverage Launch event held with good attendance Longer-term development plan for use of building and project hosting prepared Hall and room lettings begun Fund raising targets for future work identified
<b>Health Trainers</b>	3 ft 1 pt	Three health trainers in post Outreach points established in all priority areas PCT targets met (to be defined)
<b>POPP initiative</b>	2 pt          1 ft, 1 pt	<b>POPP WSCC business development targets met as follows:-</b>  Appropriate response made to stakeholder and gap analysis (as part of POPP and CVS team) 10 organisations assisted 2 training sessions facilitated (with EESI Project) 4 business plans developed (Homefront, Cars & Companions, ALE, Chesham House) 2 of potential social enterprises identified 3 referrals to business support organisations 5 organisations being mentored 3 funding bids supported (Homefront, Cars& Companions, ALE)  <b>POPP Neighborhood Network Co-ordination targets met as follows:-</b>  POPP WSCC neighborhood network co-ordination targets met (by Shoreham CAB as ACVS sub-contractor) Older Person's Network met four times Work under way by ACVS on plan for sustainability of key POPP elements AVSS project ready to continue work with Homefront, ALE and WRVS
<b>Adur CVS capacity development</b>	1 pt	Two additional trustees recruited Trustee half-day event held to welcome new Trustees and discuss strategy Adequate resources guaranteed to deliver core services for coming year Begin process of registration as a CIO Begin working towards NAVCA quality mark and Investors in People quality mark Book keeping delivering regular management accounts against budgets, and clear audit trails for management and Auditor A strengthened specialism in IT and communications Contingency reserve built to £30,000 Administrator in post at 12 hrs pw (currently 8 hrs) Updated CVS Strategy and resourcing plan completed Clear evidence of good awareness by key Members and officers in Adur, Worthing and WSCC, and our MP, of ACVS

		activities and developments. Evidence of good routine working relationships and regular meetings with all the above
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