

urgent

BB 308551; BB 308552

For internal use  
only: Blue Bill  
No:  
Date:



**Nottingham**  
**City Council**

## **Voluntary & Community Sector Funding Service Level Agreement Monitoring Report**

**This report covers the period:**

**From ...APRIL ... To ...DECEMBER Year...2010.....**

**Organisation and project name**

Nottingham Equal

### **Section A: Monitoring – to be completed by the voluntary or community organisation**

**Name of person completing form ...ANTHONY HAMILTON.....**

**Date completed .....26-1-2011.....**

**Please return your completed form to:**

The Single Gateway  
Communities Courtyard  
Wollaton Road  
Nottingham  
NG8 2AD

**Referring to your Service Level Agreement, please tell us about your project's main areas of work and any key achievements this quarter.**

1. Consulting with major stakeholders and customers to ensure that reform proposals and creative initiatives receive adequate support;
2. Streamlining organisational procedures in the BME Sector that makes it easier for a wider spectrum of groups and individuals to be consulted and participate in their development and the delivery of services to them;
3. Revising the existing procedures for perfecting the Community's response to common issues and interests;
4. Modifying the procedures that enable greater partnership working within the BME Sector;
5. Carrying out research, training seminars with stakeholders and potential customers in a range of areas contingent to the overall purpose of the organisation;
6. The development of fund raising strategies and fund raising for itself and the sector.

<b>Agreed Outputs</b>	
1.	<b>23 3<sup>rd</sup> sector organisations supported</b>
2.	<b>30 of individuals supported to get involved, or developed their involvement, as volunteers or active citizens</b>
3.	<b>60 of Individuals supported to get engaged in dialogue on decisions and service improvements relating to One Nottingham's agenda</b>
4.	<b>3 Training days delivered</b>
5.	<b>2 Theme-based networking events held</b>
6.	<b>3 Bi-monthly network meetings held</b>
7.	<b>15 Organisations receiving capacity building support</b>
8.	

<b>Output Measure</b>	<b>Forecast for Period</b>	<b>Actual for Period</b>	<b>Variance</b>	<b>Reason for variance of 10% or more</b>
Third sector organisations supported	8	8	0%	
Individuals supported to get involved, or developed their involvement, as volunteers or active citizens	15	15	0%	
Individuals supported to get engaged in dialogue on decisions and service improvements relating to One Nottingham's agenda	30	30	0%	

<b>Output Measure</b>	<b>Forecast for Period</b>	<b>Actual for Period</b>	<b>Variance</b>	<b>Reason for variance of 10% or more</b>
Training days delivered	1	1	0%	
Theme-based networking events held	1	1	0%	
Bi-monthly network meetings held	1	2	+100%	The BME Network is of prime importance therefore a lot of effort has been put into getting it established.
Organisations receiving capacity building support	3	3	0%	

Please tell us about the results given above. Have you met the targets set for your agreed outputs? What has gone well? What has not gone so well? Do you need any further assistance?

We have achieved our targets and the results are excellent given the extremely harsh political and economic environment within which the project has to operate. Major successes in this period include:

- Engagement with community and voluntary groups at grass roots level
- Social Enterprise capacity building
- Establishment of ARRIVAL the BME network
- Strategic engagement with statutory bodies

Please insert your agreed project outcomes in the table below. These can be found in section 5.1 of your Service Level Agreement.

<b>Agreed Outcome</b>
<b>1.</b> Improvement in social cohesion amongst all of Nottingham's communities
<b>2.</b> Increased cross community contact and understanding
<b>3.</b> A positive and constructive relationship built with One Nottingham and partner organisations
<b>4.</b> Raise the profile and understanding of the BME sector with statutory agencies
<b>5.</b> Improve the understanding of the statutory sector within BME organisations
<b>6.</b> Develop leaders within BME & NA organisations to sustain the network/forum from April 2011
<b>7.</b> Develop consortium of BME & NA organisations to tender for public sector contracts
<b>8.</b>

Please tell us about your progress towards your outcomes during this quarter, including any issues that may impact on your achieving the agreed outcomes.

Steady progress is being made toward the project outcomes through: our engagement with community and voluntary groups at grass roots level; the establishment of ARRIVAL the BME network; and strategic engagement with statutory bodies.

The above activities are carried out through:

- Attendance of a wide range of meetings
- On-site visits to voluntary and community organisations
- Arranging, administering and producing minutes for the ARRIVAL meetings
- Facilitating capacity building training and providing capacity building consultancy

The current political and economic climate may have an impact on the depth and longevity of the outcomes of the project.

Have any problems arisen this quarter relating to any of the following areas? Please tick all that apply:

- |                 |                          |                          |                          |                      |                          |
|-----------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|
| Accommodation   | <input type="checkbox"/> | Complaints               | <input type="checkbox"/> | Management Committee | <input type="checkbox"/> |
| Health & Safety | <input type="checkbox"/> | Personnel                | <input type="checkbox"/> | Staff vacancies      | <input type="checkbox"/> |
| Volunteers      | <input type="checkbox"/> | Finance                  | <input type="checkbox"/> | Service Delivery     | <input type="checkbox"/> |
| Project Officer | <input type="checkbox"/> |                          |                          |                      |                          |
| Other           | <input type="checkbox"/> | (please state what)..... |                          |                      |                          |

If you have ticked any box above, please give details including how matters were resolved.

Please state the number during this quarter of:

Quorate Management Committee meetings held: ☐ 4

Staff vacancies ☐ 1

Complaints received ☐ 0

Have there been any changes to your organisation's managing body (including membership), constitution, policies, procedures, cheque signatories, staff, or contact details?

YES ☐ NO ☒ (If yes, please give details below)

*PP\* Signed on behalf of Anthony.*

**DECLARATION** – As far as I know, the information given in this monitoring return is true and complete and I am authorised to sign on behalf of the organisation:

\*  
Name S. A. FARAZ AZAM

Position co-ordinator

Signed *[Signature]*

Date 31/1/10

**SECTION C (PAYMENT) – To be completed by the Grants Officer**

1. Has the Project Officer raised any concerns?

YES ☐

NO ☒

1(a) What action has been taken or needs to be taken as a result of these concerns?

IS assigned. Not sure IS Project Officer

2. Does the Grants Officer have any concerns?

YES ☐

NO ☒

2(a) What action has been taken or needs to be taken as a result of these concerns?

Only that payment process is different, checked SCA, and monthly to be completed from April to December - Not the usual 3 month quarterly.

3. Have there been any changes to the quarter payment total? YES ☒

NO ☐

3(a) Why has the amount changed?

10/11 - financial figures.

3(b) Quarterly payment amount approved: £ 18,084.00

Checked by Officer (name) Amyra Jones (signed)

Any comments to Admin Officer regarding payment:

\* This is final payment for 10/11.

4. Risk Level assigned for this quarter:

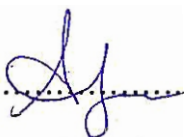
High ☐

Medium ☐

Low ☒

4(a) Action(s) to be taken to address risk level:

Signed .....  
Grants Officer



Date .....

20/3/11

**Payment Database changes:**

**Undertaken by:**.....

**Date:**.....

**Nature of changes:**.....