

## **Appendix 1 Phenomenal Futures: SCHEDULE 1 – The Project**

The Project aim is to support Phenomenal Futures Community Interest Company with the objective of providing core services operated within the aims, principles and policies of their Trustee Board to the residents of the Gedling Borough Council area.

### **Core services**

These are the provision of free, independent, impartial and confidential counselling services to individuals and families experiencing trauma. This agreement will provide for counselling services in Gedling Borough Council area.

- The sessions will be scheduled as follows:

Scheduled face to face appointments

Telephone appointments - times by prior arrangement

Number of counselling hours to be delivered: 200 per annum

### **The Project Managers**

The Project Managers are:

For the Funder –Jane Ansell, Community Partnerships Manager

For the Recipient-

Hilary Brown - [hilary@phenomenalfutures.org.uk](mailto:hilary@phenomenalfutures.org.uk)

Tommaso Diriso - [tommaso@phenomenalfutures.org.uk](mailto:tommaso@phenomenalfutures.org.uk)

Lydia Brown [lydia@phenomenalfutures.org.uk](mailto:lydia@phenomenalfutures.org.uk)

These may be changed at any time by notification in writing of the name and contact details of the new Project Manager.

The role of the Project Managers is to:

- Be the initial points of contact between the parties; and
- Inform each other of any issues relating to this agreement.

### **User Feedback and Involvement**

The Recipient will operate a procedure for representations and complaints about the service in accordance with [British Association for Counselling and Psychotherapy](#) standards and guidelines and shall take all reasonable steps to bring this to the attention of the users of the service.

### **Project Monitoring and future development**

Phenomenal Futures Community Interest Company will also be added to the Gedling Health and Wellbeing Group meeting circulation.

## **Appendix 2: CA Nottingham and District SCHEDULE 1 – The Project**

The Project aim is to support the Citizens Advice Nottingham and District with the objective of providing core services operated within the aims, principles and policies of their Trustee Board to the residents of the Gedling Borough Council area.

### Core services

These are the provision of free, independent, impartial and confidential advice to everyone on their rights and responsibilities. They include the delivery of a general help, advice and information service in the following areas:

- Welfare benefits and tax credit
- Debt, Housing
- Employment
- Family
- Consumer goods and services
- Tax
- Utilities
- Immigration and nationality
- Education
- Other legal matters.

### Outreach sessions

Nottingham and District Citizens Advice will hold outreach sessions within the Gedling Borough area at the following venues:

- Arnold
- Calverton
- Netherfield

The sessions will be scheduled as follows:

<b>Method of Delivery</b>	<b>Where</b>	<b>When</b>	<b>Opening Hours</b>
In person	Arnold Civic Centre	Friday	9.30 – 15.30
virtual appointments	Calverton CORE Centre	Monday	10.00 – 13.00
In person	Netherfield St George's Centre	Thursday	9.30 – 2.30

In addition, residents of Gedling Borough will be able to access the service at the main office on Maid Marian Way in central Nottingham. Advice services can be accessed by telephone, letter and face to face.

<b>Method of Delivery</b>	<b>Where</b>	<b>When</b>	<b>Hours per week</b>
<b>Telephone advice</b>	16-18 Maid Marian Way, Nottingham city Centre Tel 0808 2787974	Monday – Friday	9am-5pm
<b>Booked appointments for in person advice</b> (for vulnerable clients)	16-18 Maid Marian Way, Nottingham City Centre Tel 0808 2787974	Monday – Thursday	9am-5pm
<b>Drop in service</b> (for vulnerable clients)	16-18 Maid Marian Way, Nottingham City Centre Tel 0808 2787974	Monday & Thursday	9.30am-3pm
<b>Letter/email</b>	16-18 Maid Marian Way, Nottingham City Centre Tel 0808 2787974	Monday – Friday	9am-5pm

The following targets are agreed:

Number of new clients to be seen from Gedling target areas	350 p.a.
Number of new clients (Gedling residents) seen via Main Office	650 p.a.
<b>Total number of contacts from Gedling Target areas</b>	<b>1000 p.a.</b>

### The Project Managers

The Project Managers are:

- **For the Funder** – Jane Ansell, Community Investment Manager, Community Relations Team. Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU
- **For the Recipient** – Donna Cumberlidge – Chief Officer, Nottingham and District Citizens Advice, 16/18 Maid Marian Way, Nottingham, NG1 6HS.

These may be changed at any time by notification in writing of the name and contact details of the new Project Manager.

The role of the Project Managers is to:

- Be the initial points of contact between the parties;
- Inform each other of any issues relating to this agreement;

- Agree and attend monitoring meetings

#### User Feedback and Involvement

The Recipient will operate a procedure for representations and complaints about the service in accordance with Citizens Advice Membership Scheme and the CLS General Help Quality Mark guidelines and shall take all reasonable steps to bring this to the attention of the users of the service.

#### Project monitoring

1. The Recipient and Funder shall meet for an interim evaluation of the Project, at a time and date to be mutually agreed.
2. The Recipient and Funder shall have a minimum of one development meeting (in addition to the interim evaluation at 1 above) to monitor and review the progress of the Project at times and dates to be mutually agreed.
3. The Funder and the Recipient will meet at the end of the Grant Period to review the outcomes of the Project with the date and time to be mutually agreed.

## **Appendix 3: RCAN Schedule 1- The Project**

### **Annual Parish Conference**

- Rural Community Action Nottinghamshire (“RCAN”) is to organise the conference, which is to take place once a year in the Autumn 2024, normally in the month of October.
- The event shall be held for one full day, inclusive of a networking lunch that you shall organise.
- You will ensure that the conference is tailored to the needs of the Parish Council in terms of content, opportunity for engagement and priorities identified in the feedback from previous year’s conference.
- The event will be opened up to both Parish Clerks and Parish Councillors.
- The annual conference will provide the opportunity for the Leader of the Council, The Chief Executive and Senior Officers to speak directly to the Parishes, outline their priorities for the Borough and to have that direct engagement with them.
- External guest speakers may also be invited by you as relevant to the interest of Parishes.
- Suggested topics will be agreed in advance between RCAN, Parish Clerks and Council officers.
- You shall obtain feedback from Parishes during the conference and produce a post conference report to inform future Parish engagement.

## **Appendix 4: Gedling Play Forum Schedule 1 - The Project**

The Project aim is to support Gedling Play Forum with the objective of providing services operated within the aims, principles and policies of their Trustee Board to the residents of the Gedling Borough Council area.

### **Services to be delivered**

The Gedling Play Forum will offer craft play services at local events as designated by Gedling Borough Council, in line with the principles below, and the scope at **Table A**.

### **Principles and scope**

To work in partnership with Gedling BC and community partners to deliver craft play activities suitable both for home use and at events across the Borough. Recognising ongoing safety factors, a blended modelling of events is proposed during 2024/25; working with town centres event plans, neighbourhood proposals, Family Food Club development, Priority Localities health and wellbeing and cost of living events, Community Centre Hubs development and the annual young people's holiday activity programme.

Overarching themes this year are:

- family engagement through play
- community connectivity
- equality and Diversity, links to awareness days/weeks/months
- Economic Development and promotion of Town Centres
- Celebrating the history and heritage of the borough
- health and wellbeing
- tackling loneliness and isolation
- cost of living
- rural engagement and support
- plastics clever/ environmental sustainability

### **Play resources**

Provision of themed craft activity packs and materials to community partners and at events as part of holiday activity programmes and /or events.

### **Face to face events**

Partnership engagement in community enabled play events in priority areas. Events will centre upon community hubs, and potentially those with food provision. Partners may include Parish Councils, Faith organisations, Food Banks, Children's Centres, Community Access Centres, Schools, grass roots community groups, commissioned services and activity providers.

Events may include indoor and outdoor activities, takeaway packs for family picnic scenarios, small numbers of key commissioned partner tables or activities.

Some may include an Intergenerational element, i.e. offering activities for older people and older young people. The latter element may be commissioned separately by Gedling BC.

### Key components that the Play Forum will provide under this agreement

- Arts and crafts and play activities for children.
- Lunches and refreshment for volunteers at these events.
- Promotion and use of these events as an informal training opportunity for local parents, teachers, volunteers and childminders to take away and apply play and craft making skills in their own settings.
- Nominated and trained personnel to fulfil activity appropriate First Aid and Vulnerable Adult/ Child protection roles.

### In addition, Gedling Play Forum will offer the following service to Gedling Borough Council as part of this service level agreement:

- Group membership of Gedling Play Forum. Officers of the Council will be able to access the scrap store and ideas for crafts activities.

Table A: Events and activity and associated price		
Event or Activity	Dates and Venues	Price
<b>Larger Scale Events</b>	<ul style="list-style-type: none"> <li>• <b>Arnold Summer Fair – Saturday 22nd June 2024</b></li> </ul> <p>The event will have a heritage theme with a connection to 50 years of Gedling Borough Council. Promoting inclusion and diversity as part of the event programme and activities on offer will also be key.</p> <ul style="list-style-type: none"> <li>• <b>World Peace Day event - Gedling Country Park – Saturday 21<sup>st</sup> September 2024</b></li> </ul> <p>A community interfaith event providing an opportunity for people to come together and reflect at Gedling Country Park.</p>	£370 per event
<b>Family Play Events</b>	<ul style="list-style-type: none"> <li>• <b>Netherfield ‘Summer at St George’s’ - the St George’s Centre – August date tbc</b> ●●●●●</li> </ul> <p>Communities Team and Jigsaw Homes to work with Netherfield Forum LTD on partnership development opportunities with new community organisations and partners involved in local event delivery and opportunities for pop up performances.</p> <ul style="list-style-type: none"> <li>• <b>Killisick Community Health event - date tbc</b></li> </ul>	£370 per event

	<p>Support for Health Inequalities work/Food Club and Children’s Centre activities/Place Based Partnership priorities as part of the event delivered by Positively Empowered Kids.</p> <ul style="list-style-type: none"> <li>• <b>Pop up Arnold Town Centre and AMP Event for Nottinghamshire Day - August</b></li> <li>• <b>Chinese New Year – Arnold Town Centre - Saturday 1st February 2025</b></li> </ul>	
<b>Other GBC and external events</b>	<p><b>Arnold Christmas Lights Switch On - Friday 22nd November</b></p> <p>Festival of lights/Lantern activity and partnership with St Paul’s Daybrook.</p> <p>Valley Road Playing Grounds Community Day Gedling Gala</p> <p><b>Three additional Gedling events as authorised by GBC:</b> Pop up Town centre and other ‘ad hoc’ events as identified through the year.</p>	£370 per event
<b>Gedling BC Play Forum Group membership</b>	<p>1 April 2024 – 31 March 2025</p> <p>Access to the scrap store at Wollaton Avenue Community Centre and ideas for crafts activities</p>	£190
<b>Total</b>		£5,000

### The Project Managers

The Project Managers are:

For the Funder – Jane Ansell, Community Partnerships Manager, Community Relations Team

For the Recipient – Anne Crosbie, Manager, Gedling Play Forum

These may be changed at any time by notification in writing of the name and contact details of the new Project Manager.

The role of the Project Managers is to:

- Be the initial points of contact between the parties;
- Inform each other of any issues relating to this agreement; and
- Agree and attend annual monitoring meetings

### Project Monitoring and future development

Monitoring returns detailing case studies drawn from the craft and play activities provided at Gedling events to be submitted to Jane Ansell, Community Partnerships Manager on **30<sup>th</sup> September 2024** and **31<sup>st</sup> March 2025**.