



# **A Compact for East Sussex**

# A Compact for East Sussex

## Contents

Summary .....	3
A Compact for East Sussex .....	5
Resolution of Disagreements .....	7
Compact and Codes of Practice .....	8
Code of Practice on...	
Funding and Procurement .....	9
Consultation and Community Engagement .....	11
Partnerships .....	13
Volunteering .....	15
Community Groups .....	17
Black and Minority Ethnic Voluntary and Community Groups.....	19
Appendix 1: Glossary of Terms and Abbreviations .....	21
Appendix 2: Local Infrastructure Organisations .....	24





# A Compact for East Sussex – Summary

Crystal Mark applies to this summary document on pages 3 and 4 only.

- The Government published the National Compact in November 1998. It is a written understanding between the Government and the Voluntary and Community Sector which sets out a number of commitments about how the two sectors would work with, and behave towards, each other.
- The East Sussex Compact was launched in October 2003 and has been revised in July 2005. The aims of the East Sussex Compact are to:
  - agree principles and an effective framework for partnership working;
  - improve working relationships in order to provide more effective and co-ordinated services to local communities;
  - improve consultation, communication, partnership working, trust and respect; and
  - help partner agencies to meet common strategic aims.
- The principles are:
  - recognising the value of people's different backgrounds and circumstances and promoting equality;
  - involving the community effectively;
  - organisations respecting each other; and
  - respecting the independence of the Voluntary and Community Sector.
- The organisations who have developed the East Sussex Compact or signed up to it include the county council, borough and district councils, primary care trusts, voluntary and community organisations and councils for voluntary services.
- Some district and borough areas have also developed local Compacts which reflect local relationships, conditions and issues of concern.

## Where can I find the Compact and the codes?

Please remember that this is a summary! You can download the East Sussex Compact and Codes of Practice from [eastsussex.gov.uk/community/partnerships/downloadcompact.htm](http://eastsussex.gov.uk/community/partnerships/downloadcompact.htm).

If you have any questions call Alison Horan at East Sussex County Council on 01273 481381, e-mail her at [compact@eastsussex.gov.uk](mailto:compact@eastsussex.gov.uk), or write to her at: County Hall, St Anne's Crescent, Lewes, BN7 1SW.

## Summary - codes of practice

The codes of practice support the Compact. They are the guidelines that control certain areas and make important commitments.

### **Funding and buying services**

Promote and develop best practice in the funding relationship between the statutory, Voluntary and Community Sectors. The main principles are:

- focus on what the funding is for and what difference it makes;
- simplicity, accessibility and a fair and appropriate process;
- consistency and co-ordination;
- equality and diversity (taking into account people's different backgrounds and circumstances);
- being open and explaining our actions;
- discussion and dialogue; and
- covering all costs.

### **Consultation and involving the community**

- Clearly identify aims, involve people at an early stage, and make sure that everyone has an equal chance to take part.
- Allow **12 weeks** for responses, unless there are legal reasons or other restrictions preventing this.
- Use appropriate techniques and keep details confidential where necessary.
- Use existing channels of consultation and co-ordinate these wherever possible.
- Recognise and act on the results of consultation, and give feedback.

### **Community groups**

- Recognise the importance of community groups and their networks.
- Recognise the support needs of all community groups.

### **Volunteering**

- Share, develop and deliver good practice in volunteering.
- Work to break down the barriers that prevent people from volunteering.
- Recognise the value of volunteering.
- Give volunteers the support, training and management that they need.

### **Black and ethnic-minority voluntary and community groups**

- Have a positive effect on the relationship between public organisations, the voluntary sector, and black and ethnic-minority voluntary and community groups.
- Emphasise the important role of black and ethnic-minority groups in bringing a distinctive value to society, making it possible for people from black and ethnic-minority groups to contribute to public life.

### **Partnerships**

- Promote awareness and build knowledge and understanding between the different sectors about working in partnership.
- Set a framework for partners to work together more effectively to achieve common goals, to develop and deliver services and to build strong communities.

# A Compact for East Sussex

## 1. Introduction

The National Compact on relations between Government and the Voluntary and Community Sector 'Getting it Right Together', was published in November 1998.

This Compact is an agreement on relations between the local Voluntary and Community Sector (VCS) and Statutory Sector organisations in East Sussex. It was launched in October 2003 and it is a living document, revised and developed annually.

Both sectors are increasingly required to work in partnership to establish more co-ordinated planning and action to deliver solutions, innovation, continuous service improvement, renewed local democracy and to build strong, cohesive and self-determining communities.

The Compact outlines a statement of principles which will serve as a solid foundation for effective and productive relationships between partners in the VCS and the Statutory Sector. The Compact is a means of strengthening and sustaining the VCS and supporting the aims and objectives of the Statutory Sector.

There are six Codes of Practice which spell out in detail the promotion of good practice in specific areas. The codes should be read in the light of the Compact.

The East Sussex Compact and its Codes of Practice have been developed by a wide range of people, groups and organisations from across the county. All voluntary, community and Statutory Sector organisations in East Sussex are encouraged to sign up to this Compact and its Codes of Practice.

It is acknowledged that some district and borough areas may develop local Compacts which reflect local relationships, conditions and issues of concern. It is also important to recognise links with any local arrangements in terms of local protocols or standards for community engagement.

The Compact is not an end in itself but must be a living document that is part of a process, shaping and guiding the relationships of different partner agencies in East Sussex. Organisations will aim to work together to ensure that the Compact and the Codes of Practice will be implemented and promoted within a spirit of partnership working.

## 2. Aims

The aims of the East Sussex Compact are to establish a framework for partners to work together more effectively to achieve common goals, to develop and deliver services and to build strong, cohesive and self-determining communities. This includes:

- agreeing principles and an effective framework for partnership working;
- improving working relationships in order to provide more effective and co-ordinated services to communities;
- improving consultation, communication, collaboration, trust and respect; and
- assisting partner agencies in meeting common strategic aims.

### 3. Shared Principles

Partner organisations recognise the need for integrity and accountability, openness and objectivity, honesty and leadership in the process of working together for our community. This involves:

**Recognising Diversity and Promoting Equality**  
**Effective Community Engagement**  
**Mutual Respect and Respecting Independence**  
**Investment and Public Accountability**

#### **Recognising Diversity and Promoting Equality**

Partners recognise that within East Sussex there is a diversity of communities, organisations and rural and urban areas.

Fairness, equality, accessibility and inclusion must underpin all aspects of partnership working, and should be reflected in policies and the way that everyone involved participates. All partners need to recognise their responsibility to actively promote equal opportunities and inclusion for all people, regardless of race, age, class, employment status, disability, gender, marital status, sexual orientation, ethnic background, religious, social and economic status, or political beliefs.

All partners will undertake positive action to promote equalities and take account of diverse needs, to use the qualities and skills that exist across sectors, to have an inclusive approach to enable opportunities for anybody to participate, and to ensure the safety and protection of those using or involved in statutory, voluntary and community services and activities.

#### **Effective Community Engagement**

The effective engagement of local communities is crucial in enabling partnerships to achieve real and sustained results. This will include having clear purposes and agreed methods of community engagement appropriate to the needs of participants, overcoming barriers to involvement and ensuring that the results of engagement are fed back to the wider community and agencies affected.

There should be a commitment to continually improving the quality community engagement by sharing skills and knowledge, learning from experience and building on good practice.

#### **Mutual Respect and Respecting Independence**

Mutual Respect means all partners' views are equally important and valid, whilst recognising and respecting the distinct but complementary roles of each partner.

In particular partners recognise and support the independence and special contribution of the VCS. The VCS provides a range of vital services, works with those most at risk of social exclusion, responds innovatively to local needs and enables individuals to contribute to public life and the development of their communities. It also attracts funding not available to statutory agencies.

Partners also recognise the legitimate representative role of Elected Members, their decision making and democratic responsibility to set priorities for services within available resources and a context of sound and prudent stewardship of public money.

## Investment and Public Accountability

The Statutory Sector recognises the need to invest in the ongoing development of the Voluntary and Community Sector infrastructure to support front-line VCOs involved in delivering public services and to build strong, cohesive and self-determining communities.

All partners to this Compact will, wherever possible, adhere to the principles of sound public accountability and open government, and, when required, explain decisions which could affect the public or other stakeholders.

### 4. Implementation

Each partner organisation is responsible for complying with this Compact and promoting it within its own organisation.

The East Sussex Compact Working Group comprises representatives from partner organisations. The main responsibilities of the group are to:

- champion the Compact and its Codes of Practice;
- facilitate the ongoing development of the Compact and its Codes of Practice;
- consult on any revisions to the Compact and its Codes of Practice;
- monitor and review the success of the Compact and its Codes of Practice;
- ensure conflicts are resolved;
- publicise the Compact; and
- promote the adoption of the Compact by other organisations.

### 5. Codes of Practice

There are six Codes of Practice to underpin the East Sussex Compact. These draw on best practice and are in line with Government guidelines and local needs and circumstances. They have been drawn up by working groups consisting of VCS and Statutory Sector agencies in East Sussex. The six Codes of Practice are on:

- Funding and Procurement;
- Consultation and Policy Appraisal;
- Volunteering;
- Community Groups;
- Black and Minority Ethnic Organisations; and
- Partnerships.

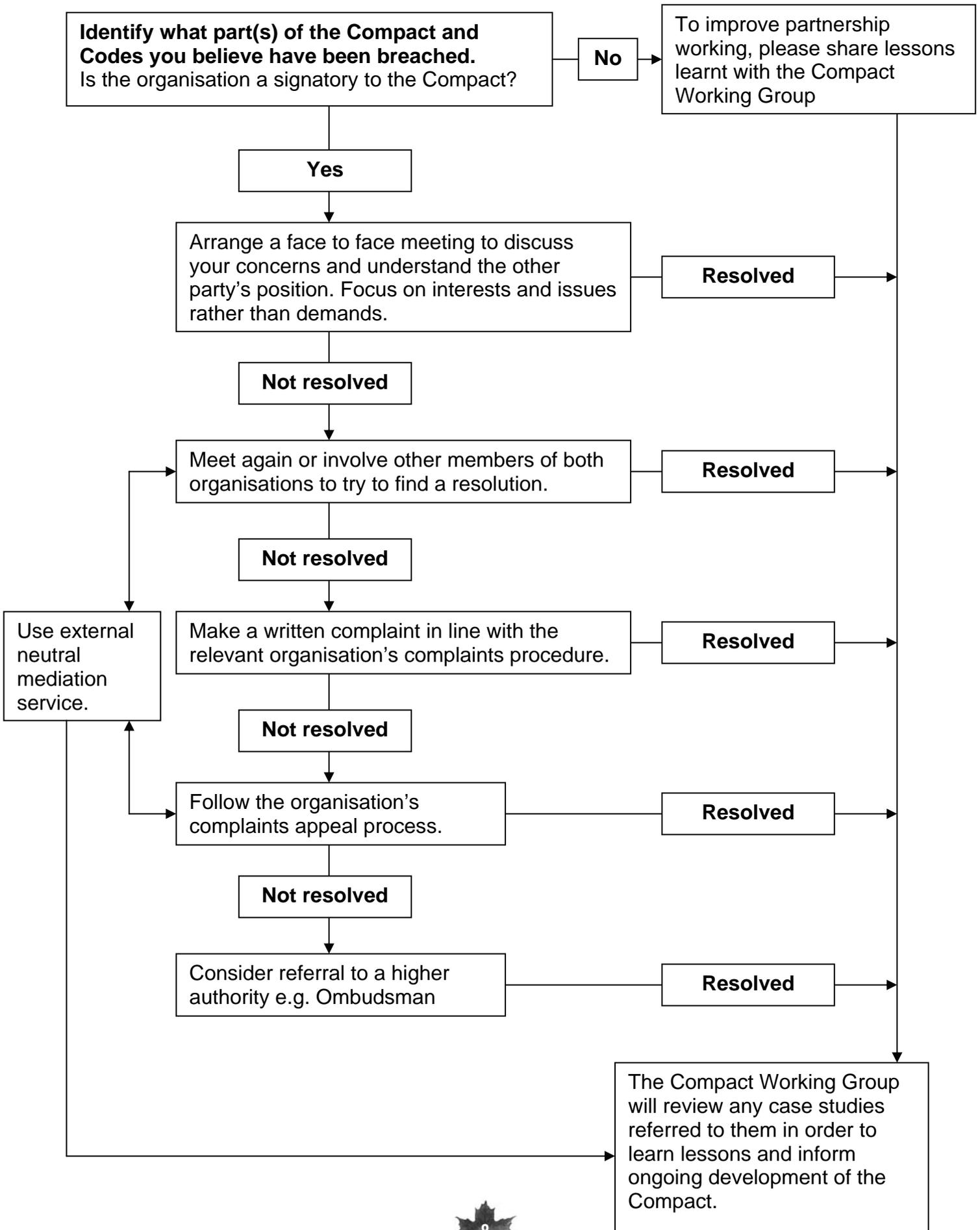
### 6. Resolution of Disagreements

As far as possible, partner organisations that believe other partners are not respecting the spirit of this agreement should seek to resolve the issue between themselves. Partners must agree to honour each other's right to raise concerns, to give time to each other to hear them, and to respond positively to them. The following process should be followed:



# Compact and Codes of Practice

## What to do when things go wrong



# Code of Practice on Funding and Procurement

## 1. Aim

Many voluntary and community organisations enter into financial relationships with statutory organisations to deliver outcomes on their behalf, either through grant funding or by supplying services purchased through public procurement (contracts). The Statutory Sector recognises that the voluntary and community organisations plays crucial role delivering public services and in building strong, cohesive and self-determining communities and the need for financial stability to enable them to fulfil this role. This code of practice aims to promote and develop best practice in this funding relationship.

## 2. Principles

1. **Focus on Outputs and Outcomes.** The achievement of outputs and outcomes should be used as a key indicator of the success of funding.
2. **Simplicity, Accessibility and Proportionality.** Processes should be as simple as possible and in proportion to the amount of money involved.
3. **Consistency and Co-ordination.** Funders and purchasers should endeavour to join-up or standardise the funding or procurement chain.
4. **Equality and Diversity.** All sectors should ensure that individual and community needs within the county are addressed.
5. **Transparency and Accountability.** There should be clear reasons for decisions made at each stage of the allocation process.
6. **Discussion and Dialogue.** This helps build trust and can identify and overcome problems before they impact on delivery.
7. **Full Cost Recovery.** Both sectors should recognise that it is legitimate for voluntary and community organisations to include the relevant element of overheads in their cost estimates for providing services.

## 3. Commitments

### Statutory Sector will seek to:

- Apply procedures that are consistent with the principles of good regulation and the need to provide effective protection of, and proper accountability for, public money.
- Recognise the importance of contributing towards overheads and that this can assist organisations in securing funds from external sources for specific project costs.
- Implement multi year funding arrangements; e.g. three year renewable annually.
- Use 'in-kind' support where appropriate.
- Invest in local infrastructure organisations that provide support, development, training, and communication with voluntary and community groups.
- Consult on any new funding programmes or proposed changes to existing arrangements, and give timely information about future funding intentions.

- Give equal consideration to the Voluntary and Community Sector budget as to other budgets, if budgetary reductions are necessary.
- Advertise widely and provide information that promotes fair access to funding and encourages applications from organisations who have not applied in the past, including black and minority ethnic organisations, faith groups and community groups.
- Allocate funding and contracts against clear, relevant and consistent criteria within a Best Value framework.
- Inform applicants as soon as possible of funding decisions and give feedback on decisions made, whether or not they have been successful.
- Agree terms of delivery before a funding agreement is entered into including implications if funding is not at the level required and in terms of risk management.
- Identify an appropriate officer who will be available to help and advise applicants.
- Make prompt payments in advance of expenditure, where appropriate and necessary.
- Establish proportionate and consistent monitoring and evaluation arrangements.
- Give enough notice where possible (minimum of three months) to withdraw the grant.
- Recognise that if agreed delivery is delayed or prevented by circumstances beyond reasonable control, there should not be a breach of agreement.

### **Voluntary and Community Sector will seek to:**

- Develop effective systems for the control, accounting, propriety and audit of finances.
- Maintain high standards of governance and be honest and transparent in reporting.
- Make sure they are eligible to apply for funding, that their proposed work meets the aims of the programme and that they understand the requirements.
- Ensure that they are able to meet legal obligations and compliance with Charity and Companies House accounting and regulatory frameworks, where appropriate.
- Develop systems for planning and implementing work programmes, including for monitoring and evaluating outputs and outcomes against agreed objectives.
- Develop systems for quality assurance and accountability to service users/members.
- Put in place policies for promoting best practice and equality of opportunity in terms of service provision, volunteering opportunities and employment practices.
- Endeavour to work towards full cost recovery.
- Agree terms of delivery at the outset, be aware of the risks for which they are responsible and plan in good time for difficult situations.
- Recognise it is legitimate for funders to ask for public recognition of their funding.
- Umbrella organisations such as the Councils for Voluntary Services should promote, through information sharing and training, fair access to funding opportunities.

### **Note**

This Code of Practice concentrates on the relationship between the Statutory Sector as funder and the Voluntary and Community Sector as recipients of funding. It is however also important to recognise that the Voluntary and Community Sector often contribute funding or support in kind to the services provided by the Statutory Sector. Additionally there are funding streams that are directly managed within the Voluntary and Community Sector, which also has responsibilities as distributors of grant funding.

# Code of Practice on Consultation and Community Engagement

## 1. Definition

**Consultation.** A two-way process by which an organisation seeks views to check whether proposals are right and supported, gauge their impact and identify alternatives before decisions are made. This means options can be properly appraised in advance of policy or service changes or new laws being made. Consultation allows choice but not an opportunity to take part in implementing plans.

**Engagement.** This is active, ongoing and informed joint working and it means including people in decision making processes and working together to implement change and ongoing service delivery. Community engagement refers to activities designed to give communities an opportunity to contribute to local decision-making and service delivery.

## 2. Aim

To develop and promote best practice in meaningful and effective consultation and engagement between the Statutory and Voluntary and Community Sectors, so that:

- public services will better reflect the views and concerns of local people and be better planned, prioritised and delivered;
- the public will have a greater sense of ownership;
- public solutions will be sustained by the active involvement of the communities concerned;
- partnerships will be effective; and
- policy will be more realistic and robust and better reflect peoples' needs and wishes.

## 3. Principles

1. Fairness, equality and inclusion must underpin all aspects of consultation and community engagement, and should be reflected in community engagement policies and with the participation of the wider community.
2. Activities should have clear and agreed purposes and a variety of methods to achieve these purposes appropriate to the needs of participants.
3. There should be a commitment to continually improving the quality of consultation and community engagement by learning from experience, building on good practice and developing a consistent approach across different agencies.
4. All participants should be given the opportunity to develop and share their skills and knowledge in order to build communities, to ensure practise of equalities principles, to share ownership of the agenda, and to enable all viewpoints to be reflected.
5. Commitment to the accurate and timely dissemination and presentation of information in appropriate formats is crucial. This must include ways in which the results of consultation and engagement are fed back to the wider community and agencies affected.

## 4. Commitments

### All sectors will seek to:

- **Involvement and Support** - identify and involve the people and organisations who have an interest in the focus of the consultation and engagement and will identify and overcome any barriers to involvement.
- **Planning** - gather evidence of the need for consultation and engagement, the issues to be addressed and the resources available to support engagement and use this evidence to agree the purpose, scope and timescale of the engagement and the actions to be taken.
- **Methods** - agree and use consultation and engagement methods that are fit for purpose.
- **Working Together** - agree and use clear procedures that enable participants and others with an interest in the consultation/engagement to work with one another effectively and efficiently.
- **Sharing Information and Feedback** - ensure that necessary information is communicated between participants and feed back the results of consultation and engage the wider community and agencies affected.
- **Improvement** - actively develop the skills, knowledge and confidence of all participants.
- **Monitoring and Evaluation** - monitor and evaluate whether the consultation and engagement achieves its purpose.

### The Statutory Sector will seek to:

- **Allow twelve weeks** for Voluntary Sector responses, unless this is prevented by legislative restrictions placed on statutory authorities or by other restrictions outside their control, taking into account the diverse nature of the voluntary sector and the purpose and objective of consultation. Where there is no alternative but to use a shorter timescale than the 12 weeks required by the Compact, an assessment of the implications should be noted.
- Ensure the experience and expertise of the Voluntary and Community Sectors is acknowledged through consultation, particularly when new roles and/or responsibilities for the Voluntary and Community sector are being proposed.

### The Voluntary and Community Sector will seek to:

- Be aware of, and use local, regional and national networks to facilitate quality communication, cooperation and responses.
- In the case of umbrella organisations and community networks, make clear whether the response is based on consultation with members, or on accumulated experience and knowledge or on some other basis.
- Ensure that, within available resources, members, users and volunteers are informed and involved, and where possible, consulted directly.
- Ensure that the views expressed as a result of consultation are conveyed accurately in responses; giving feedback to the community they serve on the outcome of the consultation.

# Code of Practice on Partnerships

## 1. Definition

A partnership is usually defined as an arrangement involving Statutory Sector agencies working together with the private, community or voluntary sectors where a commitment is given to achieving a common purpose.

## 2. Aims

- To promote awareness and build knowledge and understanding between sectors about working in partnership.
- To establish a framework for partners to work together more effectively to achieve common goals, to develop and deliver services and to build strong, cohesive and self-determining communities.

## 3. Principles

1. Fairness, equality, accessibility and inclusion must underpin all aspects of partnership working, and should be reflected in policies and the way that everyone involved participates.
2. Partnership activities should have clear and agreed purposes and a variety of methods to achieve these purposes appropriate to the needs of participants.
3. There should be a commitment to continually improving the quality of partnership working by learning from experience, building on good practice and developing a consistent approach across different agencies.
4. All participants should be given the opportunity to develop and share their skills and knowledge in order to ensure practice of equalities principles, to share ownership of the agenda, and to enable all viewpoints to be reflected.

## 4. Commitments

### All sectors will seek to:

- Recognise that partnership working should be based upon an understanding of accountability, representation and methods of participation clearly defined by, and appropriate to, each partner agency.
- Ensure that representatives involved with partnerships maintain a continuing dialogue with those they represent, share information with them and have legitimacy and authority to take decisions and actions on their behalf.
- Identify all partners who should be involved, identify what support each representative needs in order to participate and remove any barriers to their involvement.
- Ensure that relationships between partners are based on trust and mutual respect, valuing what each brings to the partnership and supported by leadership that enables rather than controls.

- Identify joint objectives whilst recognising the distinct but complementary roles and operational autonomy of partners.
- Commit to the accurate and timely dissemination and presentation of information in appropriate formats. This must include ways in which the results of partnership activities are fed back to the wider community and agencies affected.

**Statutory Sector will seek to:**

- Ensure that staff across different departments and agencies are aware of this Code to ensure best practice and consistency of approach.
- Recognise that partnership working needs to be properly resourced and supported with administrative arrangements, joint training and continuing local Compact development to enable it to work.
- Create a context in which differences of perspective can be aired and discussed freely.

**Voluntary and Community Sector will seek to:**

- Work collectively through local infrastructure organisations and community networks to identify common and minority interests, priorities, strengths, potential resources and needs.
- Recognise that the costs of partnership working to the Voluntary and Community Sector are met largely through their own support in kind such as time, expertise and use of community networks and links.

# Code of Practice on Volunteering

## 1. Definition

**Volunteering** is ‘any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment’. [*The Institute of Volunteering Research.*] Volunteering is also an important expression of citizenship and democracy. High levels of volunteering in East Sussex should be seen as indicators of healthy and active communities, good quality of life, and contributing to the building of social capital. For individuals volunteering can contribute to improving people’s skills and employability and to enabling people at risk of exclusion make a contribution to society thus reducing their sense of dependency and isolation. Nationally over 20,000,000 people volunteer every year – if valued, this would contribute in excess of £40 billion annually to the life of the country (*source: Building on Success, Strategy for Volunteering Infrastructure in England 2004-2014. Volunteering England*).

## 2. Aims

This Code of Practice aims to set a framework for raising the profile and volume of volunteering in East Sussex, encouraging best practice in the management of volunteers and removing the barriers to volunteering.

## 3. Principles

There are **four principles** fundamental to volunteering.

1. **Choice.** Volunteering must be a choice freely made by each individual, without coercion or compulsion.
2. **Diversity.** Volunteering should be open and actively promoted to all, no matter what their background, age, race, gender, disability, sexual orientation, faith, etc.
3. **Reciprocity** (*meaning ‘mutual advantage’*). Volunteers offer their contribution unwaged, but should benefit in other ways in return for their contribution, examples include, gaining a sense of worthwhile achievement, gaining useful skills and experience, meeting people, having fun and being included.
4. **Recognition.** Recognising the value of volunteers’ contribution to organisations, to the community, to the social economy and to wider social objectives is fundamental to a fair relationship between volunteers, organisations and statutory policy and practice.

## 4. Commitments

**All sectors will seek to:**

- Work together to develop, promote and celebrate volunteering across East Sussex.
- Work to increase the diversity of people involved in volunteering and recognise that everyone has the right to volunteer without experiencing unfair discrimination.
- Recognise that whilst volunteering is freely given, it is not cost free – volunteering needs to be effectively resourced and well managed to sustain and develop it.

- Work to increase the quality, quantity and scope of volunteering across all sectors.
- Work together to share, develop and implement good practice in volunteering.
- Involve volunteers in decision making related to their volunteering.
- Work to overcome the institutional, attitudinal and practical barriers to volunteering.

### **Statutory Sector will seek to:**

- Recognise the diverse range and contribution of volunteers to improving public services, from consultation through to involvement in design and delivery.
- Check relevant policies and practices for impact on volunteer and community activity and work to limit any barriers to volunteering and community action presented by them.
- Improve the measure of voluntary and community activity and assess and publicise, to staff and the wider community, the extent to which this plays a key part in achieving organisational objectives.
- Recognise the value of volunteering experience in recruiting new employees and promote volunteering opportunities to existing staff where appropriate.
- Aim to adopt policies which ensure that volunteering infrastructure bodies can rely on realistic sustainable long-term funding.
- Where statutory organisations directly manage volunteers, they will act on relevant undertakings for the Voluntary and Community Sector. They will not expect volunteers to do work that should be undertaken by paid staff.

### **Voluntary and Community Sector will seek to:**

- Assist potential volunteers to find volunteering opportunities that fit their needs, interests and abilities.
- Recognise and give volunteers the support, training, management and other resources they need to be involved effectively.
- Recognise the important role volunteers play as trustees and committee members, and the need for appropriate training and support for them.
- Follow good practice in the reimbursement of reasonable expenses and include these costs in any funding proposals.
- Ensure that volunteers are given thanks and recognition for their contribution and make visible the value of volunteers' contribution, including to volunteers themselves.

# Code of Practice on Community Groups

## 1. Definition

Community organisations are usually active on a local or community level, small, modestly funded and largely dependent on voluntary, rather than paid, effort. They can be seen as distinct from the larger, professionally staffed agencies which are most visible in voluntary sector profiles. Hence the phrase ‘Voluntary and Community Sector’ to encompass the full range. The range of community groups includes neighbourhood-based groups and groups based on common interests or experience, such as faith, ethnic origin and disability through to arts and leisure interests.

## 2. Aims

Sometimes, smaller community groups are overlooked by both statutory and voluntary organisations, and find it difficult to get involved. This code of practice aims to address these shortcomings and promote better understanding and awareness of the diversity and contribution of community groups.

## 3. Principles

Community Groups are important because they enable local people to contribute to the development of their communities, enable groups of people to work together to find solutions to common problems, promote active citizenship and community leadership and give a voice to communities in local decision-making. The active engagement of community groups is particularly important in realising the principles of:

1. **Governance.** A community voice to enable communities to participate in decision-making and increase the accountability of service providers.
2. **Social capital.** Increasing the confidence and capacity of individuals and small groups to get involved in activities and build mutually supportive networks that hold communities together.
3. **Service delivery.** Ensuring that local communities are in a position to influence service delivery and, where appropriate, participate in their own forms of service delivery.
4. **Social inclusion and cohesion.** Developing empowered communities capable of building a common vision, sense of belonging and positive identity where diversity is valued.

## 4. Commitments

### All sectors will seek to:

- Promote community development as a means of building active and sustainable communities based on social justice and mutual respect.
- Recognise the importance of and support local infrastructure organisations and community networks as a means of contact, information, training and advice for community groups and more formal voluntary organisations.

- Adhere to the principles of fairness, equality, accessibility and inclusion as central to the effective development and engagement of community groups.
- Share skills, knowledge, experience and good practice and recognise that learning is key to the success of sustainable community development.

### **Statutory Sector will seek to:**

- Ensure that community groups have access to appropriate support and resources to enable them to develop e.g. meeting space, workers with community development skills, small grants and appropriate learning opportunities.
- Ensure that information and consultation is targeted appropriately and doesn't overburden smaller organisations.
- Involve groups with first hand experience of particular problems in developing and delivering solutions and give the process resources as appropriate.
- Remember that community groups may have limited capacity, and respect their other commitments and the needs of their volunteers.

### **Voluntary organisations will seek to:**

- Raise awareness of the contribution and diversity of community groups within their organisations and networks and work constructively with them.
- Recognise the specific support and information needs of community groups and challenge activities and timescales that prevent community groups getting involved.
- Recognise that the interests of community and voluntary organisations are not always the same, and so make it clear which part of the sector is being represented or discussed, when necessary.
- Encourage active community members to carry out leadership roles in Voluntary and Community Sector networks.

'Umbrella' bodies such as Councils for Voluntary Services, which sometimes speak on behalf of the sector, will ensure they represent the interests of community groups.

### **Community organisations will seek to:**

- Channel information and views to and from its members or constituency, including through community networks where appropriate and where they are able.
- Encourage quality partnership working and community involvement.
- Tackle discrimination, embrace diversity and follow good equalities practice.
- Be clear and open to the community or constituency a particular group speaks for.
- Carry out any reasonable monitoring and evaluation required by funders, in proportion to the size of any grant given.

# Code of Practice on Black and Minority Ethnic Voluntary and Community Groups

## 1. Definition

The Audit Commission have defined Black and minority ethnic (Bme) people to include the following census categories of ethnicity.

White Irish, White other (including White asylum seekers and refugees and Gypsies and Travellers), mixed (White and Black Caribbean, White and Black African, White and Asian, any other mixed background), Asian or Asian British (Indian, Pakistani, Bangladeshi, any other Asian background), Black or Black British (Caribbean, African or any other Black background), Chinese, and any other ethnic group.

## 2. Aims

This Code of Practice aims to:

- Make a positive impact on the relationship between public bodies, the mainstream voluntary sector, and Bme voluntary and community groups.
- Emphasise the important role of Bme groups in bringing a distinctive value to society, enabling Bme individuals to contribute to public life and in supporting the creation of a more cohesive and inclusive society.

## 3. Principles

1. Recognition that the Bme sector represents diverse people, communities and families in East Sussex, including faith groups and refugee and asylum seekers. There will also be a range of views, in terms of ethnic, cultural, economic and social background, age, sexual orientation, and disability.
2. As most of the Bme Voluntary and Community Sector is underdeveloped in comparison with mainstream voluntary sector, all sectors must work with Bme individuals and communities, as well as with organised Bme voluntary and community groups.
3. Acknowledgement that joint action between all sectors is crucial in achieving race equality, good race relations and the elimination of racial discrimination.

## 4. Commitments

**All sectors will seek to:**

- Promote better understanding and awareness of the diversity, independence and contribution of Bme voluntary and community groups.

- Establish principles that underpin joint action to effectively achieve race equality, promote good race relations and eliminate racial discrimination.
- Help develop the capacity and infrastructure of Bme voluntary and community groups.
- Actively promote the involvement of Bme individuals, communities and small groups who are affected by partnership activities but not yet organised to participate.
- Use a range of methods to support, engage and consult with Bme groups and individuals that are acceptable and appropriate to their needs and circumstances.
- Recognise the different experiences of volunteering for Bme people, and construct appropriate support in line with the Code of Good Practice on Volunteering.
- Share skills and expertise, learn from experience and build on good practice.

### **Statutory Sector will seek to:**

- Establish and implement race equality strategies with clearly expressed objectives and targets.
- Ensure equality of access to quality public services and the active involvement of Bme groups in service planning, performance management and scrutiny processes.
- Actively engage Bme communities in the development and implementation of community strategies and other community planning activities.
- Ensure that Bme groups have fair and equal access to funding programmes, particularly those that impact on Bme communities.

### **Statutory and Mainstream Voluntary Sector will seek to:**

- Actively promote equal opportunities and raise awareness of Bme communities and race equality issues within their own organisations.
- Consult appropriately with Bme communities and take into account the implications for race equality when developing policies and practices.
- Operate effective equal opportunity monitoring and evaluation systems.
- Work in collaboration with Bme voluntary and community groups to secure effective involvement in all partnership activities.
- Ensure the direction of Bme work/work impacting Bme people is steered by advice, guidance and leadership from the Bme Voluntary and Community Sector.

### **Bme organisations will seek to:**

- Play a full and active part within the wider Voluntary and Community Sector in fulfilling undertakings in the Compact and its Codes of Practice.
- Share information with other voluntary and community groups, including through community networks where appropriate.
- Support collaborative working by diverse groups within the Bme sector.
- Work to ensure Bme organisations are open and dynamic and increase the number and diversity of people involved where appropriate.
- Ensure proper governance and effective management of Bme organisations.

# Appendix 1: Glossary of Terms and Abbreviations

## Bme Groups

Black and minority ethnic voluntary and community organisations and groups.

## Best Value

A process used throughout local government for checking the quality and cost of all council services. *Source: National Compact website.*

## Capacity Building

Empowering activity that strengthens the ability of voluntary and community organisations to build their structures, systems, people and skills so that they are better able to:

- define and achieve their objectives;
- engage in consultation and planning;
- manage projects, and
- take part in partnerships, social enterprise and service delivery.

*Source: ChangeUp Glossary.*

## Community Development

The process of collective action to achieve social justice and change by working with communities to identify needs and take action to meet them. It is based on an agreed set of values and has been shown to result in a range of broadly defined outcomes. It helps to achieve specific objectives such as improved levels of basic skills and increased community cohesion. It is particularly important to the achievement of social inclusion and helps to draw vulnerable and marginalized people and groups into the process of change.

*Source: Firm Foundations – The Government’s Framework for Community Capacity building.*

**Community Planning** is a process that addresses the needs of individuals and communities by co-ordinating the activities of a range of organisations. It ensures everyone works together to optimise the benefits of their efforts and that services are flexible and responsive to needs of service users. It is a process that is particularly linked with the statutory requirement for local authorities to prepare community strategies under Part 1 of the Local Government Act 2000 and with the development of Local Strategic Partnerships (LSPs).

## Core Costs

All organisations, whatever their mission or sector, have central costs. They need to pay for management and leadership, research and development, financial planning, management and control. They also need to administer their activities and pay for support services such as premises, IT, finance, personnel and training. These functions support the activities of the organisation and without them the organisation cannot survive.

*Source: ACEVO, Funding Our Future.*

## **Full Cost Recovery**

Securing funding for – or ‘recovering’ all costs, including the direct costs of projects and all overheads. *Source: ACEVO, Full Cost Recovery.*

## **Frontline organisations**

Voluntary and community organisations that work directly with individuals and communities in order to provide services, offer support and campaign for change.

## **Infrastructure**

This describes the physical facilities, structures, systems, relationships, people, knowledge and skills that exist to support and develop, co-ordinate, represent and promote front line organisations thus enabling them to deliver their missions more effectively.

## **Infrastructure organisations**

These are organisations whose primary purpose is to provide infrastructure functions or services (support and development, co-ordination, representation and promotion) to front line organisations. They are sometimes called umbrella organisations. Local infrastructure organisations include councils for voluntary service, rural community councils, volunteer bureaux and other umbrella bodies.

## **Local Strategic Partnership (LSP)**

An LSP is a single non-statutory, multi-agency body, which matches local authority boundaries and aims to bring together at a local level the different parts of the statutory, private, community and voluntary sectors. LSPs are key to tackling deep-seated, multi-faceted problems, requiring a range of responses from different bodies. Local partners working through a LSP will be expected to take many of the major decisions about priorities and funding for their local area. *Source: ChangeUp.*

## **Monitoring**

The process of gathering and recording information on a regular basis. Keeping account of progress and work against a set of agreed objectives, targets and indicators.

**Outcomes** are all the changes and effects that happen as a result of an organisation’s work. Outcomes are changes that indicate whether an organisation has made progress towards achieving its aims and to what extent its interventions are making a difference. Most voluntary organisations exist to make a difference for a particular group of people – the clients or beneficiaries of the service. So outcomes are very often changes in or for people, for example better health.

**Outputs** are the services and facilities an organisation delivers. Outputs could include training courses, support sessions, publications and shorter waiting lists.

*For further information on monitoring, outcomes and outputs see Community Fund (Big Lottery) publication ‘Your Project and its Outcomes’.*

**Private Sector** means businesses and profit-making organisations.

**Procurement** is the process of acquiring goods, works and services, covering both acquisition from third parties and from in-house providers. The process spans the whole cycle from the identification of a need, through to the end of a services contract or the end of the useful life of an asset.

**Public services** are services that are wholly or partly publicly funded and are delivered by statutory, voluntary and community and/or private sector agencies. *Source based on ChangeUp.*

**Statutory Sector or Public Sector** means providers of public services required by law, such as East Sussex County council, Borough and District Councils, the emergency services and health organisations e.g. Primary Care Trusts.

### **Social Enterprise**

Businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or community rather than being driven by the need to maximise profit for shareholders and owners. *Source: ChangeUp.*

### **Voluntary and Community Sector (VCS)**

This is the collective name for all voluntary and community organisations, including charities, community associations and social enterprises. Voluntary organisations are non-profit driven, non-statutory, autonomous and run by individuals who do not get paid for running the organisation\*. Voluntary organisations are usually formed when groups of people agree to come together for a particular purpose, often in response to a perceived need, or to bring about change. Some voluntary organisations are very large and provide services for statutory agencies.

\* Voluntary management committees/trustees may also employ paid staff.

Community organisations are usually active on a local or community level, small, modestly funded and largely dependent on voluntary, rather than paid, effort. They can be seen as distinct from the larger, professionally staffed agencies which are most visible in voluntary sector profiles. Hence the phrase 'Voluntary and Community Sector' to encompass the full range.

*Source: Scottish Council for VCOs and volresource.org.uk.*

# Appendix 2: Local Infrastructure Organisations

## Councils for Voluntary Services (CVSs)

### **Wealden Federation of Voluntary Organisations/ Wealden Community Network**

Quickborn suite  
Uckfield Civic Centre  
Uckfield  
TN22 1AE

Phone: 01825 767801

### **South Downs Council for Voluntary Service/ Lewes Community Network**

66 High Street  
Lewes  
BN7 1XG

Phone: 01273 483832

### **Eastbourne Associations of Voluntary Services/ Eastbourne Community Network**

8 Saffrons Road  
Eastbourne  
BN21 1DG

Phone: 01323 639373

### **Hastings Voluntary Action/ Hastings Community Network**

31 Priory Street  
Hastings  
TN341EA

Phone: 01424 444010

### **Rother Council for Voluntary Services/ Rother Community link**

25 Cinque Port Street  
Rye  
TN31 1AD

Phone: 01797 225466

### **Bexhill Community Partnership**

10 Buckhurst Road  
Bexhill On Sea  
TN40 1QF

Phone: 01424 217259

### **Action in Rural Sussex**

212 High Street  
Lewes  
BN7 2NH

Phone: 01273 473422

## Volunteering Development Agencies (VDAs)

Volunteering Development Agencies (which used to be called 'Volunteer Bureaux') are a key part of infrastructure required to support the overall development of the Voluntary and Community Sector in an area. Their role, in partnership with other organisations, is to support volunteering, including:

- **Brokerage.** Holding information on volunteering opportunities and matching to potential volunteers.
- **Marketing volunteering.** Stimulating an interest in voluntary and community activity, and promoting volunteering through local and regional events and campaigns.
- **Good Practice Development.** Promoting good practice to all volunteer-involving organisations. Consulting on and developing training as appropriate.
- **Developing Volunteer Opportunities.** Working in partnership with statutory, voluntary and private sector agencies, plus community and faith groups to develop a range of opportunities (formal and informal) for potential volunteers.
- **Policy Response and Campaigning.** Devising and leading on policy development. Challenging received wisdom about the ways in which people can or cannot get involved in volunteering and its development.
- **Strategic Development of Volunteering.** Taking a strategic approach to local/regional developments of policy and responding to government and local policy consultation on volunteering issues. Supporting proposed changes which would encourage volunteering, and challenging changes which could inhibit volunteering.

### **Crowborough Volunteer Bureau**

Hookstead  
Goldsmith Avenue  
Crowborough  
TN6 1RH

Phone: 01892 668151

### **Eastbourne AVS Volunteer Centre**

8 Saffrons Road  
Eastbourne  
BN21 1DG

Phone: 01323 639373  
Email: [info@eavs.org.uk](mailto:info@eavs.org.uk)

### **Hastings Voluntary Action**

31a Priory Street  
Hastings  
TN34 1EA

Phone: 01424 446060  
Email: [rose@hvauk.org](mailto:rose@hvauk.org)

### **Hailsham Volunteer Connections**

Prospects House  
7-9 George Street  
Hailsham  
BN27 1AD

Phone: 01323 446416  
Email: [karencrozier@hailshamtrust.co.uk](mailto:karencrozier@hailshamtrust.co.uk)

### **Uckfield Volunteer Bureau**

79c High Street  
Uckfield  
TN22 1AS

Phone: 01825 760019  
Email: [volunteer@uckfieldvb.fsnet.co.uk](mailto:volunteer@uckfieldvb.fsnet.co.uk)

### ***Volunteer Centre Sussex Downs***

#### **Newhaven Office**

Hillcrest Centre  
Hillcrest Road  
Newhaven  
BN9 9EA

Phone: 01273 514379  
Email: [info@ldva.org.uk](mailto:info@ldva.org.uk)

#### **Lewes Office**

5 Lansdown Place  
Lewes  
BN7 2JT

Phone: 01273 475845  
Email: [info@ldva.org.uk](mailto:info@ldva.org.uk)

## **Advice on Best Practice: National**

**Volunteering England** offers a range of resources for anyone who works with or manages volunteers as well as to those who want to volunteer.

Volunteering England (London)

Regents Wharf  
8 All Saints Street  
London  
N1 9RL

Phone: 0845 305 6979  
Website: [volunteeringengland.org](http://volunteeringengland.org)  
Email: [information@volunteeringengland.org](mailto:information@volunteeringengland.org)

**The National Code of Practice on Volunteering** has further guidance on good practice.  
[thecomact.org.uk](http://thecomact.org.uk).

[employeevolunteering.org.uk](http://employeevolunteering.org.uk) advises on good practice for **employee volunteering**.

# A Compact for East Sussex

This document has been created through a multi-sector working group consisting of health, local authorities, and the Voluntary and Community Sector in East Sussex.

We would like to thank all those who contributed to the consultative process.

You can download the Compact and a full list of signatories from East Sussex County Council's website: [eastsussex.gov.uk/community/partnerships/downloadcompact.htm](http://eastsussex.gov.uk/community/partnerships/downloadcompact.htm)

If you have any questions call Alison Horan at East Sussex County Council on 01273 481381, e-mail her at [compact@eastsussex.gov.uk](mailto:compact@eastsussex.gov.uk), or write to her at: County Hall, St Anne's Crescent, Lewes, BN7 1SW.

## Getting this information in other formats

You can get this information in large print, in Braille, on audio tape, on CD or in other languages if you ask us. Please phone Alison Horan on 01273 481381.

It is also available in PDF format, which you can download onto your computer from our website at [eastsussex.gov.uk](http://eastsussex.gov.uk)

