



## **Compact Toolkit: Voluntary Sector**

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### **What is the Toolkit?**

The Richmond upon Thames Compact Toolkits are designed to support statutory and voluntary sector partners to work better together and demonstrate how they are meeting the Compact commitments. Contained within the Toolkits are our shared commitments against the outcomes we are looking to achieve from agreeing to the Richmond upon Thames Compact.

The commitments contained in the Toolkits are not definitive and it is envisaged will change and adapt over time as new challenges and opportunities emerge. There may also be additional commitments that you identify which are relevant and better demonstrate good partnership working.

### **Who is this Toolkit For?**

This Compact Toolkit is for anyone looking for guidance on how to ensure their work programmes, projects and partnerships meet the outcomes of the Compact. It can be used by individual staff members, teams and managers, as a quick and effective checklist for good partnership working.

### **How to Use it**

The Compact Toolkit is a flexible tool that can be used across your organisation and is a way of cross referencing your work programmes with the Compact commitments. Examples of how the Toolkit can be used are:

- Staff and volunteer inductions, and training
- Project planning for programmes which impact on wider partners
- At the beginning of the project management process to help you think about the areas that need to be addressed; it can be used during the programme delivery as a quick check to ensure you are on track for meeting those commitments and at the end of a project to demonstrate how well you have met the commitments, and key learning points for the future.
- Demonstrating effective partnership working to funders

## **How will the information from the Toolkit be used?**

The Toolkit is an internal document which can be used and shared within your Trustee Board, teams and departments. You do not have to share it more widely, but can do so if you wish. However, one of the commitments of Richmond CVS and the Council is to report Compact challenges and successes to the Compact Review Board. Richmond CVS will be seeking examples of where partners have met the commitments in the Compact. The Toolkit will be a good reference point for you to be able to describe your Compact achievements, and share your learning with others.

## **Further information**

For further information and guidance please contact Melissa Watson, Voluntary Sector Partnership Manager, [melissa.watson@richmond.gov.uk](mailto:melissa.watson@richmond.gov.uk), tel: 020 8487 5225.

## Compact Checklist Summary

Select the outcome that applies to your organisation or project and use the list of indicators as a checklist.

	<b>Compact Outcomes</b>
<b>1</b>	A strong, diverse, sustainable and independent voluntary and community sector
<b>2</b>	Active partnership working and collaboration producing synergies in how we work together
<b>3</b>	Effective services which value diversity and equality, and provide a healthy marketplace
<b>4</b>	Effective and transparent services are developed through taking into account a wide range of views and experiences, including service users, potential users and their carers
<b>5</b>	Responsive and high-quality services enabled through appropriate and proportionate commissioning practice
<b>6</b>	Value for money for residents
<b>7</b>	Change is managed well.

# Compact Checklist: Voluntary Sector

There are many different kinds of partnership. The Richmond upon Thames Compact sets out some general principles for joint working which will underpin and support your specific partnership arrangements.

Use the Compact Checklist to test whether you are meeting the outcomes of the Compact.

## Outcome 1: A strong, diverse, sustainable and independent voluntary and community sector

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
<p>We take responsibility for developing our own capacity, including:</p> <ul style="list-style-type: none"> <li>• Working collaboratively with other bodies to increase impact and efficiency of services;</li> <li>• Adhering to good practice in relation to public accountability;</li> <li>• Ensuring users and carers are at the centre of organisational development; and be able to provide evidence of this.</li> <li>• Ensure sound management, quality assurance and governance structures are in place.</li> </ul>	
<p>When campaigning and advocating on behalf of customers; we ensure that robust evidence is provided, including information about the source and range of people and communities represented.</p>	
<p>The independence of the sector is upheld.</p>	
<p>Volunteering is promoted.</p>	

## Outcome 2: Partnership working and collaboration.

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
Wherever possible common goals, aspirations and objectives are developed and actions agreed to deliver progress.	
The contribution of all stakeholders, including those who are not part of a formal partnership, is valued.	
We are inclusive of other organisations when developing policy or services and ensure that representation is appropriate.	
We ensure that no group dominates a specific partnership.	
We recognise that groups are free to choose whether to enter into a partnership and collaborate with others.	
Best practice is shared and we inform each other of our key priorities.	
We provide advance notification when policies are going to be changed, to allow all partners to engage and comment.	

## Outcome 3: Valuing diversity and promoting equality

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
The work of our organisation helps the public sector deliver its duties on promoting equality and tackling discrimination.	
Practical action is used to remove unlawful discrimination, advance equality of opportunity and build stronger communities.	
We treat organisations that are collaborating or are in partnership with us, equally and with respect and fairness.	
Appropriate engagement with a diverse range of service users, including carers is undertaken.	

## Outcome 4: Taking into account a wide range of views and experiences, including service users, potential users and their carers

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
We promote and respond to public sector consultations where appropriate.	
The views of stakeholders are requested when making representations to the public sector. We are open and honest about who is being	

represented, in what capacity, and on what basis that representation is being made.	
We focus on evidence-based solutions, with clear proposals for positive outcomes.	

## Outcome 5: Appropriate and proportionate commissioning practice

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
We are explicit about how outcomes will be achieved.	
Robust governance arrangements are in place to manage risk associated with service delivery and financing.	
We are open and transparent about reporting, recognising that monitoring, whether internal or external, is an aspect of good management practice.	
Feedback from users and communities to the public sector is facilitated to help improve delivery of programmes and services.	
Joint funding bids between the voluntary and statutory sector to maximise investment into the borough are explored.	

## Outcome 6: Value for money for residents

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
Your organisation adds Social Value to public services and the local community.	

## Outcome 7: Change is managed well

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
We advise funders on the social, environmental or economic impact(s) of funding changes, particularly to minimise their effects on people in vulnerable situations.	
We plan for the end of funding to reduce any negative impact on beneficiaries and the organisation. We communicate these changes to statutory and voluntary sector stakeholders to help with future planning.	