

Stroud District Community Hubs

DRAFT

District Facilitation Group Terms of Reference.

Introduction

A strategic model for Stroud District's Community Hubs has the potential to create an inclusive and resilient district-wide network that is fit for both current purpose and perma-crisis, and an uncertain future with sudden shocks and unknown challenges.

A well-resourced and connected system of hubs can support many different needs and purposes, people and communities. With better health and well-being for all people and communities at the heart, the system can support climate adaptation, food resilience programmes, address the cost-of-living crisis, and foster stronger, more cohesive neighbourhoods. Hubs can support the day to day needs and wants of marginalised and isolated people, refugees and asylum seekers, disabled and older people, families and young people. The system generates local jobs, opportunities and investment in places that most need it, by default.

District Facilitation Group Overview

A District Facilitation Group can facilitate the system at a strategic level, for the whole district.

The District wide facilitation group is focused on strategic level only - creating benefits for the system, and action learning to achieve best outcomes for the whole system.

The group meets with Area Facilitators and community representatives to gauge needs and resources, enable capacity and implement learning. It acts transparently and openly to enable equitable and fair distribution of benefits to the whole system across the district. It coordinates mapping of existing and developing hubs to establish areas of focus for ABCD, general resource library, strategic meetings and workshops.

It is outward looking too, advocating and representing the need for a strategic plan that enables public and community sector to act together to meet the needs of people and communities.

Representation

- Representatives are not paid to attend other than by their existing day to day role.
- Representatives need to have authority to take on actions in their normal role time.
- Open meetings at quarterly events mean anyone can participate as they wish.

Creative Sustainability

Operational support and facilitation funded by the Shared Prosperity Fund until 31st March 2025 to

- Develop the website mapping tool and social media pages, and support stakeholders to participate
- Review and create a comprehensive best practice resources library
- Work with hubs to manage and enhance their crowdfunding platforms on Open Collective
- Convene strategic group to establish strategic direction, resources and capacity
- Convene the network quarterly, to work together on needs, offers, shared practice

The 2024/25 SPF budget includes

- £2400 for 4 events - venue hire, refreshments, printing and materials, staff travel costs
- Personnel – 2 people for 1 day a week each
- Organisational Core costs including insurance for external activities, administration, IT, business and office costs

Shared Values and Principles

The need for sensitive partnership working on this project is paramount and the DFG is underpinned by openness and transparency, quality and integrity, and shared purpose. 'We' is whoever joins in with the group, which will evolve and change over time.

Openness and Transparency

Everything we do will be available to stakeholders to read and join in with.

Quality and Integrity

Relaying the strategy to stakeholders is potentially complex. To maintain the quality and integrity of the strategy, logic and purposes we need a series of specific materials for different stakeholders.

Opportunities to present the strategy materials and concepts to large audiences or key stakeholders should be discussed with the DFG.

Shared Purpose

The strategy has been developed to benefit people and communities in the Stroud District. The concepts should only be used to deliver the shared objectives for Stroud District and not for individual organisational gain.

Supportive Environment

We provide and model a safe, non-judgemental and supportive environment that recognises and values the different contributions we all make, both organisationally and as individuals.

Learning

We encourage and facilitate learning, testing and reviewing all aspects of the strategy, and evolving constantly to meet the needs of people and communities the strategy aims to support.

Collaboration

We aim to share resources, connections and ideas, and collaborate on initiatives that will enable and help us to meet our aims.

Stakeholder Relationships

The DFG has building trusted relationships at the heart of its role, including all stakeholders that share the purpose of the strategy.

Advocacy

We advocate for policies, partnerships and funding that will promote our aims, and we will highlight the gaps, barriers, challenges and inequality of opportunities in the district.

Inclusion, Diversity and Equity

We will strongly advocate for social, systemic and physical inclusion, diversity and equity on all fronts.

Monitoring and Evaluation

We will meaningfully evaluate and monitor the outcomes and impacts of what we do across the whole system, reporting openly and honestly to our communities and funders to ensure better outcomes.

Health and Wellbeing

We will promote the general wellbeing of individuals and communities and including ourselves.

Innovation

We are not afraid to fail, being flexible and willing to try new approaches to achieve our aims and outcome ambitions.

Co-design

We will respond to what we are told is happening in the District, supporting and seeking solutions to the things that matter most to people.

Working with Area Facilitators and Expertise

The DFG works directly with Area Facilitators and expertise from across the district. These in turn work with local community hubs and specialist community hubs across the district.

Area Facilitators (AF)

Five, potentially six, roles across the district are held and enabled by existing community assets, providing on the ground support and advice to local hubs in their area. They are a conduit between their places and the DFG, to get the right support for their communities. The DFG enables

- 5 or 6 place-based organisations with established experience and connections with the local community to support an AF.
- The role to be realised in different ways and at different stages, with common and specific tasks and responsibilities, and unique ones depending on their settings
- AFs to draw on the expertise, opportunities and learning available in the system
- Peer support and group time to problem solve together
- Definition of the role, what it both is and isn't, and mutual expectations, and ring-fenced capacity
- Finance for paid roles and expenses, including time to attend meetings and training

Working with Expertise

Eight areas for expertise have been identified, which could potentially be developed as roles hosted in hub organisations with that existing specialism, to work with AFs to achieve their objectives and support their area hubs.

The DFG will seek funding to support expertise and/or roles where this is not already funded in the district wide system.

The DFG work with existing role holders to define their role and establish their connections with the Area Facilitators, to access funding and resources and make wider connections with community and public sector.

Food Resilience

Equitable access models; local group support; partnerships including growers and suppliers; food logistics; regional opportunities; kitchen food health and safety.

Safeguarding and Health and Safety

Policy & procedure; training – children and adults; safeguarding lead district hubs, advice & hotline H and S Risk Assessments on org, programme and activity levels; compliance including insurance, related training and certifications

Fundraising

Strategy and commissioning level bid writing; coordinated approach to support hubs costs with Area Facilitators; Open Collective & donation processes; local bid writing & crowdfunding guidance and advice.

HR and Wellbeing

Peer networks; self-care opportunities; mentoring and supervision; training, guidance and resources to support communities; practical HR support for staff, vols and leaders; liaison with external HR service

Governance and Finance

Structures & constitutions; policy & procedure; contracts – staff, vols, casual staff including payroll and handbooks; financial records & compliance, GDPR, leadership/management development and training.

Multi-sector Collaboration

Connecting existing external advice and support agencies and provision to hubs; resources and tools, access and training for referrals and signposting; public sector stakeholder engagement with the strategy; trusts and foundations relationships.

Monitoring and Evaluation

Self-assessment framework; Co-produced Inclusive Evaluation methodology (CPIE); evaluation training and tools; data collection and interpretation for fundraising.

Volunteer Support

Overall recruitment and support and advice for local recruitment; development and empowerment; roles and rights including handbook, role descriptions, policy and procedure; training for volunteers.

Working with Community Hubs

The DFG is a strategic group and works with AFs and expertise to meet the needs of community hubs. These are currently described as

Neighbourhood Hubs

Focused on geographical community with varying provision according to the needs and wants of their community. Community hubs are asset-based and community-led. Activities are regular and ongoing, and available to everyone in their community. Well-resourced and connected hubs can adapt to sudden shock or emergency need of their community, and they can act as conduits for other agencies to provide ongoing and emergency support.

Specialist Hubs

Focused on specific marginalised and minoritised communities to support inclusion and equity and best practice across the network. Specialist hubs can provide the expertise and experience that is needed in the system to ensure the specific day to day needs and wants of refugees and asylum seekers, disabled people, minoritised communities, young people and elderly people, and people with mental ill-health are met consistently and equitably across the district.

Meetings

DFG will have a clear understanding of their schedule of meetings with plenty of notice. The system aims to have funding to pay expenses and time to attend if this is not included in their normal role.

Monitoring and Evaluation

To capture meaningful and true information, without judgement, a framework to be developed that will

Support sharing and learning towards great practice

Enable great funding bids for the whole system

Identify gaps in the system and ensure fair and equitable distribution of resources

Bring in stakeholders who can support and enable the whole system