

LAP ANNUAL REPORT 2018-19 (1 April 2018 to 31 March 2019)

LAP	LymeForward CIC
Completed by	Chris Tipping
Date	30/04/2019

Performance Indicator	Please supply information to demonstrate the achievements for each indicator.
Number of LAP steering group / partnership board meetings held (inc. dates)	<p>9 Directors' meetings: 7.5.18, 29.5.18, 21.6.18, 6.8.18, 18.10.18, 8.11.18, 13.12.18, 7.2.19, 4.3.19. All meetings minuted.</p> <p>3 Steering Group meetings: 7.6.18, 20.9.18, 21.2.19. All meetings minuted.</p> <p>2 joint meetings of Directors with Trustees of Lyme Regis Development Trust: 24.5.18, 6.9.18.</p>
Annual assembly / AGM held (inc. date / theme / attendance numbers)	<p>AGM: 2.7.18. Annual report & accounts, partnership business. 22 members present, 7 formal apologies for absence.</p> <p>Partnership meeting 11.10.18. Activity report, partnership business, presentations and discussion on River Lim Path (LymeForward/CCT project) and Dorset Home-Start. 22 members present, 3 formal apologies for absence.</p> <p>Partnership meeting 14.3.18. Activity report, partnership business, presentation by Cllr D Turner on Dorset (unitary) Council and implications for Partnership area, with discussion. 25 members present, 9 formal apologies for absence.</p>

<p>Number of:</p> <ul style="list-style-type: none"> members in the partnership / new members (organisations and individuals) <p>(Please supply a list of member organisations / individuals - contact details not necessary)</p>	<p>146 Members with 26 new members last year.</p> <p>Charmouth Parish Council Uplyme Parish Council Lyme Regis Town Council Uplyme Community Sponsorship B-Sharp St Michaels School St Michaels Church Lyme Regis Community Land Trust Royal Voluntary Service Lyme Regis Development Trust Bridport CAB</p> <p>Plus 135 individual members. Names not supplied under GDPR regulations.</p>
<ul style="list-style-type: none"> sub-groups or forums running / set up (inc group name / dates / membership numbers) 	<p>1. Health & Wellbeing Group. 15 core members. Formal meetings on: 16.10.18, 25.10.18, 18.2.19. Major events under ‘Care Links Lyme’ project run on 26.4.18 and 15.11.18. Participation in local CCG public engagement events 15.11.18 and 9.4.19. Most activity via 1, 2 or 3 members meeting personally with relevant agencies, providers and commissioners or representing at ‘networking’ meetings of such groups: approx 50 engagements. Foodbank, Memory Café and Community Lunches are sub-groups of Health & Wellbeing Group (see later). Assistance to Cancer Support Group and Altogether Group. Close connections maintained with PPGs, including membership.</p> <p>2. Coastal Community / Economy Team. 10 Core members. Meetings on 10.4.18, 27.4.18, 8.5.18/ 23.5.18, 12.9.18, 16.10.18, 26.11.18, 13.12.18, 6.3.19, 10.4.19, 24.4.19, 9.5.19</p>
<ul style="list-style-type: none"> parishes actively engaged in the partnership (<i>and new members</i>) 	<p>Lyme Regis (Town Council), Charmouth (Parish Council), Uplyme (Parish Council).</p>

<p>Number of consultations responded to on behalf of the LAP (inc details)</p>	<p>Boundary Commission on Ward Boundaries 1.8.18: promoted but remained neutral as an LAP. Proposed Police Authorities' Merger 13.8.18: promoted but remained neutral as an LAP. Local Plan Review Roadshow/Consultation 10.9.18: promoted but remained neutral as an LAP. Online Health Survey September 2018: devised by LymeForward; individual responses only. [No requests from Town Council to arrange public consultations on its behalf.]</p>
<p>Has an audit of partnership membership been undertaken this year? (to identify roles i.e. steering group/board member)</p>	<p>Yes. Membership and mailing lists continuously updated. All official roles as Directors / Steering Group members / sub-group members are identified.</p>
<p>When was the constitution / protocol / terms of reference last reviewed? Are there plans to review?</p>	<p>Articles of Association reviewed by Directors on 4.3.19. [Minor amendments agreed by Directors on 10.4.19 for vote at AGM on 1.7.19.] Staff and Volunteer Handbook of Policies and Procedures fully revised and adopted by Directors on 8.11.18. Other Protocols currently under review.</p>
<p>Details of action plan delivery activities</p>	
<p>Activities undertaken by the LAP co-ordinators (<i>facilitation or project work</i>)</p>	<p>Monthly meetings with Lyme Regis Town Council. Regularly updated website. Weekly bulletin to all members with an average open rate of 67%. Monthly funding bulletin to 34 local organisations. Assisted bid-writing to local organisations/charities. Project work for Community Café and Chamber of Commerce. Facilitate - Community Lunch/Memory Café/Foodbank/Coastal Community Team.</p>

<p>Activities led (headed up) by the LAP, and branded as an activity of the LAP</p>	<p>In addition to work of main Health & Wellbeing Group, CCT and Manager(above) -</p> <p>Foodbank: Re-launched 9.5.18. Open one morning/week. 20-strong volunteer team, 19 referring organisations, 51 adults & 31 children provided with 414 person/weeks of food since 9.5.18. Strong local support - schools, churches, community organisations and individuals - with food and financial donations.</p> <p>Memory Café: Meetings held second Wednesday of every month with team of 8 volunteers.</p> <p>Community Lunches: Provided on third Thursday of every month with team of 12 volunteers.</p> <p>Community Café: (joint project with LRDT) that is open on Foodbank days and will expand in June.</p> <p>Economy: Continuing supervision of River Lim Path which is being project-managed by Simon Williams/Undertook “refresh” of local economic plan engaging with over 30 local businesses/Established team to re-instate Chamber of Commerce within the local area.</p>
<p>Activities undertaken by LAP members that have benefitted substantially from LAP support / endorsement</p>	<p>Axminster & Lyme Cancer Support Group: Launched September 2018 with LymeForward support; LymeForward bank account used as holding account, with Chair of Health & Wellbeing Group/Director serving as the group’s treasurer and arranging a successful start-up bid to Macmillan for £1,210. Currently 38 clients of whom 19 have attended fortnightly drop-ins and 15 referred to approved therapists.</p> <p>Dorset Home-Start has recruited 10 potential local volunteers currently being trained; this follows an initiative by a member of LymeForward’s Health & Wellbeing Group who is becoming a Trustee for Home-Start.</p> <p>Turn Lyme Green (and its subsidiary organisation ‘Plastic Free Lyme’) has benefited from the services of a LymeForward Director as its Treasurer for three years, who also initiated the meeting of business people that kick-started the Plastic Free campaign.</p> <p>WATAG - we have given support and a platform to disseminate information.</p>
<p>Projects undertaken by LAP members in their organisational capacity / role, not directly connected to the LAP, but which have contributed to the action plan outcomes</p>	<p>LRDT has ongoing projects for Community Radio Station and Community Workshop.</p>

<p>How much, if any, funding has the LAP levered in to deliver projects?</p>	<p>In 2018-2019: Foodbank monetary donations £1,075 Healthwatch grant to Care Links Lyme: £1,000 Community Lunches: £275 Macmillan for Cancer Support Group: £1,210 Additional core funding: £400 Coastal Revival Fund to the HUB: £24,500 St Michaels Church Tower repair Fund: £3,000 Toward Round 5 Coastal Community Bid team: £2000 Total £33,460</p>
<p>Staff and Volunteer Time</p>	
<p>Staff hours (per week / per month)</p>	<p>1 @ 16 hours per week (until December 2018), and 1 @ 24 hours per week.</p>
<p>Volunteer hours (chair - per week / per month) Directors hours on work related to the direction of the CIC</p>	<p>9 Directors' meetings in 2018-2019 at avg 2.5 hrs + 2 hrs preparation/follow up x 4 Directors = <u>162 hrs</u>. Attendance at Partnership & Steering Group meetings: 4 Directors x 6 meetings x 2 hrs + 2 hrs preparation/follow up = 96 hrs Agenda & Minutes work for Directors + LAPs + SG around 5 hrs per meeting x 15 = 75 hrs Other meetings, governance, policy, HR issues, liaison with groups, record-keeping reports to funders etc: 145 hrs + 65 hrs + 70 hrs + 55 hrs = 335 hrs <u>Total of all above: 668 hours</u></p>

<p>Other volunteer hours (if it's possible to calculate please inc time for meetings attended / projects delivered - i.e. number of volunteers and number of hours)</p>	<p>1. Health & Wellbeing Group Volunteer chair: <u>1054 hrs.</u> 15 volunteer members: 3 meetings avg attendance 10 x 2.5 hrs = <u>75 hrs</u>; CCG engagement events 8 vols x 3 hrs & 6 vols x 3 hrs = <u>42 hrs</u>; Care Links Lyme events 6 vols x 4 hrs & 8 vols x 4 hrs = <u>56 hrs</u>; 50 meetings with assorted partner organisations, average 2 vols x 3 hrs incl travel time = <u>300 hrs</u>; miscellaneous engagements est <u>50 hrs</u>; individual research, meeting preparation etc, est <u>100 hrs</u>. <u>Total 1,677 hrs.</u> Foodbank: 45 weeks x 4 vols x 3 hrs = <u>540 hrs</u> + collecting donations <u>50 hrs</u>: <u>590 hrs</u> Community Lunch: <u>500 hrs</u> Memory Café: Sixth formers <u>120 hrs</u>, Volunteers <u>170 hrs</u>: <u>290 hrs</u> 2. Coastal Community Team / Economy / Fundraising Avg 7 members (ex LF Manager) attending x 14 meetings x 2 hrs = <u>196 hrs</u> + research / individual meetings & phone calls / preparing documents = <u>140 hrs</u>: <u>336 hrs</u> 3. Chamber of Commerce - 2 members (ex LF Manager) 7 x meetings x 3 hrs = <u>42 hrs</u> + research / individual meetings & phone calls / preparing documents = <u>20 hrs</u>: <u>62 hrs</u> 4. Volunteer members meeting attendance 3 x Steering Group meetings with avg non-Director/staff attendance of 4 x 2 hrs: <u>24 hrs</u> 3 x Partnership meetings with avg non-Director/staff attendance of 17 x 2 hrs: <u>102 hrs</u> Total <u>126 hrs</u></p> <p><u>Total of all above: 3,581 hours</u></p>
<p>Other paid staff hours - partner staff *(excl WDDC staff) (if it's possible to calculate please inc time for meetings attended / projects delivered - i.e. number of staff and number of hours)</p>	<p>52.5 hours for 3 x LAP meetings attended by 15 paid staff of external bodies. 315 hours by CCT consultant.</p>
<p>Future Work</p>	

What are the key priorities for the LAP?

- Continuing viability and sustainability.
- Adjusting to a continuing effective role within new Unitary arrangements
- Strengthen links with town and parish councils and within the LAP parishes and with neighbouring LAPs especially Bridport where we are now developing good connections
- *Health and Wellbeing*: contribute to effective establishment of new merged GP surgery & community services; build engagement with Primary Care Network esp re Social Prescribing / Health & Wellbeing Board; in association with GPs, Dorset HealthCare & Primary Care Network, build a system of strong resident/patient engagement and quality feedback from PPG level to Network level; develop Care Links Lyme project in association with Social Prescribing; expand support services to vulnerable groups as in food poverty, social isolation etc.
- *Business Engagement / CCT*: delivery of core projects following unsuccessful Round 5 bids; creating links within the area and with the wider business community to assist growth and performance of the commercial sector; enabling local businesses to speak with one voice on matters affecting their interests; strengthening links between the business community and the CCT.