

CONSORTIA DEVELOPMENT FUND  
**BUSINESS PLAN 2008-11**

Annexe 3  
**Monitoring template**

Please describe the methodology you will use for monitoring the projects described in the business plan.

Project	Methodology
All projects	<p><b>Progress on all projects will be reported to the Island Infrastructure Group on a quarterly basis and this group will effectively be the steering group for the work. The Voluntary Sector Cabinet will also receive quarterly updates. The CEO of the RCC will be responsible for ensuring that these reports are provided in a timely fashion, although responsibility for their preparation will fall to other RCC officers. In addition some other areas of work will have additional monitoring.</b></p>
Building Specialist / technical support	This whole area will be monitored as above.
Environment for a Thriving Third Sector – Joint Working with public sector	<p>The overall methodology to be used to measure this work will be the new national performance indicator. It is not yet known exactly how this will be measured but it is hoped that initial measurement will take place in 2008/09 and every 2 years thereafter.</p> <p>As noted in the main Infrastructure Delivery Plan, a Compact Strategy Group will be re-launched in 2008 and this group will play an on-going role in both developing stronger and better joint working initiatives and in ensuring their delivery.</p>
Environment for a Thriving Third Sector – Governance and Representation	<p>Measuring specific improvements in sector governance and representation will be difficult as there is little baseline regarding current performance and there has been very little activity by the Voluntary Sector Cabinet. (VSC)</p> <p>The number of meetings attended by VSC representatives will be monitored.</p> <p>The number of consultations responded to by the VSC will be monitored.</p> <p>Linking to the information and communication focus, the</p>

	<p>range of information available regarding the VSC and associated networks will also be monitored.</p> <p>All of these will be reported back to the Cabinet and IIG.</p>
Environment for a Thriving Third Sector – Information and communication	<p>The number of organisations completing a Merlin survey will be monitored.</p> <p>The number of newsletters sent will be monitored.</p> <p>An RCC activities report will be published annually from Year 2 Q1.</p> <p>The RCC will undertake an annual satisfaction survey of frontline organisations, annually from Year 2 Q1.</p>
Volunteering support project	<p>The RCC CVS Development Officer will be responsible for monitoring most of the development elements of this project and reporting to the RCC CEO and the local consortia on a quarterly basis. The focus of this monitoring will be upon delivery of the milestones identified within the Business Plan.</p> <p>With regard to specific data on numbers of VCOs identified and providing volunteering opportunities and number of volunteers placed, monitoring will be come directly from reports generated by the V-Base software.</p>
Workforce and organisational development	<p><b>Children Workforce Development project</b></p> <p>The Children’s Trust VSC Development Officer will be responsible for co-ordinating monitoring of this piece of work and will report to by a cross sector Quality Assurance Steering Group.</p> <p>The core of the work will be delivered by a consultant approved by the steering group. They will provide monthly reports to the VSC officer, which will be reported upon quarterly to the steering group and the Children and Young People Voluntary Sector Network.</p> <p>A Quality Assurance Forum will be created as part of the project and it will become the verifying body for awarding the QA kite mark to individual organisations.</p> <p>A target of 10 VCOs gaining the kite mark has been set for the end of 2009/2010.</p> <p>A review of the scheme will be undertaken and reported to the Steering Group at the end of 2009/10.</p> <p>In addition the funding body, the Children Workforce Development Council will be provided with annual reports.</p>

	<p><b>Train the Trainer – Safeguarding children</b> The Children’s Trust VSC Development Officer will be responsible for co-ordinating monitoring of this piece of work and will be providing bi-annual updates to the Local Safeguarding Children’s Board.</p>
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