

## Compact Actions Guide

### *The Buckinghamshire Compact*

- The statutory sector and the VCS are committed to setting up open and effective channels of communication so they can discuss matters and share information.
- Both sectors will clearly set out any capacity issues that need to be agreed to have an effective working relationship, including capacity building, sharing of knowledge and expertise, and providing 'support in kind'.
- Both sectors will use the Compact Steering Group to help improve their accountability by highlighting and promoting examples of good practice.
- Both sectors will continue to review and refine working arrangements to avoid duplication and overlaps and improve accountability.
- The VCS will work towards developing recognised and appropriate quality standards for delivering services while respecting the contribution and involvement of volunteers.
- The statutory sector will develop a framework for coordination of funding processes and information sharing by statutory authorities to ensure equality.
- The statutory sector is committed to developing good practice for providing support in kind (including the use of premises and equipment, staff time and training, and sharing the knowledge, expertise and experience available in both sectors).
- The statutory sector will produce a clear funding timetable and decision-making procedure.
- The statutory sector will use clear and consistent criteria, including the principles of best value, when allocating resources.
- The Compact Steering Group will review methods of communication to make sure the best use is made of face-to-face contact, meetings, newsletters and the internet.
- The Compact Steering Group will have a network of contacts to provide quick access to information. Organisations in the statutory sector will identify named contacts in service areas. The Compact Steering Group will be responsible for publishing details of a network of contacts within both sectors and for making sure that the details are reviewed each year and kept up to date.
- As most management committees in the voluntary sector will only meet every two to three months, the statutory sector will aim to follow Government recommendations of allowing 12 weeks for written consultations. However, both sectors recognise the time restrictions they work in and, if shorter timescales are necessary, they will consider alternative methods and approaches to make sure good quality, effective consultations are held.
- Both sectors will aim to co-ordinate the timing of consultations and, where appropriate, share resources to help prevent too many consultations.

### ***Funding Code Actions***

- Develop standardised principles and eligibility criteria for funding across the County, with additional specific criteria to reflect the priorities of each funding agency;
- Develop standardised and simplified funding application forms across the County, with additional sections to reflect the priorities of each funding agency;
- Develop standardised monitoring requirements across the County, with additional sections to reflect the priorities of each funding agency;
- For those organisations funded by more than one statutory body, develop consistent funding and monitoring arrangements and establish formal dialogue between funding bodies before decisions are taken;
- Investigate establishing a countywide threshold for Service Level Agreements;
- Introduce 3 year funding arrangements where this represents value for money;
- Identify the types of support in kind available and promote as appropriate;
- Notify VCS applicants of funding decisions at least 12 weeks before funding starts;
- Give at least 12 weeks notice when a grant is ending or being withdrawn to enable Voluntary Sector organisations to prepare alternative funding arrangements;
- Introduce payments to voluntary and community organisations in advance of expenditure, rather than in arrears; or, make payments within 28 days when invoiced;
- Investigate and agree a threshold of funding at which point public recognition is deemed appropriate;
- Provide cross-sector training on:
  - Full cost recovery and accounting
  - Outputs & outcomes.
- 12 weeks notice of funding opportunities;
- Publish clear timescales for applications, decisions and schedules of payment;
- Promote opportunities widely and consider proactive approaches to encourage organisations to apply or become suppliers. This is particularly important for voluntary and community organisations who may not have applied for funding before;
- In the case of joint applications, where a 'lead funder' has been appointed to stream line application processes and coordinate monitoring arrangements, will provide feedback on the reasons for decisions including developmental points, within an agreed timescale;
- Agree terms of delivery at the outset;

- With the statutory funder, agree measurable outcomes to be reported on and develop simple reporting formats;
- Agree with the voluntary and community organisation a simple process for controlling any changes to the agreement, including the actions that will be taken if the voluntary and community organisation is failing to deliver;
- Discuss risks up-front and place responsibility with the statutory authority or voluntary and community organisation best able to manage them;
- Give the reasons for the end of the funding agreement or contract and allow the provider organisation to respond to proposals to change or end an arrangement.

### ***Volunteering Code Actions***

#### Statutory Sector

- Remove any barriers which may prevent people from volunteering, e.g. by paying all out of pocket expenses;
- Assess how volunteering and community activity within their organisation can contribute to achieving organisational policy and programme objectives;
- Increase staff awareness of volunteer contributions to the organisation's objectives;
- Ensure that sufficient safeguarding precautions have been taken;
- Support initiatives to provide accessible information about volunteering opportunities at local level;
- Work with local employers to encourage and support their staff to volunteer;

#### Voluntary & Community Sector

- Identify a senior named person to be responsible for volunteer involvement, and for monitoring and reporting on it as required;
- Ensure appropriate records are kept of how volunteering is funded, and the benefits this produces;
- Ensure that sufficient safeguarding precautions have been taken;
- Encourage and enable development of skills and gaining of qualifications where appropriate through relevant accredited bodies;
- Assist potential volunteers to find volunteering opportunities that fit their needs, interests and abilities;
- Develop systems for referring surplus volunteers, or those unsuited to their needs, to other organisations;
- Remove the existing cultural and financial barriers which may prevent people from volunteering, e.g. by paying all out of pocket expenses;
- Implementation of the Volunteer Charter.