

**FISHERSGATE HEALTHY LIVING CENTRE**  
**'GOOD HEALTH, IT'S CONTAGIOUS'**  
**AMENDED BUSINESS PLAN FOR 2007 - 2009**

**Produced by Adur District Council in association with all partners in the  
'Fishersgate Together Strategic Steering Group'**

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**ANNEX 1** – Plans for adaptations to the church. Only available in paper form.

## **WHY AN AMENDED BUSINESS PLAN?**

The original business plan for the Healthy Living Centre in Fishersgate aimed to have the project up and running by 2002. However, disputes with the builders over the construction of the original building and three arson attacks on the building has led to extreme delays. The lead organisation, Fishersgate Community Association has also experienced difficulties and is no longer in quorum. This has led to this revised business case, which aims to:

- Convert the local Church into the venue for the HLC
- Assign the HLC funds to the local authority as the lead organisation
- Use the existing 'Fishersgate Together Strategic Steering Group' as the vehicle for the management of the project
- Work in partnership with the West Sussex County Council's Children's Centre programme to provide services for the local community

## **THE CHURCH**

Plans of the church with the proposed adaptations for it to be a workable HLC are attached as Annex 1. The church is a large building with a very useful open space at its heart, ideal for the running of activities such as a youth club and sporting/keep fit activities. In terms of its construction it is sound. It is of brick construction that is in good condition as is the roof. Certain adaptations are required to maximise the use of the building as a flexible HLC and to comply with building regulations and health and Safety considerations. These are:

- There is only one toilet in the church at the present time. This will be removed and replaced with adequate toilet facilities, including a disabled access toilet and baby changing facilities
- Creation of a café area, including the installation of a kitchen
- Installation of broad band and a computer suite
- Installation of a new more efficient heating system
- Installation of new electrics
- Installation of a burglar alarm
- Widening of certain doors to meet fire and disable access specifications
- Creation of office space and two consultation rooms
- Replacement of the existing outdoor skating rink with a new multi purpose sports area

The adaptations listed above are required before any of the activities under the HLC project can be provided to the public. It is for this reason that the request for capital expenditure forms a significant part of this bid. The Church (Diocese of Chichester), West Sussex County Council, The Primary Care Trust and District Council are also prepared to contribute towards these adaptations. Greater detail regarding this is including in the budget section of this plan.

West Sussex County Council has also offered to undertake a feasibility study for the church free of charge in terms of it being a Children's Centre.

## **BACKGROUND**

All of the socio-economic and environmental difficulties highlighted in the original plan still apply. Income rates in the area are low, academic achievement and the health status of the population is poor and crime rates are high. It can be argued that the situation in Fishersgate has in fact worsened with the closure of the local post office, reduction in the bus service and recently the closure of the local grocery/butchers store. On a more positive note the school that was recently earmarked for closure has been saved and will now function not only as a school but also as a 'Children's Centre. This opens up a whole new opportunity for partnership working under the Governments 'Children's Centre' agenda which will enable a wide range of services to be provided.

In terms of housing there is a high proportion of Local Authority owned properties in the area many of these are flats. This is responsible to a certain degree for the generation of a transient population, with families housed in flats awaiting the availability of a house. This said there are many people in Fishersgate who are proud of where they live and many have lived there a long time. It is this sense of pride that we aim to build upon, empowering local people so that they are able to improve their quality of life and the quality of life of the community in Fishersgate as a whole.

The level of deprivation in Fishersgate has been recognised by the 'local Strategic Partnership'. These partners have highlighted Fishersgate as one of only 4 deprived areas in the Adur District to focus their efforts. This target has been placed in the 'Local Area Agreement' for West Sussex. This has resulted in the release of funds for a part time 'Community Development Officer' to work specifically in the neighbourhood. This person will play a key role in this project.

## **NEEDS OF THE COMMUNITY**

Due to the fact that no new services have been introduced into Fishersgate since the original bid was submitted it could be assumed that the needs raised by local people have not been met and remain today. The most pressing needs raised by people are:

- 80% expressed a need for Health visitor and baby weighing clinics locally.
- 75% said they would attend adult education classes if offered locally. Subjects included keep fit, cookery, arts and crafts, languages and computer skills.
- 50% said they wanted an After Schools Club.
- 30% felt there was a need for a variety of social clubs and activities, especially computer club, followed by youth club.

## **OVERALL AIM**

The overall aims and objectives of the original bid still remain:

We want to improve the quality of life of local people living in Fishersgate and neighbouring Portslade (West Brighton and Hove).

We will, in particular, improve the health and well-being of:

- Children and their families, and
- People at risk from coronary heart disease

We will do this by bringing health, social, cultural and sport activities right into the heart of Fishersgate. We will encourage people to use these services, especially those who would not normally do so and have found accessing these services a challenge.

These services aim to reduce existing health inequalities and social exclusion.

We want to empower people to improve their own lives and the lives of their family and build confidence within the population that they are able to influence what goes on around them.

## **PROJECT OBJECTIVES**

The aims below have all been drawn up with the Fishersgate Together Strategic Steering Group. Where the text says 'we' this refers directly to this partnership group:

1. **We will work with our partners to improve the quality of life of all those living in Fishersgate & neighbouring West Portslade.** In particular improving the quality of life of those who are most disadvantaged. Essential to this task will be reducing social, economic and environmental deprivation.

### **Social deprivation.**

The involvement of local people in the activities and the running of the new HLC will assist in reducing social exclusion. The informal café facilities in the centre will be particularly important for social interaction. The already secured post of the Community Development Officer will be invaluable in encouraging those most vulnerable residents to take part who would not normally do so.

### **Economic deprivation.**

Training programmes and services for adults such as I.T training and activities such as the breakfast club for children all aim to reduce economic deprivation. The Job centre plus activities will also assist in improving economic performance. The ethos of the whole project is to empower local people, which will hopefully give them the confidence to improve their economic position.

### **The Environment**

We aim to work with the 'Street Scene' service at Adur District Council to improve the appearance of the grounds of the church and the area as a whole. This project also aims to reduce the incidence of anti social behaviour such as graffiti.

In order to improve the mental and physical health of our community in Fishersgate it is essential to improve our overall quality of life. The two are closely intertwined as the correlation of poor health statistics with deprivation clearly show.

## **2. Provide services locally.**

We want to bring health information, advice and services right into the heart of Fishersgate and to encourage local people to use these facilities. Our aim to provide Health Visitor Services within the centre will hopefully encourage those people to use these facilities who, for one reason or another, do not normally travel to existing services. The provision of dietary advice, smoking cessation services and the 'Home-Start' scheme will all go towards empowering local people to be able to make informed decisions on improving their own health.

**3. We particularly aim to improve the health and well being of children and their families.** We will work with our partners including Fishersgate First School, Social and Caring Services and the Primary Care Trust to meet this aim. We aim to provide parenting skills under the 'Home-Start' scheme, an 'After School Club', 'Breakfast Club' and crèche to make a positive difference to these peoples lives. Training opportunities for adults including I.T courses and adult literacy classes will help towards improving the economic position of families.

## **4. Reduce coronary heart disease**

We want to reduce the incidence of coronary heart disease in the local area. Adur has the highest rate of mortality from heart disease in West Sussex. We aim to offer smoking cessation services, dietary advice and a wide range of exercise activities to suit all tastes and ages.

## **5. Actively involve local people**

We will continue to consult and work with local people to bring the services and activities into the local area that they want and need to make their lives healthier. Local people have and will continue to lead this project. Management will be through the Fishersgate Together Strategic Steering Group which consists of, amongst others, local residents.

## **CHILDREN'S CENTRE PARTNERSHIP**

West Sussex County Council will be providing a Children's Centre in Fishersgate. The school within Fishersgate is to have a dual function, offering the usual educational services with the addition of providing services under the 'Children's Centre' agenda. The school lacks the required space to provide all of the necessary activities and so the church will provide the additional space. The two venues will create a 'Campus' facility. The short distance of less than 100 metres between the two buildings lends to this arrangement.

The full children's centre services will be provided from 2008 with many services being offered before this time.

The Church is to provide the venue for the 'Family Support' and 'Child and Family Health' element of the children's centre agenda. These are shown fully in Appendix 1

West Sussex County Council can contribute to the Healthy Living Centre project with the following before 2008:

- One full time Children's Centre Manager 'Health Specialist', who will be based at the church
- 1.5 posts of an 'Information Reception Administrator' who will be spread across the two sites.
- A crèche facility based on the school site. Part funding from this bid is requested for this to support the activities offered as part of the HLC programme
- Eight computers with access to the internet and direct access to County Council advice/help point
- Furniture for café and offices

West Sussex County Council is in discussion with the Church for the possibility of entering into a 25-year lease agreement with the Church to provide Children Centre activities in the Church. This will ensure longevity to the Healthy Centre project also providing sustainability for the range of services and facilities on offer.

## **MANAGEMENT**

This Healthy Living Centre project will be overseen by the 'Fishersgate Together Strategic Steering Group' (FTSSG). FTSSG is a partnership consisting of statutory and voluntary agencies and members of the Fishersgate community. A membership list is shown in appendix 5 and the groups terms of reference are shown in appendix 6. The group was formed in 2006 to tackle the inequalities that exist in Fishersgate and to improve the quality of life of its population. The group is divided into two delivery arms:

- **Operations Group**  
Responsible for the delivery of specific projects such as the forthcoming summer 'Fishersgate Festival'.
- **Strategic Steering Group**  
Oversees the bigger picture in Fishersgate, ensures an integrated planning process for Fishersgate.

It is the Strategic Steering Group that will oversee the Healthy Living Centre project due to the expertise on this group and the broad spectrum of services offered by the project.

The main statutory agencies involved in the HLC project are Adur District Council, West Sussex County Council in the form of Children's Centre programme and Youth Service and West Sussex Primary Care Trust (PCT). All sit on the FTSSG. Diagram 1 shows the relationship between these partners, groups and individuals.

In terms of line management the HLC manager will be line managed by the Community Development Co-ordinator at Adur District council. The HLC manager

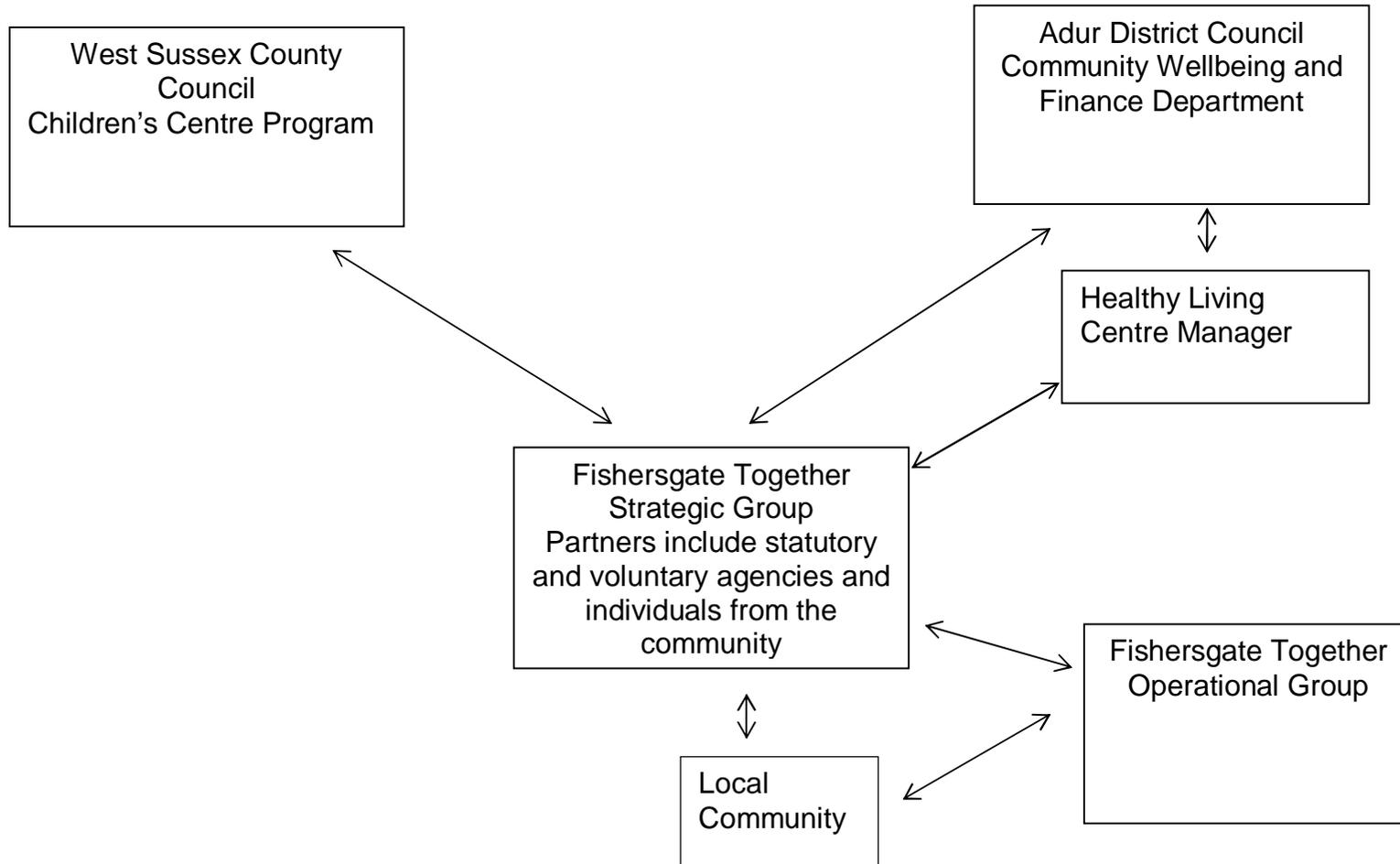
will be accountable to the Fishersgate Together Strategic Steering Group due to the partnership nature of the HLC project.

The HLC manager will be responsible for volunteers and the Premises manager who is to be appointed in year 2.

Posts funded or part funded by West Sussex County Council through the Children's Centre program will be line managed by West Sussex County Council.

By using the FTSSG to oversee the HLC project we ensure a partnership approach. Imperative to this partnership is the active involvement of local people who are members of FTSSG.

**Fishersgate Healthy Living Centre  
Management Structure – Diagram 1**



**EXISTING ACTIVITIES AND SERVICES  
FISHERSGATE HEALTHY LIVING CENTRE PROJECT**

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>HEALTH OBJECTIVES</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Scottish Country Dancing</b>	Individual member of the Community	Church	Increase social interaction  Increase level of physical activity	13-90 yr olds	15-20	One (Monday afternoons)
<b>Over 55's club</b>	South Coast Over 55's Club	Sheltered Housing Scheme in Fishersgate	Increase social interaction  Healthy Living advice	Over 55's	About 25	Fortnightly (Wednesday afternoons)
<b>Child Home Safety Equipment Scheme</b>	Health Visitors (West Sussex PCT, Adur District Council)	In the local community, mainly private homes	Improve child health by reducing accidents	Pre-school Children	As needs arise	N/A
<b>Youth Health Clinic</b>	Portslade Health Centre	Portslade Health Centre	Improve Young Peoples health	Young people	By appointment	One
<b>Bingo</b>	Individual member of Fishersgate Community Association	Church	Increase social interaction	All ages	25-40 people	One

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>HEALTH OBJECTIVES</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Karate</b>	Sussex Association of Martial Arts	Fishersgate School	Increase social interaction  Increase level of physical activity	Under 15's	15	One
<b>Wrestling</b>	British Amateur Wrestling Association	Church	Increase social interaction  Increase level of physical activity	All age groups	About 20	On an Ad Hoc basis
<b>Breakfast Club</b>	Kidz Club. Local parents from Fishersgate School	Fishersgate School	Increase social interaction	4-8 year olds	20	3 times a week
<b>After school Club</b>	Kidz Club	Fishersgate School	Increase social interaction	4-8 year olds	20	3 times a week

The 'Fishersgate Together Operational Group' are also organising a 'Fishersgate Festival'. A one-day festival in June.

All of the other activities as listed in the original bid have had to cease due to the loss of the 'Dome' building or people taking the activities to other areas.

**PROPOSED ACTIVITIES AND SERVICES  
FISHERSGATE HEALTHY LIVING CENTRE PROJECT**

All the activities listed meet the objectives of 'providing services locally' and 'improving quality of life.'

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Internet Cafe</b>	West Sussex County Council - Children's Centre Programme	Church	Reduce social deprivation  Reduce coronary heart disease  Improve health of children and their families	All ages	Unknown	Minimum of open every weekday.
<b>Full 'Family support and parental outreach services' as part of Children's Centre services. See appendix 1 for further information</b>	West Sussex County Council - Children's Centre Programme	Church	Reduce social deprivation  Reduce coronary heart disease  Improve health of children and their families	Children and their families	Unknown	Every weekday

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Full 'Child and family health services' as part of Children's Centre service. See appendix 1 for further information.</b>	West Sussex County Council - Children's Centre Programme	Church	Reduce social deprivation  Reduce coronary heart disease  Improve health of children and their families	Children and their families	Unknown	Every weekday
<b>Job Centre Plus. As part of Children's Centre Services. See appendix 1 for further information.</b>	West Sussex County Council - Children's Centre Programme	Church	Reduce economic deprivation	Young people and adults	100	Available every weekday
<b>Adult education</b>	West Sussex County Council – Adult Education dept.	Church	Reduce social deprivation  Reduce economic deprivation	Adults	10 weekly	10 courses held annually

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Crèche</b>	West Sussex County Council - Children's Centre Programme	School	Reduce economic deprivation  Reduce social deprivation  Improve health of children and their families	Children and their families  0-4 yr olds	25	Every weekday during school time
<b>Breakfast club</b>	West Sussex County Council - Children's Centre Programme	School	Reduce economic deprivation  Reduce social deprivation  Improve health of children and their families	Children and their families  4-8 year olds	30	Every weekday during school time

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>After School Club</b>	West Sussex County Council - Children's Centre Programme	School	Reduce economic deprivation  Reduce social deprivation  Improve health of children and their families	Children and their families  4-8 year olds	30	Every weekday during school time
<b>Holiday club</b>	West Sussex County Council - Children's Centre Programme	School	Reduce economic deprivation  Reduce social deprivation  Improve health of children and their families	Children and their families  6-11 year olds	30	Week days during school holidays

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>'Cook and Eat' sessions</b>	West Sussex Primary Care Trust	Church	Improve health of children and their families  Reduce coronary heart disease	Adults and older children	8 people per session	4 five week courses per year
<b>Health Visitor services</b>	West Sussex Primary Care Trust	Church	Improve health of children and their families	Children and their families	10 families per session	One session per week 48 weeks year
<b>Smoking Cessation</b>	West Sussex Primary Care Trust	Church	Improve health of children and their families  Reduce coronary heart	16+	Maximum of 20 people per course	10 courses per year
<b>Sexual Health</b>	West Sussex Primary Care Trust	Church	Improve health and well-being	16+	As required	5 sessions per year
<b>Health Champions training course</b>	West Sussex Primary Care Trust	Church	Improve health and well-being	Adults	Maximum of 30 people	1 course per year
<b>Health Enhancement programme for older people</b>	West Sussex Primary Care Trust	Church	Improve health and well-being	50+	Maximum of 30 people per course	2 courses per year

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Public Health and Health Promotion training</b>	West Sussex Primary Care Trust	Church	Improve health and well-being Reduce coronary heart disease	Adults	Maximum of 30 people per course	6 courses per year
<b>Falls prevention exercise classes</b>	West Sussex Primary Care Trust	Church	Improve health and well-being  Reduce coronary heart disease	50+	Maximum of 30	10 sessions per year
<b>Young parents group</b>	West Sussex Youth Service	Church	Improve health of children and their families  Reduce social deprivation	Up to 19 years	30 people per week	One session per Week
<b>Citizens Advice Service outreach service</b>	Shoreham and Southwick Citizens Advice Bureau	Church	Reduce economic deprivation  Reduce social deprivation  Improve health of children and their families	Adults	Maximum 5 people weekly	One session per Week

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Adur Learning Exchange activities for older people</b>	Impact initiatives	Church	Reduce social deprivation	50+	20 people per week	Weekly activities
<b>Substance Misuse advice and support</b>	Community Safety Team	Church	Improve health of children and their families  Improve quality of life	13+	10 people per week	One session per week
<b>Youth Club</b>	West Sussex Youth Service	Church	Improve health of children and their families  Reduce social deprivation  Reduce coronary heart disease	Young people 8-13years  and 13+	35 young people each session	2 evenings a week

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Outdoor multi purpose sports facility</b>	Adur District Council	Outside of Church	Improve health of children and their families  Reduce social deprivation  Reduce coronary heart disease	All ages	Free open use at all times	Open use
<b>Football training</b>	Sussex Fire and Rescue Service	Recreation ground	Improve health of children and their families  Reduce social deprivation  Reduce coronary heart disease	Children and young people	Maximum of 30 per course	2 courses per year
<b>Exercise classes</b>	To be arranged by HLC manager	Church	Reduce coronary heart disease	All ages	Maximum of 30 people per session	2 sessions per week
<b>Lunch Club</b>		Church	Reduce coronary heart disease	50+	Maximum of 30 people per session	One day a week

<b>ACTIVITY</b>	<b>PARTNER ORGANISATION</b>	<b>LOCATION</b>	<b>KEY FISHERSGATE HLC OBJECTIVES MET</b>	<b>TARGET GROUP</b>	<b>NUMBER OF BENEFICIARIES A WEEK</b>	<b>NUMBER OF SESSIONS PER WEEK</b>
<b>Fire Safety</b>	Sussex Fire and Rescue Service	Church	Improve quality of life	All ages	One to one or group work	As requested by local people
<b>Street Scene</b>	Adur District Council	Local community	Reduce environmental deprivation	All ages	50+ each year	On going activities
<b>'Home Start'</b>	'Home Start' voluntary organisation		Improve health of children and their families  Reduce social deprivation	Children and their families	20 families a year	As and when required

More detail regarding these activities is given in the text later in this report under 'Proposed Activities and Services more detail'.

## **PROPOSED POSTS**

### **H.L.C Manager**

Full time post. 9 months for the first year and whole year for the second year. Funding requested from the HLC bid for this post.

This person will be responsible for:

- Implementation of the Healthy Living program
- The day to day running of the HLC centre
- Booking in of activities AND PROGRAMMES
- Opening up of the building when on duty
- Keeping accounts for the project
- Managing volunteers at the centre
- Evaluating the HLC project

Etc

### **Children's Centre Manager 'Health Specialist'**

This full time post is to be provided by the Children's Centre as time in kind to the H.L.C project. Post based at the Church. Their main role will be to oversee:

- The implementation of the 'Family Support' and 'Child and family health services' as part of the Children's centre programme.

Post will remain after the end of H.L.C funding which provides longevity and sustainability.

### **Information Reception Administrator**

1.5 posts. First year 9 months there after whole year. Provided via the Children's Centre programme as time in kind. Posts to be shared between the church and the school sites. Main roles:

- Welcome people into the building
- Provide advice and support to those using the HLC
- Provide I.T support to people
- Work in the cafe
- Take submission fees from users
- Collate simple evaluation records, such as number of users

Etc

Posts will continue after the end of the H.L.C funding which provides longevity and sustainability.

### **Premises Worker**

Not required in the first year of the H.L.C project. 0.5 post for the second year as more projects come on board and the centre needs to be opened up more in the evenings and at weekends. Funding requested from HLC bid for this post.

Main roles:

- To open up and lock up the centre when the Centre manager is not working
- To oversee the day to day cleaning of the centre

- To oversee the maintenance of the building

### **Cleaner**

0.8 post. Nine months in the first year and whole year thereafter. 0.4 of post to be funded by the H.L.C bid in second year. To be funded by the Children's Centre fully there after.

### **Community Development Co-ordinator**

This post is already in existence at Adur District Council based within the Community wellbeing team. She has extensive knowledge of Fishersgate and its H.L.C project. Post to manage the H.L.C Manager and the Community Development Officer. Advice and support to these posts to be offered as time in kind.

### **Community Development Officer**

Funding has already been secured for this part time post from through the 'Local Area Agreement'. 0.5 post for 2 years based solely in Fishersgate. This person will be line managed by the Community Development Co-ordinator at Adur District Council. The latter will also be able to bring expertise to the project especially in the form of evaluation. The Community Development Officer will be based at the church but their work will be primarily within the community as a whole.

Main roles:

- Capacity building within the community
- Consultation with local people regarding the activities and services they require
- Assisting the Centre Manager with evaluation of the HLC project in particular the qualitative evaluation.
- Signposting local people to the activities and services at the HLC

### **Café workers**

To be provided by the Children's centre programme. To work in the café at the church.

### **Crèche workers**

To be based at the school. Funding for the majority of the crèche workers has already been secured through the 'Children's Centre' programme. However workers to cover 'Health activities' do not have funding already secured. Thus, two crèche workers for five sessions a week are requested in this bid.

### **Breakfast and After School Club workers**

These activities to be run from the school.

Workers to be provided by the Children's centre programme.

### **Holiday Club workers**

This activity to be run from the church.

Workers to be funded by the Children's centre programme.

### **Health Visitors**

To run a baby clinic at the church one day a week. Workers to be provided by the PCT.

### **Other PCT professionals**

For example 'Cook and eat' instructors. A small amount of funding requested in this bid for these workers assisted by time in kind from the PCT. More detail included in appendix 2.

### **Adult education workers**

To run adult education classes as and when required, to include I.T training. Workers provided by West Sussex County Council.

### **Youth service workers**

To run a Youth Club at the church two evenings a week. One evening for under 13 year olds and one for 13+ years. Workers to be provided by West Sussex Youth Service as time in kind.

### **'Home-Start' workers**

Support to families in crisis. Funding requested in this bid for training parent volunteers and staffing costs of co-ordinator.

### **Substance Misuse worker**

To run training session, advice and support sessions as and when required. Worker provided by Community Safety Team. Service to be offered as time in kind to the HLC project.

### **Citizens Advise workers**

To run an advice session one afternoon a week at the church. First year for 9 months and second year for whole year. Some funding requested in this bid for these workers.

### **Impact Initiative workers**

To provide activities for older people. Activities to start in second year of HLC project. Some funding requested in this bid.

### **Football Coaches**

To be provided as time in kind by West Sussex Fire and Rescue service as time in kind.

### **Specialist workers**

Drama, art and dance professionals. To be commissioned as and when required. External funding, income to be raised to fund these workers.

## **PROPOSED ACTIVITIES AND SERVICES - DETAIL**

### **Cafe**

The Café will form the hub of the HLC. Providing a social focus where people can meet informally. Women and children will be especially welcome. There will be healthy affordable food on offer and where possible we will endeavour to use local suppliers of goods. There will also be a fully equipped kitchen area, which will enable us to offer cooking training including; basic cooking skills, cooking on a budget & healthy cooking.

These activities will be run in conjunction with the PCT.

Funding is being sought in this application for the café and its kitchen.

### **Computer Suite**

The café above will be an 'Internet café' with 8 computers with broadband access. The computers are to be provided by the Children's Centre partnership, which will also provide support in the form of workers for their use.

### **'Family support and parental outreach services'**

To be provided at the church as part of Children's Centre programme. See appendix 1 for further information.

### **'Child and family health services'**

To be provided at the church as part of Children's Centre programme. See appendix 1 for further information.

### **Job Centre Plus.**

To be provided at the church as part of Children's Centre Services. See appendix 1 for further information.

### **Adult Education**

Local people will be consulted as to the type of Adult education they would like provided at the church.

### **Crèche**

The crèche will be essential to enable parents and carers to attend activities at the centre. It may also be able to provide care whilst parents are at work, and to provide respite care.

The crèche will be run from the school as part of the Children's Centre programme. Some funding is requested in this bid, as no funding is present at the moment for activities that are specially health based.

Funding requested for two workers for five sessions a week in this bid. Workers specifically to provide care to children whose adults are taking part in health related activities.

### **Breakfast Club and After School Club**

There is currently a breakfast club running at the school. This is to be expanded by the children's centre programme to run every school day. All these services to be run at the school and no additional funding requested in this bid.

No additional funding is sought in this application for this scheme.

### **Holiday club**

To be run at the local school through the Children's Centre programme.

### **Health Visitor services**

There is no Health Centre or GP Surgery within Fishersgate. Consultation with local people has revealed that 80% want Health Visitor services, especially for children in the local area. We are working with Health Visitors to bring services into the church.

PCT Health visitors will run a weekly baby and young child clinic from the church.

### **Other Health Activities**

PCT to run a range of health activities as detailed in appendix 2. These include, 'Cook and Eat' sessions, Smoking Cessation, Sexual Health, Health Champions training course, Health Enhancement programme for older people, Public Health and Health Promotion training people and Falls prevention exercise classes. Some funding for these services is requested in this bid.

### **Young parents group**

This weekly service will be run by West Sussex Youth service. It is aimed at those parents or soon to be parents under 19 years of age. Groups already run successfully in other parts of the district and we aim to expand this to Fishersgate. This service requires no funding in this bid.

### **Citizens Advice Bureau outreach service**

The CAB based in Shoreham-by-Sea, five miles from Fishersgate will provide an outreach service in the new centre.

Low car ownership may prevent residents making the journey to Shoreham and existing CAB offices. The CAB will offer a weekly service in the church. More detail is shown in appendix 3. Funding is requested in this bid.

### **Adur Learning Exchange activities for older people**

Adur Learning Exchange is part of the organisation 'Impact. They will provide courses, support for the over 50's back into work and mini bus trips. More detail is shown in appendix 4. Funding is requested in this bid. All these activities will be run from the church.

### **Substance Misuse Worker**

The substance misuse worker employed by the Adur Crime and Disorder Reduction Partnership will run advice and support sessions from the church. No funding is requested in this bid.

### **Youth Club**

West Sussex Youth Service will run a youth club two evenings a week from the church. One evening for under 13 year olds and one evening for over 13 year olds. There will be a volunteer programme for the older children to help in the club for the younger children. The large open space in the church will be ideal for this activity. The sports facilities outside will also be used by the young people. No funding is requested in this bid for this activity.

### **Outdoor multi purpose sports facility**

We want to replace the worn out of use roller hockey rink with a multi purpose sports area. This will enable a broader range of sports to be provided thus appealing to a wider audience. No funding for this facility is requested in this bid.

### **Football training**

Our partners West Sussex Fire and Rescue Service will provide regular sessions of football coaching in Fishersgate. No funding is requested in this bid for this activity.

### **Exercise classes**

To be arranged by the centre manager to meet local peoples needs. No funds are requested for this service in this bid.

### **Lunch Club**

A lunch club thrived at the dome centre before the fires. We aim to reinstate this popular activity once the HLC's kitchen is completed. No funds are requested for this service in this bid.

### **Fire Safety**

West Sussex Fire and Rescue Service are keen to work from the HLC promoting the risks of fire and how they can be avoided. They will visit the centre to carry out this promotional work and also carry out free fire check visits to local residents' homes upon request. No funds are requested for this service in this bid.

### **Street Scene**

This project is led by Adur District Council and has two full time officers. The aim of the project is to improve the general street scene in the most deprived areas of the Adur district. This includes the removal of graffiti, abandoned vehicles and fly tipping. The project involves local people in defining how they would like to improve their local area.

### **'Home-Start' Project**

'Home-Start' is a national voluntary organisation. They offer hope and friendship to families under pressure. The scheme involves training parent volunteers to help other parents. Those helped have at least one child under five and are finding it hard to cope. The friendship, practical help and support given by the volunteer enables families to cope with the pressures they are facing, reducing the potential for family breakdown. The Scheme has been

awarded £201,000 of lottery funding for the area of Adur and Worthing. Fishersgate had been identified as an area of need where volunteers will work.

Funding for this service is requested in this bid.

### **Drama, Art & Music Activities**

These activities will form a valuable part of social integration in Fishersgate. We aim to involve people from all age groups in these non-competitive activities. No funds are requested for this activity in this bid.

### **Evaluation**

The HLC Manager will be responsible for evaluating and monitoring the HLC project. Expert advice and support will be given to achieve this task by the existing Community Development Co-ordinator at Adur District Council. She has studied 'Research and Evaluation Techniques' to Masters level. This advice will be offered as time-in-kind to the project.

Collection of information for quantitative assessment, such as the number of people using services, will be undertaken by the 1.5 posts of 'Information Reception Administrators, who are funded by the Children's Centre programme. This activity will be provided as time-in-kind.

There is also funding already secured for a Community Development Officer. This 0.5 post is for two years and is to work solely in Fishersgate. This person will have in their remit the requirement to conduct qualitative evaluation with local residents, on both a one-to-one basis and in groups. This person will also carry out consultation with local people to ensure their needs are met.

## FISHERSGATE HEALTHY LIVING CENTRE BUDGETS

	EXPENDITURE		INCOME	
	Year 1	Year 2	From other sources <sup>*1</sup>	Request from Big Lottery
<b>CAPITAL BUDGET (Adaptations to church)</b>				
Building of new extension for toilets	£35,000	0	£15,000	£20,000
Creation of office spaces	£5,000	0	£3,000	£2,000
New electrics	£15,000	0	15,000	£0
New Heating system	£15,000	0	£15,000	£0
Burglar alarm	£6,000	0	£6,000	£0
Meeting fire regulations (fire doors)	£5,000	0	£5,000	£0
Disabled adaptations	£7,000	0	£7,000	£0
Café (Kitchen)	£25,000	0	£20,000	£5,000
Café furniture	£2,000	0	£2,000	£0
Office furniture	£1,500	0	£1,500	£0
Computer suite	£6,500	0	£6,500	£0
Broad band connection	£500	0	£500	£0
Phone lines and phones	£800	0	£800	£0
Professional fees (architects etc)	£6,000	0	£3,000	£3,000
Landscaping to front including disabled parking bays	£10,000	0	£5,000	£5,000
Installation of outdoor sports area	£0	30,000	£30,000	£0
<b>Total Capital costs</b>	<b>£140,300</b>	<b>30000</b>	<b>£135,300</b>	<b>£35,000</b>
	<b>Year 1 (9 months)</b>	<b>Year 2</b>	<b>From other sources</b>	<b>Request from Big Lottery</b>
<b>REVENUE BUDGET</b>				
<b>Actual wages<sup>*2</sup></b>				
HLC Manager	19,087	26,212	0	45,299
Premises worker	0	8,149	0	8,149
Cleaner	7,646	10,500	9,073	9,073
Creche workers	7,227	7,444	0	14,671

**Oncosts of posts (PAYE/NI etc)**

HLC Manager	5,919	8,129	0	14,048
Premises worker	0	2,445	0	2,445
Cleaner	2,293	3,150	2,722	2,721
Creche workers	2,096	2,159	0	4,255
Recruitment Costs	2,000	0	2,000	0
Evaluation	500	1,000	750	750
Water, gas and electric	2,000	3,000	1,000	4,000
Insurance	1,000	1,100	1,000	1,100
Phone	700	900	700	900
Administration, postage etc	800	1,000	800	1,000
Training	1,000	1,500	1,000	1,500
Marketing	500	800	500	800
Volunteer expenses	500	900	500	900

**Projects**

Cook and eat (PCT)	1,040	1,040	1,040	1,040
Health Enhancement for Older people (PCT)	2,052	2,919	2,052	2,919
Falls Prevention	500	515	500	515
Impact Initiatives	0	9,423	0	9,423
Citizens Advice Bureau	4,000	5,000	0	9,000
Home Start	2,000	2,060	0	4,060
<b>Total Revenue</b>	<b>62,860</b>	<b>99,345</b>	<b>23637</b>	<b>138,568</b>

**Total Request from Big Lottery (Revenue plus Capital)****£173,568**

Notes

**Notes****\*1 Income from other sources for capital.**

£15,000 is to be contributed by the Church (Diocese of Chichester)

£21,300 by the West Sussex County Council (Children's Centre)

£99,000 by Adur District Council

**\*2 Income from West Sussex County Council****\*3 Wages**

Other posts which are to be funded by partners in this project or offered as time in kind. These are listed in the Section 'Proposed posts'

## **APPENDICES**

- 1 West Sussex County Council's Children's Centre Programme
- 2 West Sussex PCT contribution to Fishersgate Healthy Living Centre
- 3 Shoreham and Southwick Citizens Advice Bureau contribution to Fishersgate Healthy Living Centre
- 4 'Impact Initiatives' (Adur Learning Exchange) contribution to Fishersgate Healthy Living Centre project.
- 5 Fishersgate Together Strategic Steering Group Members
- 6 Fishersgate Together Strategic Steering Group terms of reference.

## **Appendix 1 West Sussex Children's Centres**



### **What is a Children's Centre?**

The Children's Centre concept was promoted in the report of the Government Inter-departmental Childcare Review published in November 2002. The review found that an integrated approach which ensures the joining up of services and disciplines such as education, care, family support and health is a key factor in determining good outcomes for children.

Children's centres will focus on children and families in disadvantaged communities and will provide integrated care and education for young children, health services, family support and a base for childminders. This integrated approach by children's centres will provide holistic support for children's development, support to families with young children and will facilitate the return to work of those parents who are currently unemployed.

Children's Centres are not about introducing new services but rather re-orientating existing services and perhaps co-locating services in order to more effectively meet the needs of parents and carers. The possible exception to this is the creation of new childcare places.

### **When do we need to develop the next phase of Children's Centres?**

In phase one we set up six Children's centres all of those are now fully operational. In phase two West Sussex has a target of 30 more Children's Centres all of those being fully operational by 2008. It is expected that by 2010 centres in West Sussex will reach 42,269 children that is the DFES prediction of the population under 5 living in the county.

The Government have allocated £5.5 million capital for phase two centres in the 2006 – 2008 spending review period. This may be slightly enhanced by what is known as the 'Rural Uplift' which provides extra funding for rural areas.

This funding will only pay for small partnership and refurbishment projects, we do not anticipate that many centres will be new builds. Our capital allocation if simply divided 30 ways equates to £183,000 per centre. As a guide Bewbush centre refurbishment in Crawley cost £125,000 at 2004 prices.

### **Who are we targeting and where?**

Children's Centres should serve children under 5 with an emphasis on those children and their families living in the most disadvantaged areas of the county. Phase two allows us to pick up on pockets of deprivation that may be outside of the 20% most deprived wards. These can best be identified by looking at your 'Super Output Area' (lower level), and then determining the IMD (Index of Multiple Deprivation) score for your locality. This gives an indication of how deprived the area is.

Children's Centre catchment area is expected to provide services for around 800 children under the age of 5 years.

Children's Centres should be developed in partnership with existing service providers, the government guidance suggest refurbishing or adding on to existing developments such as schools with surplus capacity, or other community / health buildings at the heart of localities. Clearly some types of development lend themselves rather better to a partnership with a Children's Centres and indeed some types of local authority establishments such as SureStart programmes, Early Excellence Centres and Nursery schools are expected to become Children's Centres, especially where they serve areas (and that includes pockets) of deprivation.

Essential to the partnership is the role of the voluntary sector, especially with those agencies that already deliver services to Children and Families. However all agencies need to demonstrate that they really do provide a service to meet the needs of the more vulnerable families, that they are fully inclusive in their approach to work with children and families, that they are prepared to co-locate and integrate their work with other statutory and voluntary agencies working in the sector, and they have a demonstrable track record of quality work in this field.

### **Why are we doing this?**

There is a vast range of research and several government reviews which all point to the huge benefit of early intervention for the more vulnerable children and their families. Children's Centres should have a primary focus on these more vulnerable groups but should not exclude anyone living in the defined catchments areas. Raising parent self confidence and self esteem lies at the roots of improving life chances for children, more confident and better skilled parents leads to improved interaction with their children provides a healthier, happier home, and an environment which encourages children's learning and development. Re-skilled parents, and access to quality affordable childcare also lifts many families out of the poverty trap and back into the workplace.

### **Core Elements within a Children's Centre**

There are certain key elements called the core offer that we must provide in every Children's Centre. There is a tendency to think of Children's Centres in term of childcare provision, and rightly the provision of quality nursery provision is very high on the agenda at most Children's Centre. However most of the work of a Children's centre transcends the childcare agenda. The key elements of the core offer are as follows.

- Early education integrated with child care
- Family support and outreach to parents
- Child and family health services.

To develop that core offer we need to engage all the existing services operating in an area. Children's Centres are not necessarily about new services but rather about changing existing services to better meet the needs of Children and Families in the

Children's centre locality. Evidence from SureStart programmes and other integrated services projects clearly indicate that parents want one point of contact and for many lower level interventions co-located services. Parents on low incomes without cars find it very difficult to travel to multiple locations for services, and this is even truer in rural areas where the public transport infrastructure is often poor.

Parents and children would therefore expect to walk into a Children's Centre and at least find a first point of contact available within the building. Children's centres should be open access friendly and welcoming places. There is no concept of referral to a Children's Centre, although there may be referral on to more specialist services. The concept of dropping in for a cup of coffee and meeting well trained helpful staff for advice, support and perhaps signposting is crucial to the Children's centre principle of operation. The sort of services parents and children should be able to access is itemised in detail in the Children's centre guidance on the SureStart web site. (See the link in the opening section of this paper.)

Here is a short summary, but do remember many of these services can and will already be delivered by partner agencies. The Children's Centre concept is about bringing them together, and working in a more holistic, integrated way in order to provide a seamless, one stop service to parents and children.

#### *Early education integrated with day care*

- Early education integrated with day care for babies and children until they reach school age
- Day care suitable for working parents. Minimum of 5 days a week, 48 weeks a year, 10 hours a day
- Nursery places will be open to all, not just families in the immediate area, to provide the best educational outcomes for all children (admission and fee policies will be determined locally).
- Support for childminders, who may also offer wrap around care
- Early identification of children with special needs and disabilities with inclusive services and support for their families

Local Authorities should ensure that proposed children's centres will have in place strong support for the learning and teaching offered. This should be secured by the employment of qualified teachers in such a way as to secure that all groups of children within the centre have their activities and experiences planned and substantially led by a teacher. The teachers employed should have relevant early years training or experience. We would expect that in most centres the employment of an early years teacher on a half-time basis would achieve this objective.

#### *Family support and parental outreach:*

- Visits to all children in the catchment area within two months of birth
- Access to specialist services
- Parenting support and information as well as specific support for families in need and 'hard to reach' families
- Providing information and advice on parenting skills at significant transition points for the family (e.g. pre birth, early days, settling into

- childcare)
- Increasing parents' understanding of their child's development
- Increasing the involvement of fathers.

**Child and family health services:**

- Ante-natal advice and support for parents
- Information and guidance on breast feeding, hygiene, nutrition and safety
- Identification, support and care for those suffering from maternal depression, ante-natally and post-natally
- Speech and language and other specialist support
- Smoking cessation interventions.

**Links with schools and Children's Information Services (CIS):**

- Links to local schools, extended schools and out of school activities (holiday play schemes, before/after school play & learning)
- Information to parents/carers about CIS.

**Links with Jobcentre Plus:**

- Linking in with local arrangements (e.g. via the local authority's service level agreement) for collaboration with Jobcentre Plus Childcare Partnership managers
- Encouragement and support for parents who wish to consider training and employment.

*Children's centres can also offer parents help with accessing training, work, advice and information and may well offer a range of other services, including:*

- Effective links with further and higher education institutions, and local training providers
- Training for parents, including English as an Additional Language where relevant, Basic Skills, or parenting classes
- Specialist services for children with disabilities
- Benefits advice, including maternity benefits
- Childcare and other services for older children.

Funding for these services may need to be accessed from other sources.

**What building and space do we need for a children's centre?**

A Children's Centre does not need to be a large building; in fact many Children's Centre services may run in other community buildings in a locality.

However there are some minimum requirements, which need to be met.

There needs to be

- an element of day-care provision although this may be located somewhere else nearby in exceptional circumstances.

- Details of the space requirements for day-care children can be found at <http://www.ncna.net/guide4.htm>
- some space like a crèche where children can be looked after whilst parents access training etc. This space should also be used for work promoting positive interaction between parents and children such as play and stay sessions where a child friendly environment is required
- a social space with the ability to provide refreshments which is parent and child friendly and quite relaxed
- training rooms, a minimum of two, one of which needs to have access to IT
- a kitchen facility to provide training in healthy eating etc.
- small private rooms for one to one work, perhaps one with the ability to be a consulting room for midwives or health visitors
- Toilets, baby change, and disabled facilities
- Small office and reception space with a least one hot desk type facility for partner agency staff.

We imagine in this next round that most of our building projects will be in partnership with other agencies, and that most will be refurbishments of, or extensions to existing facilities. We do not anticipate many, if any, new builds.

### **What type of person should be appointed to run a Children's Centre?**

The answer to this question rather depends on the setting in which the Children's Centre is developed. However once again there are certain key elements for the role of lead person.

They would need:

- Some experience of early years
- A commitment to early intervention
- Some experience of partnership working
- A clear vision and good leadership skills
- Some experience of building management and project management
- Budget and finance experience
- Good team building skills
- Excellent communication skills
- Tact and diplomacy mixed with assertiveness

Most other professional skills would be available in the stakeholder group they develop around the Children's Centre. The only essential requirement is that for a 50% qualified teacher input. In some circumstances that may have to be combined with the role of manager.

The exact mix of skills required and the position of the job in relation to other postholders will vary from setting to setting. For example in an Nursery school that becomes a Children's Centre the existing head teacher would normally be head of centre, they may manage budgets and provide the vision. They would probably need a co-ordinator to work with stakeholders.

If working with a primary school with extended services some functions of the Children's Centre manager / co-ordinator could be rolled in with an extended services manager.

In a freestanding centre the Children's Centre manager may be a more senior post, and perhaps be a qualified teacher

Sample job descriptions to fit with the likely scenarios are being worked on now, and will hopefully be available on the West Sussex grid for learning.

### **What partners should Children's Centres work with?**

Clearly there are some key partners but probably the most important is the parents/carers and children who form the service users. Here is what the guidance says about parental involvement.

- Consultation with parents and carers, including fathers on what services to offer, and systems to get user feedback on services
- Ongoing arrangements in place to ensure parents have a voice (and this means in service planning and delivery)
- Mechanisms that enable parents to self refer for services
- Specific strategies to include fathers
- Ensuring family support and health advice is available at times suitable for working parents.

Other key partners could include

- Health visitors
- Midwives (both essential to meet the family visits target)
- Voluntary Organisations (such as Home start, NCB, Cab etc. etc)
- Education Psychology ? portage
- Speech and Language services
- Library services
- Community Health staff (e.g School nurses / community nurses)
- OTs / Paediatricians
- Mental Health Staff (e.g.CAMHS)
- Family Learning
- Job Centre Plus (Including Work Learn / Next Steps etc)
- Social Services and Family Centres
- Housing Departments
- SureStart Early Years and Childcare (CIS, Childcare Advisors, Quality Advisors Quality mentors etc etc
- There will be other partners meeting the needs of local Children's Centres

## **How do you monitor your work?**

The monitoring of work within a Children's Centre is one that gives cause for concern for many people planning these types of services. Quality of work is obviously an essential element, and needs to be monitored through evaluation. However the day-to-day monitoring of numbers attending the centre and the nursery is what the SureStart unit is interested in. The County has already standardised on the Estart database system, which all centres will be required to maintain. This holds information on families and the services that all family members access, coupled with accurate registers this provides the quarterly monitoring data required by the SureStart Unit.

## **The Governance**

The whole concept underlying a Children's Centre is that it is a partnership between the key agencies that work together to meet the core offer. Each Children's centre should have a steering group who's task is to plan and ensure the delivery of the work in the defined locality. The steering group should include an element of service users, that normally means the parents or carers of the children under 5 living in the locality.

Governance will vary according to the nature of the Children's Centre. For example, a centre working with a maintained nursery may have a sub committee of the governing body with co-opted representatives. Joint committees may be considered with other extended school / health initiatives.

Many centres may have free standing steering groups.

## **In conclusion**

Children's Centres are clearly not about lots of new services, although there is new money, the revenue will not support vast new areas of work. This is more about a cultural change within the organisations that already supply local services. It may mean combining services across agencies; it may mean some local pooling of budgets. It is about smarter ways of working, it is about combining funding streams at a strategic level, it is about building on what already is there. It is about co-locating, it is about breaking down those barriers that prevent us working together in partnership. It is also about building on good practice already there in all the partner agencies.

Most of all it is about a new way of thinking, and developing shared understandings across what have up to now been quite diverse organisations, it is about recognising that the Every Child Matters agenda transcends service boundaries. Whether you are working in health to the new National Service Framework or considering extending your school services, or designing a new service in the voluntary sector, the over arching agenda is the same for us all.

## **Stuart Fairweather**

Children's Centre Strategy Manager

## **APPENDIX 2**

### **WEST SUSSEX PCT Contribution to Fishersgate Healthy Living Centre**

#### **SEVEN STRATEGIC GOALS FOR TACKLING HEALTH INEQUALITIES**

*The seven strategic goals, developed by the Public Health Department, Adur, Arun & Worthing tPCT are:-*

1. Providing a sure foundation by supporting families, mothers and children
2. Strengthening and empowering disadvantaged communities and vulnerable groups
3. Preventing illness and promoting health and well-being
4. Creating and supporting environments to address the determinants of health
5. Providing accessible effective treatment and care
6. Targeting resources and programmes at people and places in greatest need
- 7. Increasing social cohesion, community participation and engagement.**

*The goals will be approached through targets in nine key areas:*

- tackling major killers of heart disease and cancer;
- reducing smoking during pregnancy and adult smoking prevalence as a whole;
- increasing the uptake of breastfeeding;
- tackling childhood obesity;
- reducing under-18 pregnancy and improving access to sexual health services;
- improving mental health and well-being and reducing suicide rates;
- reducing alcohol misuse and harm
- helping children and young people to lead healthy lives;
- promoting healthy and active life amongst older people.

**Rapid Appraisal:** A rapid appraisal has recently been conducted in both Worthing Borough and Adur District, the purpose of which is to inform service development on the Government's 'Choosing Health' White Paper and the local priorities identified by the Public Health department. The final report will be completed by mid March 2006. The work will facilitate delivery of both the Choosing Health and Local Area Agreement targets in priority wards in Worthing and Adur.

Early indications from this work suggest action as included in the table below

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
'Cook and eat' Project	<p><b>The tPCT can offer a three-day course to a member of the Healthy Living Centre staff team to become a 'Cookery Club Leader.' The tPCT would then be in a position to assist with co-ordinating future courses run by Healthy Living Centre staff</b></p> <p><b>To enable the newly trained cookery club leader to gain confidence the tPCT could provide x1 'Cook and Eat' session in the centre. The sessions are for two hours a week over a period of five weeks for 8-10 people (from the target group).</b></p> <p>If external funding is obtained, it could be possible for the tPCT to run more sessions (approx. £260 per five week session)</p>	Karen Dennison	PCT can provide co-ordination and access to cookery club leaders if required.	£260 to run a 5 week session	5 weeks. As soon as the HLC has trained up a member of staff to run the session it will be as and when demand and funding requires.	Kitchen and preparation area.	<p><b>Health targets</b></p> <ul style="list-style-type: none"> <li>• Reduce the prevalence of obesity</li> <li>• Reduction of Coronary Heart Disease</li> </ul> <p><b>Project aim</b></p> <ul style="list-style-type: none"> <li>• Healthy eating / diet</li> <li>• Social inclusion</li> <li>• Budgeting for healthy meals</li> <li>• Nutrition advice</li> <li>• Improving self esteem / confidence</li> <li>• Empowering individuals</li> </ul> <p><b>Target group</b></p> <ul style="list-style-type: none"> <li>• Low income families</li> <li>• Black and ethnic minority communities</li> <li>• Young parents</li> <li>• Older people</li> </ul> <p><b>Healthy Living Centre targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most</li> </ul>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
							<p>disadvantaged – counter health inequalities</p> <ul style="list-style-type: none"> <li>• Encouragement of community participation</li> <li>• Capacity building</li> <li>• Improvement of physical health</li> <li>• Improvement of mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>
Smoking Cessation	<p>The stop smoking service from the tPCT – can recruit to and run an 7- 8 week stop smoking group. Inviting 30 quitters to attend – subject to numbers recruited this could be run 4 times per year.</p> <p>Training of all Healthy Living Centre Staff to refer people to stop smoking services (brief intervention training)</p> <p>If possible, train an ‘appropriate’ member of HLC staff to be a smoking cessation advisor (to be negotiated). This is a two-day course, plus a requirement to attend advisor networks up to twice yearly.</p>	<p>Amanda Colbourne</p> <p>Amanda Colborne</p>	<p>tPCT can provide stop smoking advisers to run the groups</p> <p>Trainers would be tPCT staff and ‘trainees’ Healthy Living Centre staff</p> <p>As above</p>	<p>Staff &amp; equipment costs provided by tPCT</p>	<p>7-8 week runs – 4 times per year dependant on demand and staff available to run group programme.</p> <p>On-going as required</p> <p>As required</p>	<p>Room large enough for 30 people – chairs in a circle</p> <p>Training room (capacity dependent on numbers being trained). One day course</p> <p>None (attend tPCT course free of charge).</p>	<p><b>Health targets</b></p> <ul style="list-style-type: none"> <li>• Reduce Coronary Heart Disease</li> <li>• Reduce Respiratory Disease</li> <li>• Reduce incidence of low birth weight</li> </ul> <p><b>Project aim</b></p> <ul style="list-style-type: none"> <li>• To reduce prevalence of smoking in Fishersgate</li> <li>• To increase access to stop smoking services</li> <li>• To provide an appropriate and acceptable service to individuals in Fishersgate</li> </ul> <p><b>Target group</b></p> <ul style="list-style-type: none"> <li>• Smokers</li> <li>• Pregnant smokers</li> <li>• People with a Coronary Heart Disease / Respiratory Disease / condition exacerbated by smoking</li> <li>• Those who experience health inequalities</li> </ul> <p><b>Healthy Living Centre targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Improve people’s physical health</li> <li>• Improve people’s mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
Sexual Health	<ul style="list-style-type: none"> <li>• Provision of sexual health advice</li> <li>• Provision of contraception</li> <li>• Provision of sexually transmitted infection screening</li> </ul> <p>Frequency of activity / service is dependant on available capacity at tPCT and HLC.</p> <p>Currently it is unclear re. number of Chlamydia screening sessions per annum</p>	J Lake	HLC and tPCT	<p>Not from tPCT end.</p> <p>It would be up to the HLC how many staff would like to join the condom distribution scheme and how much time they would give to being available for sexual health advice. The training would be of no cost to the HLC</p>	Ideally ongoing	A wall space for resources, a private room for consultation, a toilet.	<p><b>Health Targets</b></p> <ul style="list-style-type: none"> <li>• Reduction of teenage pregnancies</li> <li>• Reduction of sexually transmitted diseases</li> </ul> <p><b>Project aim</b></p> <ul style="list-style-type: none"> <li>• Provision of sexual health advice</li> <li>• Provision of contraception</li> <li>• Provision of sexually transmitted infection screening</li> </ul> <p><b>Target group</b></p> <ul style="list-style-type: none"> <li>• Young People</li> <li>• Chlamydia screening: 16-24 year olds</li> <li>• Teenage pregnancy reduction: below 20 years</li> </ul> <p><b>Healthy Living Centre targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Improve people's physical health</li> <li>• Improve people's mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>
Training: Public Health and Health Promotion training courses	The programme of training offered by the public health department is published every sixth months and includes 19 courses.	David Bishop	N/A	N/A	The majority of training courses are held at Adur, Arun and Worthing tPCT, The Causeway, Worthing.	N/A	<p><b>Target group</b></p> <p>These courses are free and open to anyone working in the wider sphere of public health or health promotion in Adur, Arun and Worthing tPCT area. This could include local government workers, teachers or voluntary and community sector workers in the coastal strip from Fishersgate to Littlehampton</p> <p><b>Training planned:</b></p> <ul style="list-style-type: none"> <li>• Introduction to statistics and epidemiology</li> </ul>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
							<p>in Public Health</p> <ul style="list-style-type: none"> <li>• Improving nutrition and physical activity for toddlers</li> <li>• Childhood obesity</li> <li>• Foundation Certificate in Health Promotion</li> <li>• Qualitative research methods for healthcare professionals</li> <li>• Stop smoking service: brief intervention training</li> <li>• Routine sources of Public Health information</li> <li>• Behaviour change in obesity management</li> <li>• Promoting good nutrition and active living for older people</li> <li>• Health impact assessment / health equity audit</li> <li>• Public health in clinical practice and the role of audit</li> <li>• Motivational interviewing</li> <li>• Introduction to Public Health</li> <li>• Sexual health promotion</li> <li>• Alcohol awareness and brief interventions for problem drinkers</li> <li>• Effective communication for health improvement</li> <li>• Health Promotion Champions</li> <li>• Community development</li> <li>• Cookery Club leaders course</li> </ul> <p><b>Healthy Living Centre targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Encouragement of community participation</li> <li>• Capacity building</li> </ul>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
							<ul style="list-style-type: none"> <li>• Improvement of physical health</li> <li>• Improvement of mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>
Health Champions training course	<p><b>The tPCT will provide one 'Health Champions Training Course' per year subject to demand.</b></p> <p>The tPCT will provide one 'Health Champions taster session' per year subject to demand</p>	David Brindley	tPCT	None	This is a twelve-week course (60 hours of learning). The mechanism can be negotiated.	Training room access for half a day per week for 12 weeks per year (excluding half terms)	<p><b>Health targets</b></p> <p><b>Project aim</b></p> <p>Community Health Champions are local people who have been trained to use their skills to:</p> <ul style="list-style-type: none"> <li>• Establish community-led groups and initiatives which contribute to good health</li> <li>• Act as a point of contact in their neighbourhood</li> <li>• Get involved with the Primary Care Trust</li> </ul> <p><b>Target group</b></p> <ul style="list-style-type: none"> <li>• People who are or would like to be active in their community</li> <li>• People who want to help others get involved</li> <li>• People who want to understand more about improving the health of their community</li> </ul> <p><b>Healthy Living Centre targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Encouragement of community participation</li> <li>• Capacity building</li> <li>• Improvement of physical health</li> <li>• Improvement of mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>
HEPOP (Health Enhancement)	48 sessions per year (weekly as required). This can be negotiated	Pauline Wood	tPCT	£2,736 per annum (with annual uplift)	On going, with HLC funding	Private consultation room plus access to a toilet facility	<b>Health Targets / project</b>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
t Programme for Older People)	Each session is for two hours per week	Vanessa Taylor					<p><b><i>Aim</i></b>  <b>The programme is to help to maintain the health and well being of vulnerable older people. The programme identifies vulnerable older people who are not currently receiving services but who may be at risk and would benefit from targeted advice, information and help accessing services.</b></p> <p><b><i>Target group</i></b>  Vulnerable older people</p> <p><b>Healthy Living Centre Targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Encouragement of community participation</li> <li>• Capacity building</li> <li>• Improvement of physical health</li> <li>• Improvement of mental health</li> <li>• Demonstrates clear links with local and national health strategies</li> </ul>
Health Visiting	It is unclear how many sessions the service could provide as this	Linda Gardner/G	tPCT	£800 for equipment/toy	On-going within HV service.	Private consultation room with access to a phone and	<b><i>As above but targeting</i></b>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
could include: Breast-feeding support, healthy eating advice, parenting support, Webster-Stratten, baby massage, etc	will be determined by a needs based analysis of the community, but is likely to be up to a weekly session on one or more of the topics suggested.	ail Walker		for children if not provided by the centre		secure storage. Large room for group work with all attendant facilities and access to the crèche facilities for appropriate groups	<i>vulnerable families with children, in the area.</i>
Falls Prevention Exercise Classes- full bid to be developed	A class could be run once a week to begin with, to increase dependent on demand. Each class will last approximately one and a half hours	Sarah Roberts  AAW tPCT	Class leader would need to be recruited, (physiotherapy background)	Money for a class leader would be needed from the Healthy Living Centre: Approximately £50 per session max. Number of sessions to be negotiated with HLC	On going	Sufficient space for an exercise classes, hall etc (one and a half hours per week)	<p><b>The project would provide targeted exercise classes to improve balance and suppleness and thus reduce falls. It would be aimed older people at risk of falling, suffering injuries and losing confidence.</b></p> <p><b>Aims-</b> Reduce falls and injuries caused by falls. Improve quality of life Improve fitness, strength and suppleness. Improve not only physical but also mental health. Provide peer support and reduce isolation.</p> <p><b>Healthy Living Centre Targets</b></p> <ul style="list-style-type: none"> <li>• Improve quality of life of people</li> </ul>

Name of activity/ Service	Frequency of activity / service	Contact name of person within organisation	Who would provide staffing for activity / service	Any costs which should be included as part of the bid (capital / revenue)	How long could the activity / service continue for?	What space would be needed within the building	The aims of the activity / service and how it meets your own targets and how it meets the aims of the HLC
							<ul style="list-style-type: none"> <li>• Address needs of those most disadvantaged – counter health inequalities</li> <li>• Encouragement of community participation</li> <li>• Capacity building</li> <li>• Improvement of physical health</li> <li>• Improvement of mental health</li> <li>• <i>Demonstrates clear links with local and national health strategies</i></li> </ul>

## APPENDIX 3

### Shoreham & Southwick Citizens Advice Bureau Contribution to Fishersgate Healthy Living Centre

#### **Proposal for a Citizens Advice Bureau Outreach Service in Fishersgate**

##### **Background**

The CAB has been delivering an advice service to the Adur Community since 1959. The main bureau is situated in Shoreham town centre. Our work meets the stringent quality standards of the Citizens Advice Membership Scheme, and has the specialist quality mark from the Legal Services Commission. The bureau undergoes regular audits of the quality of advice it gives to the public, and uses the unique Citizens Advice 11,000-page information system for detailed guidance on virtually any problem.

##### **Our purpose**

The aims of the service are:

- to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the service available to them or through an inability to express their needs effectively.
- and equally
- to exercise a responsible influence on the development of local and national social policies and services

The Bureau is a registered charity and exists to provide to all individuals in Adur a free, independent, impartial and confidential service of information, guidance and support, and to make responsible use of the experience so gained. It is open to everybody, regardless of age, race, gender, disability or sexuality.

##### **Our services**

The bureau deals with over 5000 enquiries each year. The issues most commonly dealt with are: debt, welfare benefits information and claims, tax credits, housing and homelessness, employment and family law. The services the bureau provides are:

- A General Advice Service providing advice and practical help on any subject.

The service is open to the public for 24 hours each week, through a combination of daily drop-in sessions, appointments and telephone advice. Currently we have 17 fully trained volunteer advisers, and 9 at various stages of training. It takes 12 – 18 months to train an adviser, representing a significant investment for the bureau.

- Specialist Welfare Benefits and Debt advice under a Legal Services Commission General Civil Contract. Clients must meet low-income eligibility criteria, thus targeting the service at many of the most disadvantaged people in the community. Advisers can visit clients in their own homes or at suitable venues if they are unable to attend the bureau.
- A Welfare Benefits Home-Visiting Service for clients who are elderly and/or disabled and therefore unable to get into the bureau. This project is funded by West Sussex Social and Caring Services and aims to improve the quality of life for vulnerable people in Adur, thereby helping them to live independently. In 2005, the net benefit gain to the local community from this project alone amounted to £625000.
- A Money Advice Service for people in Adur who do not satisfy the criteria to be eligible for our LSC-funded service. Between the two debt advice services we offer, our specialist advisers have dealt with over £2 million worth of debt in the past 12 months.

### **Our contribution to the local community**

As well as addressing problems for individual clients, the bureau makes a significant contribution to the local economy in terms of income secured for clients, debts resolved, homelessness and housing crises prevented by early intervention, and encouragement of better financial management. We also provide free training and an important source of work experience for volunteers, many of whom move on to paid employment. Our work helps to remove high degrees of stress, to strengthen family life and to improve mental health.

### **Why Fishersgate?**

For several years it has been the bureau's aim to provide an outreach service to Fishersgate. We know that less than half of one percent of our clients - and none of our volunteers - come from Fishersgate, and that this is in part due to the problems of accessing the main bureau in Shoreham. Placing a General Advice Service in a Healthy Living Centre would enable the bureau to target an area which suffers from high levels of social exclusion, and to extend the benefits already felt by the rest of the Adur community to its more deprived and vulnerable members.

### **The proposal**

We propose to provide access to a General Advice Outreach Service, manned by a fully trained volunteer adviser and a further receptionist/diagnostic interviewer. The advice session would last for 3 hours, either fortnightly (Option 1) or weekly (Option 2), and could be run as a drop-in session, with appointments made when necessary. As well as receiving a comprehensive advice service, clients would be assessed for referral to our specialist advisers, and offered further specialist help as appropriate.

It takes on average 1½ hours to help and assist one client, which means that for each session, we anticipate that 2 clients would receive an in-depth service, with other enquirers given appointments or contacted by telephone from the main bureau at a later date.

This outreach service would require 2 offices, a data-enabled telephone line, a desk and chairs.

### **Outcomes**

The bureau records the types and levels of enquiry for each contact they have with a client. Levels of debt and welfare benefit gains can also be recorded, and a regular client survey could be undertaken to assess the impact of their use of the outreach service on their well-being.

## Appendix 4 IMPACT INITIATIVES – ADUR LEARNING EXCHANGE CONTRIBUTION TO FISHERSGATE HEALTHY LIVING CENTRE PROJECT



### Impact Initiatives Adur Learning Exchange

Impact Initiatives (Impact) is a registered charity that works across Brighton and Hove and Sussex, providing a range of services for children, young people, adults and older people.

Impact aim to improve quality of life for people who are vulnerable or excluded from some of the day-to-day work and pleasures that most of us take for granted.

Impact Older People's Services work to maintain and improve the health and well-being of those who use them.

#### **Impact's current Older People's Services include:**

- § Cafes serving subsidised healthy home cooked meals
- § Community based groups and courses
- § Supported minibuss trips
- § A volunteer befriending scheme
- § Short breaks for carers
- § IT provision and courses
- § Courses and support into work for people aged 50+

Adur Learning Exchange (ALE) is an Impact Initiatives project that has been providing services and activities for older people in the Adur District since 1991.

Through its services ALE aims to keep older people living healthier, active and independent lives in the community for longer. ALE's volunteering service gives older people the opportunity to use their life skills to contribute to supporting their own and their peers' health. An ALE volunteer, who is over 65, recently won the Adur Volunteer of the Year award and ALE won a national award for "Working Sensitively with Older People".



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Impact Initiatives is a company limited  
by guarantee and a registered charity  
Company registered in England No. 1402692  
Charity No. 276669

ALE is in contact with some older people in the Fishersgate area who either attend one of the groups or go on the supported minibus trips, however there are many other older people in the area who do not partake in any activity and often remain isolated in their own homes. ALE would work with other professionals and groups in the area to identify these people and support them to take part in local activities and so improve their health and well-being.

Impact's Older People's Services believe that activities should be led by those who use them, and consult regularly with all involved to ensure that this happens. Although some of ALE's activities are directly health related we also believe that providing people with an activity which gives a focus to the week, some social contact, a reason to get up and go out and the opportunity to make new friends is a major contributor to maintaining general health and well being.

#### **Examples of activities, which could be provided, are**

- § A range of groups such as Exercise, Tai Chi, a Book Club, Singing**
- § Minibus trips in a wheelchair accessible minibus with door-to-door transport and volunteer support**
- § Computer demonstration sessions and classes**

**§ A course to assist people over the age of 50 into work who are long term unemployed or have had few career progression opportunities**

Please see costing below

<b>Costing for Activities for Older People in Fishersgate</b>	
Tutor costs for 3 groups x 45 weeks	2730
12 Minibus trips	1320
50+ support into work course (6 half day sessions)	1354
Publicity and printing	300
Co-ordinator costs	2569
Support costs	920.76
<b>Total</b>	<b>£9,193.8</b>

## **Appendix 5**

### **Fishersgate Together Strategic Steering Group – Contacts**

#### **Peter Averillo**

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LARGE PRINT REQUIRED

## **Appendix 6**

### **Fishersgate Together Strategic Steering Group Terms of Reference**

#### **Background**

The Fishersgate Together Strategic Steering Group has been formed as a response to the need for an integrated planning process to make most effective use of the opportunities currently being developed for the community.

- It will work to ensure that this collaborative approach secures the best outcomes for the local Fishersgate community and that by working together the community will benefit from a broader range of services available to them in the local area.

#### **Over Arching Aim**

Address the health and wellbeing, socio-economic and environmental issues within the area.

#### **Objectives:**

- Promote activities and services for children and young people
- Promote activities and services for adults
- Promote family and parenting support and family learning
- Build community capacity and confidence
- Promote access to appropriate services and opportunities including ICT, sports, arts and adult education
- Maximise investment in the area

#### **Deliver outcomes set within other strategic documents**

- Adur Community Strategy and Action Plans
- Local Area Agreement
- Every Child Matters Agenda (Be healthy, Stay safe, Enjoy & Achieve, Make a positive contribution, Achieve economic wellbeing)
- Children and Young Peoples Plan
- Healthy Living Centre (Big Lottery Bid)

#### **Purpose of the Fishersgate Together Strategic Steering Group**

- To provide overall direction for the Operations and Delivery Group
- Devise the work programme for the Fishersgate/Southlands community development worker funded through the LAA
- To ensure that consultation and participation of the community informs any development work
- To have the needs and interests of the community at the heart of any development work
- To oversee and monitor the implementation locally of the Adur Community Strategy and Local Area Agreement Outcomes

- To arbitrate on any development conflicts and negotiate solutions with the community
- To provide feedback, recommendations and reports to the services/groups represented on the strategic steering group
- Work towards the development of a Masterplan for the Fishersgate area

### **Organisation**

- To be chaired and minuted by Adur District Council in the first year and thereafter chair to rotate on an annual basis
- To meet quarterly initially and then as agreed by the group
- Minutes to be kept and circulated to appropriate partners as agreed
- Group to have nominated representative on the 'Adur in Partnership'
- Ensure two way feedback between the two groups, Fishersgate operational group and Fishersgate Strategic Steering Group.
- Re-visit those terms of reference on an annual basis

### **Membership**

- District (Chair) - Community Wellbeing Manager
- West Sussex County Council
- Extended Schools Team Consultant (ESC)
- Children's Centres
- Church
- PCT
- Elected Members
- Fishersgate Community Association
- Fishersgate School
- Appointment of other groups as and when necessary

Updated 29/11/06 at Fishersgate Strategic Steering Group Meeting