

Ballymun Community Facilities Forum Work Plan 2008-2009

Purpose:

To develop a plan which will meet the accommodation needs of community and voluntary activity in Ballymun and in doing so contribute to the overall development and sustainability of community and voluntary activity in the area

Objective	Actions	Time	Person Responsible	Comment
1. Complete inventory of existing and planned community facilities in Ballymun	1.1 Agree working definition of “community group and facility”	1.1 21.2.08	1.1 Forum	Dependent on availability of information on facilities Time frame also affected by the availability of information
	1.2 Establish working group (to include reps from BRL, DCC and community groups) to complete the inventory. To include: <ul style="list-style-type: none"> ■ definitions of community group and community facility ■ the existing community facilities, in terms of size, location, management arrangements, rent, cost and other relevant information ■ community facilities planned and expected dates for availability, their size, location, arrangements for management, rent, cost etc ■ any issues arising, recommendations for going forward etc 	1.2 21.2.08	1.2 Forum	
	1.3 Complete inventory	1.3 13.3.08	1.3 Working Group	
	1.4 Agree/adapt protocol	1.4 13.3.08	1.4 Forum	
2. Agree a protocol for the relocation of groups accommodated in flats	2.1 Establish a working group to draw up a protocol/terms of reference for the relocation of groups accommodated in flats to ensure clarity and accountability in the process to include: <ul style="list-style-type: none"> ■ arrangements for negotiation ■ arrangements for communication ■ tenancy agreements ■ respective roles and responsibilities 	2.1 21.2.08	2.1 Forum 2.2. Working Group 2.3 Forum	

	<p>2.2. Propose protocol</p> <p>2.3 Agree/adapt the protocol</p>	<p>2.2 13.3.08</p> <p>2.3 13.3.08</p>		
<p>3. Complete a database of existing voluntary and community groups in Ballymun</p>	<p>3.1 Establish working group to propose terms of reference for project including: what already exists in terms of lists, directories and other information on voluntary/community groups in Ballymun</p> <ul style="list-style-type: none"> ■ the scope of the database (what information will be included on data base) ■ the application for the data base (how will it be used, by who) ■ risk assessment (resistance) and limitations (arising from risk assessment) ■ arrangements for updating ■ arrangements for reviewing <p>3.2 Complete terms of reference</p> <p>3.3 Propose Agree/adapt terms of reference and working group composition</p> <p>3.4 Complete data base</p> <p>3.4 Publicise/make available database</p> <p>3.5 Review database</p>	<p>3.1 21.2.08</p> <p>3.2 6.3.08</p> <p>3.3 6.3.08</p>	<p>3.1 Forum</p> <p>3.2 Working group</p> <p>3.3 Forum</p>	<p>Need agreed definition for groups to be included.</p> <p>Must build on existing information.</p> <p>Be clear about application of data base in the future</p> <p>Who will manage and implications of this?</p> <p>Possible resource implications for completion of database</p>
<p>4. Agree most appropriate model for effective management of community facilities</p>	<p>4.1 Establish group to develop proposals for management of community facilities in Ballymun. The proposals will be based on:</p> <ul style="list-style-type: none"> ■ a review of what works well (best practice examples in Ireland and elsewhere) ■ reflection on the experience in Ballymun ■ consideration of the applicability /adaptability of best practice models to Ballymun and to Ireland ■ cost implications and feasibility of models <p>The proposal will include:</p> <ul style="list-style-type: none"> ■ preferred model of management 			

	<ul style="list-style-type: none"> ■ rationale ■ consideration of sustainability ■ consideration of how to meet emerging needs ■ capacity issues ■ management arrangements <p>4.2 Review experience in Ballymun through a half day facilitated seminar with the Forum</p> <p>4.3 Hold a half day open seminar with speakers from areas with good practice models</p> <p>4.5 Agree model or models</p>	<p>4.1 21.2.08</p> <p>4.2 April</p> <p>4.3 May</p> <p>4.4 June/Sept</p>		
<p>5. Agree plan for the accommodation arrangements of voluntary and community organisations</p>	<p>5.1 Establish working group to propose outline and project plan for the plan</p> <p>5.2 Agree/adapt the proposal</p> <p>5.3 Prepare plan</p> <p>5.4 Complete plan</p>	<p>5.1 March</p> <p>5.2 May</p>		<p>Can begin immediately but completion dependent on previous actions being completed on time</p> <p>Need to clarify when this is being completed</p>
<p>6. Agree and implement Communications strategy for plan on accommodation</p>	<p>6.1 Complete communication strategy for plan</p>			<p>Communication of the plan for accommodation needs so all other actions must be completed before this can be done</p>
<p>7. Agree and implement arrangements for</p>	<p>7.1 Agree arrangements for informing stakeholders of progress to date (establishment of</p>	<p>7.1 21.2.09</p>	<p>7.1 Forum</p> <p>7.2 Forum</p>	<p>Communication ongoing throughout course of the</p>

<p>communicating with stakeholders and groups in Ballymun on the work of the Forum</p>	<p>Forum, membership and work plan) including how, when and who</p> <p>7.2 Agree "branding"</p> <p>7.3 Agree broad arrangements for future arrangements</p>		<p>7.3 Forum</p>	<p>work plan</p>
<p>8. Ensure timely completion of the Work Plan through continuous review</p>	<p>8.1 Review plan progress at each meeting of the Forum</p>			