

# Ballymun Community Facilities Forum Work Plan 2009-2009

## (Draft) Progress Report June 2008

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	Progress January to June 2008	Status
<p><b>1. Complete inventory of existing and planned community facilities in Ballymun</b></p>	<p><b>1.1</b> Agree working definition of “community group and facility” by 21.2.08</p> <p><b>1.2</b> Establish working group by 22.2.08 (to include reps from BRL, DCC and community groups) to complete the inventory which will include:</p> <ul style="list-style-type: none"> <li>▪ Existing community facilities in terms of size, location, management arrangements, cost, and other relevant information</li> <li>▪ Community facilities planned and expected dates for availability, their size, location, arrangements for management, rent cost etc.</li> </ul> <p><b>1.3</b> Complete inventory</p>	<ul style="list-style-type: none"> <li>▪ Working group of Bernie Roe, DCC, Emma Freeman, BCON and Roisin Burke, BRL established at meeting on 21.2.08</li> <li>▪ Definition of “community group and facility” agreed by Forum on 21.2.08 as “facilities used by community groups”. This includes all buildings and open spaces. It was felt better to begin as wide as possible then review and adjust if necessary.</li> <li>▪ An inventory of Planned and Existing Community Facilities presented to Forum in April by BRL, together with a map of their location</li> <li>▪ Inventory includes information on the facility, its amenities, location, management structure and leasing arrangements and service charges</li> <li>▪ To be reviewed at June meeting</li> </ul>	<p>Part completion</p> <p>Need to link to Social Sustainability Plan</p>
<p><b>2. Agree a protocol for the relocation of groups accommodated in flats</b></p>	<p><b>2.1</b> Establish a working group to draw up protocol/terms of reference for the relocation of groups accommodated in flats to ensure that there is clarity and accountability in the process. To include:</p> <ul style="list-style-type: none"> <li>▪ arrangements for negotiation</li> <li>▪ communication</li> <li>▪ tenancy agreements</li> <li>▪ respective roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statement by DCC/BRL of current relocation procedure considered by Forum on 13.3.08</li> <li>▪ These then considered with BCON protocol</li> <li>▪ Joint protocol developed by Bernie Roe DCC and Dermot King BCON</li> <li>▪ Adopted by Community Facilities Forum on 22nd May and subsequently circulated to community groups</li> <li>▪</li> </ul>	<p>Complete</p>

<p><b>3. Complete a database of existing voluntary and community groups in Ballymun</b></p>	<p><b>3.1</b> By 21.2.08 Establish working group to propose terms of reference for project including:</p> <ul style="list-style-type: none"> <li>▪ the scope and ongoing use of database (what will be included)</li> <li>▪ the application for the data base (how it will be used and by who)</li> <li>▪ risk assessment (resistance) and limitations (arising from risk assessment)</li> <li>▪ arrangements for updating and reviewing</li> </ul> <p><b>3.2</b> Complete terms of reference</p> <p><b>3.3</b> Propose/agree/adapt terms of reference</p> <p><b>3.4</b> Complete data base</p> <p><b>3.5</b> Publicise/make available database</p> <p><b>3.6</b> Review database</p>	<ul style="list-style-type: none"> <li>▪ Working group of Mary Taylor, DCC; Mairin O’Cuireain, Ballymun Partnership; with Brian Mongey, DCC and Manus Bree, Ballymun Partnership established 21.2.08,with Elise Finnegan joining in March.</li> <li>▪ Report by working group to meeting of Forum on 13.3.08. Initial scoping showed that the Partnership has two databases but these are not maintained. BRL also has database. Suggestions made for scope and content of data base, and potential problems and restrictions. Report to meeting that DCC developing a central data base of community groups. Agreed to hold progress on the Forum project, pending the completion of the DCC data base. This completed in May and content to be reviewed by BCON and Partnership for meeting in June and progress to be reviewed.</li> </ul>	<p>Part completed. Delayed pending outcome of DCC Planned Data Base</p>
<p><b>4. Agree most appropriate model for effective management of community facilities</b></p>	<p><b>4.1</b> Establish group to develop proposals for model of management of community facilities in Ballymun. These will be based on: a review of what works (best practice examples in Ireland and elsewhere)</p> <ul style="list-style-type: none"> <li>▪ reflection on the experience in Ballymun</li> <li>▪ consideration of the applicability/adaptability of best practice models to Ireland and Ballymun</li> <li>▪ cost implications and feasibility models</li> </ul> <p>The proposal will include:</p> <ul style="list-style-type: none"> <li>▪ rationale</li> <li>▪ consideration of sustainability</li> <li>▪ consideration of how to meet emerging needs</li> <li>▪ capacity issues</li> <li>▪ management arrangements</li> </ul> <p><b>4.2</b> Review experience in Ballymun through a half day facilitated seminar with the Forum</p> <p><b>4.3</b> Hold a half day open seminar with speakers from areas with good practice models</p> <p><b>4.4</b> Agree model or models</p>	<ul style="list-style-type: none"> <li>▪ Working group established on 21.2.08 of Emma Freeman, BCON and Bernie Roe, DCC. It was agreed in April that it would be unrealistic to hold a seminar in the autumn as originally intended because more consideration and organisation was required.</li> <li>▪ The seminar on the experience in Ballymun was held on 14th May with presentations from 6 projects who had experience of moving from flats to interim accommodation and into purpose built accommodation, some shared with other projects. The seminar was very useful in providing insight to the positive and negative aspects of the presenters experience and will be used to inform future arrangements and agreements.</li> <li>▪ A summary report of the seminar will be posted on websites following the June meeting of the Forum</li> <li>▪ Issue of review of models to be discussed at June meeting</li> </ul>	<p>One element completed</p>

<b>5. Agree plan for the accommodation arrangements of voluntary and community organisations</b>	<p>5.1 Establish working group to propose outline and plan for the plan</p> <p>5.2 Agree/adapt the proposal</p> <p>5.3 Prepare plan</p> <p>5.4 Complete and adopt plan</p>	<ul style="list-style-type: none"> <li>▪ A time target for this will be set at the June meeting</li> </ul>	
<b>6. Agree and implement Communications strategy for plan on accommodation</b>	<p>6.1 Complete and communication strategy for plan</p>	<ul style="list-style-type: none"> <li>▪ Not relevant until plan completed</li> </ul>	not relevant yet
<b>7. Agree and implement arrangements for communicating with stakeholders and groups in Ballymun on the work of the Forum</b>	<p>7.1 Agree arrangements for informing stakeholders of progress to date including, how when and who</p> <p>7.2 Agree branding</p> <p>7.3 Agree broad arrangements for future</p>	<ul style="list-style-type: none"> <li>▪ On 21.2.08 the Forum agreed to make the minutes of meetings available to the public by posting them on three websites - BRL, Ballymun Partnership and CAP</li> <li>▪ A press release about the Forum and its work plan was produced and posted on the websites and circulated by post to community groups in April and in the BNC newsletter</li> <li>▪ Work plan and terms of reference also posted on websites</li> <li>▪ Members of the Forum responsible for informing, reporting to and being accountable to their nominating bodies</li> </ul>	Ongoing
<b>8. Agree timely completion of the Work Plan through continuous review</b>	<p>8.1 Review plan progress at each meeting of the Forum</p>	<ul style="list-style-type: none"> <li>▪ Meetings of Forum held monthly from January to June and priority objectives reviewed</li> <li>▪ Progress review at June meeting</li> </ul>	Ongoing and on schedule