

Action checklist for taking the Local Compact forward

Staff induction and Training

- Compact information included in recruitment packs and induction programmes
- Process in place for filtering down Compact information to all staff
- Opportunities taken to cover Compact in existing training courses
- Joint training introduced on Compact and partnership working

External Communications to promote knowing and using the Local Compact

- Ways found and used for getting Compact messages to Voluntary Organisations
- Briefing note for trustees/management committee members, staff and volunteers
- Targeting of Black and Minority Ethnic and small Community Groups
- Compact and explanatory information included on Council's website (and others)
- Compact updates regularly included in newsletters
- Reference to and display of Local Compact at local events and conferences
- Inclusion of Local Compact in National Volunteers' Week events

Continuing and effective Compact development

- Developing local codes (possibly on the themes of the five national codes)
- Protocol for involving voluntary and community groups in Best Value
- Signing up to the Compact all key local Public Sector partners
- All local partnerships invited to consider how they are using the Compact
- Linking the Compact to the Local Strategic Partnership
- Mapping of Sector's economic and social contribution to local area
- Securing resources for a Local Compact and Partnerships Officer

Compliance systems

- Systems in place for Voluntary and Community Sector to fulfil undertakings
- Compliance monitoring system established with causes of breaches analysed
- Dispute resolution process established (possibly including mediation)

Planning and Review process

- Joint Annual Action Plan drawn up
- Annual Local Compact survey conducted (awareness/use and state of relations)
- Joint Annual Review Meeting arranged or held
- Joint Annual Report published and distributed

▶ **Origin of Checklist points**

This is intended as a comprehensive checklist. It's unlikely that all these things will be attempted anywhere. It is drawn from locally produced ideas and best practice with the compliance and review sections based on Government/Sector arrangements.

▶ **Opportunity to feedback your progress**

It is hoped that you will find this useful but should you wish to send back a ticked copy of your progress you are most welcome to do so. You may also wish to tell us what works, what doesn't and any other good ideas you are using.

▶ **Invitation to seek or supply examples (especially codes)**

If you are seeking specific local examples of good practice on any of the points or wish to be offer your own please get in touch with the Secretariat. In particular, the Secretariat welcomes receiving any new local codes by e-mail (in word or .pdf format).