

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Monday, 23 March 2020</b>
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	<b>Timebanking</b>
Purpose of Report:	To seek approval for the Council to be the host employer of a Welsh Government funded Timebanking Development Officer.
Report Owner:	Councillor Margaret Wilkinson, Cabinet Member for Homes and Safe Communities
Responsible Officer:	Miles Punter - Director of Environment and Housing Services
Elected Member and Officer Consultation:	This report will affect all Council tenants and therefore no individual ward member consultation has been undertaken. The report has been reviewed by Officers from the Legal and Finance teams.
Policy Framework:	This report is a matter for Executive decision by Cabinet.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report proposes to use £45,000 Welsh Government funding to extend the existing Timebanking project and work with new partners to benefit Vale of Glamorgan residents who are not Council tenants and who are currently excluded from the project.</li> <li>• Colleagues in Public Health have been able to secure Welsh Government funding to promote better health and well-being and address inequalities experienced by vulnerable people.</li> <li>• Two key themes have been identified, one, through enhancing employability, the second, tackling health inequalities, focussing on social prescribing and adult social care</li> <li>• It is also proposed to target interventions towards areas of the Vale with the highest levels of health deprivation (as evidenced by the Wales Index of Multiple Deprivation).</li> </ul>	

### Recommendations

1. That Cabinet approve the creation of a Timebanking Development Officer post on a temporary basis for 12 months within the existing staffing establishment for the Environment and Housing Directorate
2. That Cabinet refer this report to the Homes and Safe Communities Committee for ongoing monitoring of the project (to be considered alongside the existing Timebanking project for Council Housing tenants).

## **Reasons for Recommendations**

1. To ensure the staffing establishment is updated and costs are captured.
2. To monitor the project adequately so that its stated aims are met, which will ensure that the Timebanking project continues to make a positive impact on people and communities in the Vale of Glamorgan and ensures Welsh Government funding can be used to develop the existing project to work with new partners and benefit more residents.

### **1. Background**

- 1.1 The Timebanking project was approved by Cabinet on 23rd October 2017 (Minute C115 refers). It is an innovative approach to increase volunteering amongst Council tenants. Research has indicated there are significant benefits for individuals and communities as a result of volunteering. These include increasing confidence, self-esteem and skills of participants and at a community level, promoting better community spirit and creating more successful/ resilient communities.
- 1.2 To take the initiative forward, a partnership was formed with a Social Enterprise called Tempo. Tempo specialise in Timebanking and have a proven track record of working with local authorities, housing associations and public sector organisations across the United Kingdom. This enabled the Council to adopt a well-developed system which included an established currency of time credits, a network of outlets where time credits could be redeemed and a means of tracking and monitoring the use of time credits.
- 1.3 Progress updates have previously been provided to the Homes and Safe Communities Scrutiny Committee in June 2018, December 2018 and September 2019. A further update is due to be considered in April 2020.
- 1.4 In light of the successes of the existing Timebanking project for Council housing tenants, there have been discussions with the Public Service Board (PSB) regarding scope to extend the project across different partners and reach out to more citizens. The PSB partners recognised the potential benefits of Timebanking, particularly around reducing inequalities, improving health and addressing loneliness and isolation.
- 1.5 Colleagues in Public Health have successfully secured Welsh Government funding of £45,000 to support the development of this initiative via the creation of a Timebanking Development Officer role who will work alongside colleagues in the Council's Housing team to expand the project across different partners. This funding is available from the current financial year to the end of the financial year 2020/21 subject to adequate progress and achievement of agreed outcomes. More background information regarding the funding is included as Appendix 1.

- 1.6** Following initial discussions with the PSB, it has been suggested that the Council may wish to host the post in order to complement the existing work being undertaken within the Housing team, as there is capacity within the team.
- 1.7** It is hoped that the post will be filled by an existing staff member within the Council or public sector partners and that it will provide a secondment opportunity for twelve months, with the Council hosting the post. At the end of the secondment the individual would then return to their substantive post. If the post cannot be filled via a secondment arrangement then the intention is to advertise externally on a temporary fixed term basis for 12 months, with the Council as the employer.

## **2. Key Issues for Consideration**

- 2.1** In terms of future priorities, there is an intention to refocus the project to promote health and well-being, specifically addressing health inequalities in the Vale and assisting to tackle pressure on social care services. Research indicates there are significant health benefits to individuals and communities from volunteering. Individuals report they benefit from increased confidence self-esteem, new skills as well as improved physical and mental health, whilst community benefits include, improved community spirit, greater tolerance, reduction in conflict and understanding of the needs of more vulnerable neighbours.
- 2.2** There will be scope for the new Timebanking Development Officer to work with staff in the Housing team to build on current successes and develop partnerships with different agencies, so residents across the Vale (not solely Council housing tenants) can participate in the project and share the benefits volunteering brings.
- 2.3** In terms of specific aims over the next 12 months, there is an intention to build on successes of social prescribing work being undertaken in some primary health settings in Barry. Working closely with existing 'Well-being coaches' in Primary Care settings, the aim would be to ensure patients have access to a wide range of 'well-being' services. This would entail supporting and developing existing organisations with volunteers and also helping to establish new volunteer led organisations to assist with general well-being, social impact issues and active lifestyles i.e. eating well and exercising more.
- 2.4** Another key priority is to support the social care services, specifically through the development of opportunities for more 'social' activities via individual's care plans. Currently there are pressures on carers and a shortage in some parts of the Vale, which means that essential caring tasks have to be prioritised. Delivering 'social' activities via volunteers and volunteer led organisations will help through a wide range of well-being opportunities from socialising, befriending, assistance with shopping etc.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

Long term

- 3.1** The approach being taken to the Timebanking project maximises the chances of the project continuing to be viable in the long term and ensures that Council tenants and members of the public can continue to take advantage of volunteering opportunities which improve their quality of life.

Prevention

- 3.2** The approach to Timebanking helps to improve individual's well-being, enabling them to be more confident, develop better self-esteem and feel more valued. This can lead to health benefits and also has acted as a springboard to some individuals who have gone on to access training or employment. Timebanking has also improved community spirit and led to some people taking a more active role in their communities- this helps ensure that Council estates are great places to live.

Integration

- 3.3** Whilst Timebanking has been developed within the Housing team, there are benefits to expanding the project and working with partners in order to deliver a more integrated service to citizens in the Vale of Glamorgan. The report refers to some specific proposals which take account of this need.

Collaboration

- 3.4** The key to success of the Timebanking project so far has been the partnership approach taken. The staff team have worked closely with a wide range of partners who have been able to encourage people to volunteer and also offer volunteering opportunities. This has increased the number of people who have taken part and provided a varied range of opportunities, including environmental works, befriending, community events etc. A collaborative approach is also being taken to working with Public Service Board partners to look at options for expanding the project in future.

Involvement

- 3.5** Tenants have been involved in Timebanking from the beginning. Prior to introducing the project, consultation was carried out with individual tenants and soundings taken from tenant groups and this shaped the approach taken. Close links have been formed with the individuals involved and staff continue to provide support, encouragement and assistance to help people derive the maximum benefit from volunteering.

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1** The Timebanking project for Council housing tenants will continue to be supported by the Housing team, via a specialist Community Investment Officer

and the costs for the renewal of the current project for Housing tenants (£13,663.20) continues to be met from existing budget within the Housing Revenue Account.

- 4.2** The proposed expansion of the project would be supported via Welsh Government funding of £45,000 secured by colleagues in Public Health. This funding would cover the cost of employing a dedicated Officer to develop Timebanking across tenures in the Vale of Glamorgan as well as associated costs including equipment, hosting, recruitment and materials. There would be no additional costs incurred by the Council arising from the expansion of the project.

### **Employment**

- 4.3** The intention is for the Welsh Government funded post to be hosted by the Council and located within the Housing team. The Post holder would be located within the Community Investment team and would be line managed by the Senior Neighbourhood Manager who takes the lead on Community Investment.
- 4.4** The post would be for a twelve-month period and it is intended that it will be offered as a secondment to staff within the Council and across partner organisations of the Public Service Board and Regional Partnership Board. If there is no interest in a secondment, then the post will be advertised externally as a fixed term contract for twelve months.
- 4.5** The draft Job Description and Person Specification is attached as Appendix 2. The role will be benchmarked in accordance with the Council's Job Evaluation Framework but has provisionally been set as a grade 7 salary.

### **Legal (Including Equalities)**

- 4.6** The project is designed to ensure that all applicants have an opportunity to get involved in volunteering. This includes specific projects which have been developed to involve young people, vulnerable people and person's whose health restricts their day to day activities.
- 4.7** There are employment law implications to these proposals. Human Resources and Legal Services will be consulted as appropriate.

## **5. Background Papers**

None.

## **Appendix 1**

### **PREVENTION AND EARLY YEARS PROPOSALS FOR CARDIFF AND THE VALE OF GLAMORGAN REGIONAL PARTNERSHIP BOARD**

#### **Introduction**

This paper outlines the proposals for the allocation of the Cardiff and Vale of Glamorgan prevention and early years funding stream from Welsh Government. It details the strategic alignment to existing and prospective programmes of work across Cardiff and the Vale. It then details the costs, descriptions, delivery and outcomes for each programme area in tabular format. Alignments to Building a Healthier Wales are also noted.

#### **Strategic context**

The prevention and early years programme of work is embedded within the ethos of Cardiff and Vale of Glamorgan Regional Partnership Board (RPB); and both Cardiff and the Vale Public Services Boards (PSBs). Through the Social Services and Wellbeing (Wales) Act, the Regional Partnership Board developed the Area Plan. This collaborative document highlights the need for prevention across sectors in Cardiff and the Vale of Glamorgan. Key findings include the need to develop opportunities for economic and social wellbeing in our communities, and to prevent the need for more intensive health and social care interventions.

The Future Generations (Wales) Act stipulated the requirement to create PSBs and to produce Well-being Plans in local areas. Locally we have introduced well-established Cardiff and Vale of Glamorgan Well-being Plans across the PSB partnerships. Both PSB partnerships have led on the wider determinants of health in their respective areas. Examples include their leadership roles in housing and employment. With the additional investment in prevention and early years funding, Cardiff will be able to focus more fully on housing and homelessness interventions, particularly in the inner city environment. In contrast, the additional funding for the Vale of Glamorgan will be used to further develop a time credit scheme, based in the housing sector, which for many citizens will mark a stepping stone into volunteering and on to potential employment.

Across the RPB and both PSBs, there has been senior level agreement for the below programme proposals. The prevention and early years funding proposals have strategic alignment to the Move More, Eat Well Plan, which has also been agreed by the PSBs and RPB, and is currently undergoing sign off (attached). The measures and outcomes in the Move More, Eat Well Plan stipulate the direction of travel for many of the outlined programme proposals. There is also a theme on tackling health inequalities through a 2

variety of topic areas, which has been agreed across both PSBs in particular. Much of the early years programmes of work, are also enshrined in the Wellbeing Plans and Area Plan.

During 2019/20, there has already been active delivery of component parts of the programmes of work, to include, although not exclusively:

- The commissioning of a physical activity strategy across Cardiff and the Vale of Glamorgan
- The partnership working, development, and implementation of actions within the Move More, Eat Well Plan through systems leadership
- The planning and development of a maternity support worker to support pregnant women to stop smoking
- The creation of the building blocks to further develop the Food Vale initiative

Below are the agreed programmes of work for Cardiff and the Vale of Glamorgan for 2019/20 and 2020/21, utilising the allocation from the prevention and early years funding. The RPB and both PSB senior leaders are in agreement of this as the way forward.

<b>Programme</b>	<b>Cost</b>	<b>Brief Description of work</b>	<b>Delivery Mechanism</b>	<b>Impact/ Outcome</b>
<p><b>Determinants</b></p> <ul style="list-style-type: none"> <li>• Enhanced time credit approach in Vale of Glamorgan housing team to tackle inequalities in communities experiencing disadvantage (Vale LA)</li> </ul> <p>Aligned to Building a Healthier Wales: tackling the wider determinants theme</p>	<p>£45,000</p> <p>Vale LA</p>	<p>The recruitment of a Time Banking Coordinator will enable the expansion of the current time banking scheme and increase earning and spending opportunities in communities.</p> <p>The enhanced scheme will enable more residents to benefit from volunteering and earning time credits and increase the diversity of current volunteers, particularly groups that are currently not engaged.</p> <p>Time banking connects communities, reduces social</p>	<p>One Time Banking Coordinator will facilitate the implementation of time credits across the Vale of Glamorgan, following the successful model in housing tenants.</p>	<p>Increased number of Time Banking participants in the Vale</p> <ul style="list-style-type: none"> <li>-Increased volunteering levels</li> <li>-Increased employability of participants</li> </ul>

		<p>isolation and improves mental health and wellbeing. Volunteering opportunities have many benefits including the promotion of active and healthy lifestyles.</p> <p>To expand the successful time credit scheme in the Vale, this investment would fund an officer post to plan and manage an enhanced scheme which currently only includes council tenants, to act as a tool for supporting community engagement at scale in disadvantaged areas.</p>		
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**THE VALE OF GLAMORGAN COUNCIL**

**JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	:	Timebanking Development Officer
<b>POST NUMBER</b>	:	TBC
<b>DEPARTMENT/DIRECTORATE</b>	:	Environment and Housing
<b>DIVISION/SECTION</b>	:	Housing
<b>LOCATION</b>	:	Alps Depot and any other location around the Vale as necessary
<b>POST GRADE</b>	:	7
<b>RESPONSIBLE TO</b>	:	Senior Neighbourhood Manager
<b>RESPONSIBLE FOR</b>	:	N/A
<b>LIAISON</b>	:	Public Service Board partners, voluntary sector organisations and members of the public
<b>MAJOR PURPOSE OF POST</b>	:	To expand Timebanking across the Vale of Glamorgan; supporting and developing a range of voluntary sector groups to provide volunteer opportunities for members of the public.

**MAIN DUTIES AND RESPONSIBILITIES**

*The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.*

- Promote volunteering to members of the public and increase the number of people volunteering in the Vale of Glamorgan.

Timebanking Officer

- Work in partnership with third sector organisations to provide opportunities for local people to participate in volunteering.
- To organize and facilitate volunteering sessions, workshops and network meetings to raise awareness of Timebanking; working in partnership with the Tempo and the Timebanking lead from the Council's Housing team.
- Be responsible for all aspects of volunteering in the identified area, including the coordination, recruitment, induction, support and training of volunteers, adhering to the Local Authority's volunteering policy.
- Support and monitor the impact of volunteering.
- Be responsible for matching the skills and availability of volunteers to roles available.
- To plan, prepare and deliver Timebanking presentations to organisations, community groups, forums, network groups and businesses to raise awareness of Timebanking and the benefits of volunteering.
- Ensure that volunteers are signposted to appropriate volunteer organisations/ groups so that they can volunteer in a safe, controlled manner.
- Provide support and assistance to volunteers to ensure they get the best outcomes from volunteering
- Support existing volunteer led and third sector organisations to provide health and well being support services to residents
- Support residents to develop new volunteer led organisations to provide social and support activities to local people.
- Work closely with partner organisations to match individuals with volunteer led organisations so they receive assistance with a range of 'social' and 'well-being' activities.
- To use the Tempo software database to manage, evaluate and monitor the impact of Timebanking in the Vale of Glamorgan.
- To maintain accurate records and provide regular progress reports to funders and the Public Services Board.
- Ensure performance targets, where agreed are achieved and maintained.
- Assist with the preparation of performance reports as required.
- Ensure confidentiality of all information relating to residents.
- Provide the highest quality services incorporating best standards of practice, and work to continually improve standards, promoting the Department to its tenants, clients and those seeking assistance.

Timebanking Officer

- Contribute to and play an active part in the overall work of the communities.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**SIGNED:**  
**(Director/Chief Officer)**

**DATED:**

**SIGNED:**  
**(Postholder)**

**DATED:**

## Person Specification

Post No		Designation:	Timebanking Development Officer	Department:	Environment and Housing
Section:	Housing	Completed By:	Nick Jones	Date:	21.01.2020

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>• Experience of engaging with service users and members of the public.</li> <li>• Experience of managing community consultation events.</li> <li>• Experience in working collaboratively with a range of organisations.</li> <li>• Have experience of managing and motivating volunteers</li> <li>• Have experience of working with statutory and voluntary agencies</li> <li>• Have experience of managing the learning and development of others</li> </ul>	<p>Experience of working with grant funding including the monitoring of outcomes and completion of returns to funders.</p> <p>Experience of developing performance management information.</p> <p>Experience of managing budgets.</p>	Application form Interview

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
2.	Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of current good practice and policies associated with resident engagement and volunteering.</li> <li>• Have an understanding of the ethos of volunteering.</li> </ul>		Application Form Interview
3.	Skills and aptitudes	<ul style="list-style-type: none"> <li>• Commitment to customer focused service delivery.</li> <li>• Commitment to volunteering and resident engagement.</li> <li>• Tact and diplomacy.</li> <li>• Good interpersonal skills.</li> <li>• Ability to cope with pressure.</li> <li>• Good numeracy skills.</li> <li>• Ability to prioritise.</li> <li>• Good organisational skills.</li> <li>• Good IT skills.</li> <li>• Excellent communication skills both written and verbal.</li> <li>• Good team working skills.</li> <li>• Ability to network effectively and work collaboratively to ensure community investment opportunities are maximised.</li> <li>• Ability to work outside of core hours.</li> <li>• Commitment to undertake further training.</li> </ul>	<p>Negotiation skills. Able to influence and persuade. Experience of organising events or supporting event organisation. Experience of analysing data in written and numerical format. Experience of presenting information in a variety of formats, sometimes to large groups of people. Experience of delivering training and facilitating discussions. Experience of setting up and supporting community projects.</p>	Application Form Interview
4.	Qualifications and training	<ul style="list-style-type: none"> <li>• HNC in Housing or a relevant equivalent.</li> </ul>	<p>Qualification in resident engagement or community development. Membership of the CIH.</p>	Application Form
5.	Attitude and motivation	<ul style="list-style-type: none"> <li>• A 'can do' attitude, with a desire to achieve positive outcomes in the communities in which the post holder would work.</li> <li>• Self-motivated requiring limited direction</li> </ul>		Application Form Interview
6.	Other (please specify)	<ul style="list-style-type: none"> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>		Application Form