



<b>Date of meeting</b>	Monday 17 <sup>th</sup> November 2008
<b>Title of paper</b>	Mapping Project
<b>Agenda item no</b>	B2
<b>Paper number</b>	9
<b>Action required</b>	For Decision:  To agree in principle to move forward with the mapping proposal.
<b>Paper prepared by</b>	MAC



## MAPPING PROJECT Progress Report

This would seem to be the moment when we would welcome some discussion on the most useful direction and output for the mapping project. In the light of the appreciation of the need to move on from governance to addressing health and social care issues, we have made action-oriented recommendations that take the project much further than was originally envisaged in the MAC paper 'Mapping Voluntary Sector Activity'<sup>1</sup>.

The paper defined the relationship of LINK to other organisations where the LINK was a network 'of networks building on and co-operating with other voluntary activity for and on behalf of users of health and social care services'. The LINK needs to identify those existing networks and in this second phase of the project we want to discover whether such information exists and how best the LINK can access them. We also wish to avoid investing LINK resources in going over ground well ploughed. The LINK is happily in the position of being able to draw on the work of predecessor bodies such as the Patients Forum as well as established organisations within the Borough

### Mapping Wandsworth

On that basis, we can assert that the Borough is definitely *terra cognita*. [Our first finding is that services exist which have mapped and catalogued Wandsworth activity to an extent which the LINK need not replicate.](#)

[Our first recommendation is that LINK need not become a list holder with all the management responsibilities that that implies e.g. list maintenance and security. Instead, we recommend that the list holders can be contracted to supply lists and perhaps mailing services for particular exercises.](#)

















[We have contacted two of the principal list-holders in the Borough – the WVSDA and Careline and are in the process of contacting the Community Empowerment Network. In addition, we have obtained a CD with files of the Patient Forum and a hard copy of a 2004 Directory of Local Organisations published by Care Line Information Centre. The current information is held at the link below and we have reproduced the list to show the mapped ground.](#)

<http://www.careline.org.uk/Upload/Public/CareLineFiles/Lists/All%20Voluntary%20Organisations.pdf>

The full list of organisations is:-

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1 Paper B3 IE Meeting 22<sup>nd</sup> September 2008

-  [Alcohol Services in Wandsworth](#)  
Updated: 29 February 2008
-  [All Voluntary Organisations](#)  
Updated: 15 January 2008
-  [Care Homes \(All\)](#)  
Updated: 15 July 2008
-  [Care Homes \(with Nursing Care\)](#)  
Updated: 15 July 2008
-  [Care Homes \(without Nursing Care\)](#)  
Updated: 15 July 2008
-  [Housing Associations](#)  
Updated: 2 November 2005
-  [List of Day Centres in Wandsworth](#)  
A list of the day centres and lunch clubs in Wandsworth. Available in PDF format.  
Updated: 9 January 2008
-  [List of Drugs and Alcohol Organisations in Wandsworth](#)  
Updated: 8 January 2008
-  [List of Organisations Dealing with All Client Groups in Wandsworth](#)  
Updated: 9 January 2008
-  [Local Ethnic Minority Groups in Wandsworth](#)  
Updated: 9 January 2008
-  [Local Groups for Carers in Wandsworth](#)  
Updated: 8 January 2008
-  [Local Groups for for People with a Chronic Illness in Wandsworth](#)  
Updated: 9 January 2008
-  [Local Groups for Older People in Wandsworth](#)  
Updated: 8 January 2008
-  [Local Groups for People with Learning Disabilities in Wandsworth](#)  
Updated: 15 January 2008
-  [Local Groups for People with Physical Disabilities in Wandsworth](#)  
Updated: 8 January 2008
-  [Local Groups for the Homeless in Wandsworth](#)  
Updated: 9 January 2008

-  [Local Hearing Impairment Groups in Wandsworth](#)  
Updated: 9 January 2008
-  [Local HIV & AIDS Groups in Wandsworth](#)  
Updated: 9 January 2008
-  [Local Mental Health Groups in Wandsworth](#)  
Updated: 8 January 2008
-  [Local Visual Impairment Groups in Wandsworth](#)  
Updated: 9 January 2008
-  [Places of Worship](#)  
Updated: 9 May 2006
-  [Places of Worship \(Alphabetical Order\)](#)  
Updated: 9 May 2006
-  [Places of Worship \(Postal Order\)](#)  
Updated: 9 May 2006
-  [Private Tutors in Wandsworth](#)  
Updated: 23 January 2008

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The ones of most immediate interest to LINK have all been updated in 2008 and the list is sufficiently up to date for LINK purposes. The WVSDA holds a database of over 600 local groups and organisations which includes the latest information from Careline.

The information is held in a way that is capable of interrogation and segmentation i.e. you can ask the database for a list of BEM organisations and can sub-divide that list further by reference to different elements also held in that database e.g. a postcode. The WVSDA registration form is attached as an Appendix to show the detail asked for and therefore available for such exercises.

Uses of Information – the Map is not the Territory

By this we mean that it is not enough to have access to lists of names and addresses. We must understand how best to use them. The existence of the list of organisations or 'map' is not in and of itself a definitive guide as to how the organisations will chose to work with LINK or indeed if they have the necessary skills and competencies to make the sort of contribution that the LINK wants and needs. What sort of times-scales do they need to respond to a consultation? Can they survey an individual membership to discover an experience of health and social care?

To know this is either the work of an evaluative exercise taking months or else we just

go ahead and try them out.

We therefore recommend that the output of this project is to develop a working relationship with list holders by enlisting their services to meet LINK needs now. These needs are now emerging from the work of the IE and the sub-groups and there is no need to delay tapping into the resources of the borough to service those needs.

There is much to be tested and learnt and therefore the suggested uses below are not mega-projects. Budgets also are not unlimited. We need to look at different ways of using the resource and so we have a variety of projects that will provide the action learning in developing integrated working practices with other partners locally.

The recommendations are:

1. to ask Careline to submit a proposal to create an initial mailing list for our Newsletter and to send out the newsletter (monthly at the moment) both electronically and by post (as requested) and subsequently keep that list up to date.
2. To approach both Careline and WVDSA for assistance in redressing the lack of BEM members and raising both the engagement and awareness of that community in the work of LINK. This assistance would take the form of building a sample of organisations and if available individuals to whom the invitation to engage would be sent using both electronic and traditional mailing methods. Again the organisation would be asked to bid for both aspects of the task.
3. To approach both organisations and the Community Empowerment Network to develop a list of organisations and individuals to be engaged in a LINK initiative to engage young people in the work of the LINK around an issue or set of issues to be defined.

Both the organisations and the issues to be researched can be varied by inputs from any or all of the sub-groups. There is now an increasing awareness of the need to start the work of advocating action and improvement in the areas that are within the LINK's remit. Hence our suggestion to move from the map to walking the highways of the territory.

## Budget

The budget for this phase of the work (including MAC time) was £5000. That sum will continue to be the budget to put the recommendations into effect. The work done by MAC up to the production of this paper is 3.5 days @£350 per day/ £1225. MAC would continue to manage the project on behalf of the LINK. We do not yet know of course what the costs for the above exercise are and no commitment will be made to any work unless budget resources have been identified in advance.

The budget of £5000 and planned activities as originally intended are part of Work Plan Area 1 Key Task 1 under C&P and we are in essence asking for approval for a variation in the planned activities but no variation in budget at this stage.

Colin Adamson  
Caroline Millar  
October 2008



# Wandsworth Voluntary Sector Development Agency

The Council for Voluntary Service for Wandsworth

## Registration Form

If you would you like help to complete this form, or would like it sent to you in a more accessible format e.g. large text / Braille, please tick this box . If you have ticked this box please complete **only** the Organisation Details section, send the form to us and our Information Officer will contact you. Alternatively, telephone 020 8875 2846 or email [info@wvsda.org.uk](mailto:info@wvsda.org.uk)).

### Organisation Details

Organisation Name:	
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Address:			
Borough:		Postcode:	
Is this a home-based organisation address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Main Contact Name:	
Job title:	

Telephone:	
Fax:	
Minicom:	
Email:	
Website:	

### Organisation Type

Please tick all of the boxes that describe your organisation	Registered Charity <input type="checkbox"/>	Registered Charity No: <input style="width: 100%;" type="text"/>
	Club/Community Group <input type="checkbox"/>	Unincorporated Voluntary Org <input type="checkbox"/>
	Social Enterprise <input type="checkbox"/>	Not Formed Yet <input type="checkbox"/>
	Limited Company <input type="checkbox"/>	Funding Body <input type="checkbox"/>
	Religious Organisation <input type="checkbox"/>	Voluntary Organisation <input type="checkbox"/>
	Statutory Organisation <input type="checkbox"/>	Other <input type="checkbox"/>
Are you a non-profit organisation?		<input type="checkbox"/>
Are you a BMER organisation?		<input type="checkbox"/>
Has your organisation involved volunteers before?		<input type="checkbox"/>

Please describe your organisation's objectives and	

Please give directions to your organisation:	

### What are the main areas of your work?

Please tick the boxes that best describe your organisation	Adult Education <input type="checkbox"/>	Homelessness <input type="checkbox"/>
	Addictions <input type="checkbox"/>	Housing <input type="checkbox"/>
	Advice & Advocacy <input type="checkbox"/>	Human or Civil Rights <input type="checkbox"/>
	Animal Welfare <input type="checkbox"/>	Information & Guidance <input type="checkbox"/>
	Arts & Culture <input type="checkbox"/>	International Aid <input type="checkbox"/>
	Childcare <input type="checkbox"/>	Political <input type="checkbox"/>
	Children Education <input type="checkbox"/>	Poverty <input type="checkbox"/>
	Community Regeneration <input type="checkbox"/>	Religious / Faith <input type="checkbox"/>
	Community Services/Facilities <input type="checkbox"/>	Self help <input type="checkbox"/>
	Counselling & Support <input type="checkbox"/>	Sexual Health & Pregnancy <input type="checkbox"/>
	Crime Prevention <input type="checkbox"/>	Sexuality <input type="checkbox"/>
	Domestic Violence <input type="checkbox"/>	Specific User Group <input type="checkbox"/>
	Drugs & Alcohol <input type="checkbox"/>	Sports/ Outdoor Activities <input type="checkbox"/>
	Employment & Skills <input type="checkbox"/>	Voluntary Sector Support <input type="checkbox"/>
	Environment <input type="checkbox"/>	Volunteering Support <input type="checkbox"/>
	Funding & Grants <input type="checkbox"/>	Youth <input type="checkbox"/>
	Health <input type="checkbox"/>	Other <input type="checkbox"/>
	Heritage <input type="checkbox"/>	(Please Specify) _____

### Who are your main user groups?

Please tick the boxes that best describe your organisation	All Disability Groups <input type="checkbox"/>	Older/ Elderly people <input type="checkbox"/>
	BME Community <input type="checkbox"/>	Out of Work/ Unemployed <input type="checkbox"/>
	Carers <input type="checkbox"/>	People with Addictions <input type="checkbox"/>
	Children <input type="checkbox"/>	Physical Disabilities <input type="checkbox"/>
	Chronic Illness <input type="checkbox"/>	Prisoners/ Ex-Offender <input type="checkbox"/>
	Families/ Parents <input type="checkbox"/>	Refugee/ Asylum seekers <input type="checkbox"/>
	Hearing Impairment <input type="checkbox"/>	Religious/ Faith groups <input type="checkbox"/>
	HIV/ AIDS <input type="checkbox"/>	Residents /Tenants <input type="checkbox"/>
	Homeless <input type="checkbox"/>	Survivors of Abuse/ Crime <input type="checkbox"/>
	Learning Disabilities <input type="checkbox"/>	Visual Impairment <input type="checkbox"/>
	Lesbian, Gay/ Bisexual <input type="checkbox"/>	Women <input type="checkbox"/>
	Men <input type="checkbox"/>	Youth <input type="checkbox"/>
	Mental Health <input type="checkbox"/>	Other <input type="checkbox"/>
		(Please specify) _____

### Staff

How many people are currently staffing your organisation?	Staff	Volunteers	Trustees
	0 - 5 <input type="checkbox"/>	0 - 5 <input type="checkbox"/>	0 - 5 <input type="checkbox"/>
	6 - 10 <input type="checkbox"/>	6 - 10 <input type="checkbox"/>	6 - 10 <input type="checkbox"/>

	11 - 25 <input type="checkbox"/>	11 - 25 <input type="checkbox"/>	11 - 25 <input type="checkbox"/>
	26 - 100 <input type="checkbox"/>	26 - 100 <input type="checkbox"/>	26 - 100 <input type="checkbox"/>
	More than 100 <input type="checkbox"/>	More than 100 <input type="checkbox"/>	

## Finance

What is your annual income?	Less than £10,000 <input type="checkbox"/>	£50,001 - £100,000 <input type="checkbox"/>	£250,001-£500,00 <input type="checkbox"/>
	£10,000 - £25,000 <input type="checkbox"/>	100,001 - £250,000 <input type="checkbox"/>	Over £500,000 <input type="checkbox"/>
	£25,001 - £50,000 <input type="checkbox"/>		

## IT

How many computers does your organisation use?	0 - 3 <input type="checkbox"/>	7 - 10 <input type="checkbox"/>	Do you have a server?	Yes <input type="checkbox"/>
	4 - 6 <input type="checkbox"/>	7 - 10 <input type="checkbox"/>		No <input type="checkbox"/>

## Location

What geographical areas do you serve?	Wandsworth Borough Wide <input type="checkbox"/>		
	Balham <input type="checkbox"/>	Putney <input type="checkbox"/>	Wandsworth Town <input type="checkbox"/>
	Battersea <input type="checkbox"/>	Roehampton <input type="checkbox"/>	Another Borough <input type="checkbox"/>
	Clapham <input type="checkbox"/>	Southfields <input type="checkbox"/>	Central London <input type="checkbox"/>
	Earlsfield <input type="checkbox"/>	Tooting <input type="checkbox"/>	London-wide <input type="checkbox"/>

## Disabled Access

Is your organisation	<input type="checkbox"/> accessible incl. toilets
	<input type="checkbox"/> accessible excl. toilets
	<input type="checkbox"/> not accessible
Does your organisation have	<input type="checkbox"/> induction loop for hearing aid users?
	<input type="checkbox"/> minicom for the hearing impaired?
	<input type="checkbox"/> familiarity with type talk facilities?
	<input type="checkbox"/> braille signs?
Does your organisation	<input type="checkbox"/> provide info in accessible formats (eg. large print, on disk, translation)

## Organisational Support Needs

Does your organisation have an Equal Opportunities/Diversity Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Does your organisation have a health and safety policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing

Does your organisation have a business plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Has your organisation achieved any quality standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes please specify

### What other services and training would you like to receive from us?

What other services and training would you like to receive from us?	<input type="checkbox"/> Financial management training
	<input type="checkbox"/> Fundraising / funding application assistance
	<input type="checkbox"/> Management committee training
	<input type="checkbox"/> Development of policies and procedures
	<input type="checkbox"/> Volunteering promotion and support
	<input type="checkbox"/> Networking opportunities
	<input type="checkbox"/> IT assistance
	<input type="checkbox"/> WVSDA Newsletters – includes training programme
	<input type="checkbox"/> WVSDA E-bulletins – includes training programme
<input type="checkbox"/> Other – please specify	

### Volunteering:

Does your organisation have a volunteer policy? (We <b>recommend</b> that your organisation has a Volunteer Policy to ensure that potential volunteers referred to your agency are recruited, selected and supported).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Does your organisation pay volunteer expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Does your organisation have public liability insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Does your organisation provide induction and training for staff members and volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Do you provide regular support and supervision for staff members and placed volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Would like help developing
Would your organisation like to attend the Wandsworth Volunteer Management Forum?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### Membership

In registering with WVSDA (the Council for Voluntary Service for Wandsworth) you automatically become a member of the organisation\* and we invite you to play an active role in shaping local matters. Your organisation will:

- be eligible to vote at general meetings and have nomination rights to become a trustee;
- have access to all WVSDA's support services and training opportunities;
- receive monthly e-bulletins via e-mail containing fundraising opportunities and community news and events;
- receive an annual printed newsletter containing in-depth articles on volunteering and organisational development, finance and funding issues.

\*Further information regarding this is available on request

## Declaration

Registering your contact details with us means that the information given could be used by our funders, Wandsworth Borough Council or a nominated research group to carry out a consultation exercise from time to time. The information will be used to monitor quality of service and to facilitate continuous improvement. We fully comply with the Data Protection Act.

I give permission for the information that I have provided to be held on the WVSDA database of voluntary and community organisations and to be publicly available through the database search facility on WVSDA's website (please be aware that this will include the address details given). I also give permission for the information given to be shared with other voluntary organisations to facilitate networking opportunities.		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
I agree to receiving correspondence electronically, such as invitations to AGMs etc		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
Name		Position
Signed		Date

Please check that you have signed the declaration above and return the form to:  
**Wandsworth Voluntary Sector Development Agency, FREEPOST, 170 Garratt Lane, London SW18 4DA**

Or by email to [info@wvsda.org.uk](mailto:info@wvsda.org.uk)