

THE MORAY COMPACT

**Amended Version
(June 2008)**



Contents

Foreword

1. The Aim of the Compact
2. The Voluntary Sector in Moray
3. The Moray Community Planning Partnership
4. The Shared Values
5. The Benefits of the Compact
6. The Accountability of the Compact
7. The Commitments
 - Partnership Working
 - Volunteering
 - Funding and Other Resources
 - Equality and Diversity
 - Monitoring and Evaluation

Appendix - Key Contacts

Foreword

The Voluntary Sector in Moray has a long history of working in partnership with local public agencies and organisations. These relationships are now being developed through the Moray Community Planning Partnership (MCP). The Voluntary Sector participates fully in the work of the Partnership and is committed to supporting the successful outcomes from the Community Planning process in Moray.

In 2002 a Compact document was drawn up between the Voluntary Sector and the Moray Council. This set out agreed principles governing the relationship between them. In 2006 the MCP built on the success of this Compact and developed its own Compact with the Voluntary Sector. In June 2008 this was updated to reflect changes in the Community Planning structure as a result of the Concordat with the Scottish Government.

We are pleased to endorse this new Moray Compact and look forward to strengthening our relationship based on mutual trust and appreciation. Together we will respond to the challenges facing Moray and work towards our shared vision - ‘ To increase the quality of life and well-being of everyone in Moray.’

Councillor Eric McGillivray

Chair of Community Planning Engagement Group

Martyn Harris

Chair of Moray Voluntary Service Organisation

1. The Aim of the Compact

The Moray Compact is an agreement between the Moray Community Planning Partnership (MCP) and the Voluntary Sector. It sets out how they will work together in partnership for the wider public good. It is not a legal document, but is based on a mutual understanding of the distinctive values and roles of the MCP and the Voluntary Sector. The Compact acknowledges that each has its own sphere of activity with different roles, responsibilities and access to resources.

2. The Voluntary Sector in Moray

The Voluntary Sector in Moray includes all voluntary organisations and volunteers working in any area of activity. A voluntary organisation is defined as an organisation, which is volunteer-led, provides public or community benefit, determines its own aims and objectives and whose main objectives are social rather than financial.

The Voluntary Sector in Moray makes a significant contribution to individuals and communities and is estimated to be worth around £17 million per annum. It directly impacts on growth in the economy, delivery of public services, supporting strong communities and the development of policy. Around 1,000 paid staff and 18,000 volunteers are currently involved in making this happen. The value provided by the voluntary and volunteering sector is increasingly being recognised and the framework for developing the Community Planning Partnership relationship with the sector is outlined within the Compact.

The sector itself is very vibrant and diverse. Recent research has indicated that there are at least 1,400 active voluntary/community organisations, ranging from small locally focussed organisations with little or no regular income to major charities and social enterprises.

3. The Moray Community Planning Partnership

The MCPP was formed in 1999 to take forward Community Planning within Moray. Community Planning is a process aimed at bringing together all public service organisations and community groups to work in partnership to tackle common problems. It aims to give local people a real say in the quality and range of services delivered in their communities, reducing duplication of effort and ensuring the best use of resources. The initial task of the MCPP was to compile the first Moray Community Plan, which was launched in 2001. The second Community Plan was launched in September 2006. It sets out the strategic priorities and actions to be addressed by the MCPP over the next five years (2006-2010).

The current members of the Partnership are:

- Grampian Fire and Rescue
- Grampian Police
- HIE Moray (formerly Moray Badenoch and Strathspey Enterprise)
- Moray Chamber of Commerce
- Moray Citizens' Advice Bureau
- Moray College
- Moray Voluntary Service Organisation
- NHS Grampian
- RAF
- The Joint Community Councils of Moray
- The Moray Council
- Volunteer Centre Moray

Note: Communities Scotland ceased to be a partner in April 2008.

Three of the partners – Moray Citizens' Advice Bureau, Moray Voluntary Service Organisation and Volunteer Centre Moray - represent different aspects of the Voluntary Sector. Community Councils, whose interests are represented by the network of Joint Community Councils, are elected bodies answerable to the local electorate. A number of the partners have a statutory duty under the Local Government Act 2003 to engage effectively in Community Planning and be held accountable for that engagement. This accountability has now been extended through the Single Outcome Agreement between the Partnership and the Government to address identified national outcomes.

In March 2008 new structures were out in place to take forward Community Planning in Moray. The MCPP is now managed by a Board, which comprises 7 Elected Members and the Chief Officers of The Moray Council, Grampian Police, Grampian Fire and Rescue Service, HIE, Moray College, MVSO and NHS Grampian. The Board meets quarterly. It is the responsibility of 5 Theme Groups to address different priorities within the Plan. These are as follows:

- Greener
- Healthier
- Safer and Stronger
- Smarter
- Wealthier and Fairer

At present, the main means of the MCPP engaging with local people is through Area Forums, which have been set up to cover the 8 secondary school catchments within Moray.

4. Shared Values

The MCPP and the Voluntary Sector in Moray share a commitment to basic values including:

➤ **Honesty and Integrity**

We will live up to and carry out the spirit of the Compact at all times by dealing with issues up-front with no hidden agendas.

➤ **Openness and Transparency**

We will consult widely to gain the continuing endorsement of the Compact from all parties and monitor the outcomes on an ongoing basis.

➤ **Accessibility**

We will seek to make information about the Compact accessible to everyone in Moray. This will include knowing where to go for information and having information available in a variety of formats.

➤ **Accountability**

We will be accountable for all actions and decisions arising out of the Compact and put systems in place to deal with any breaches or disputes.

➤ **Respect for Independence**

We will respect the independence and diversity of all parties, and recognise the right of voluntary organisations to have their views represented within the MCPP.

➤ **Equality and Diversity**

We will maximise the opportunities for all people living in Moray from their distinctive traditions, religions, cultures, values and abilities to contribute to and benefit from the Compact. At the same time we will recognise their differences, actively promote equality of opportunity and seek to eliminate discrimination.

➤ **Quality Services**

We recognise that quality services require adequate resourcing and will strive to deliver quality services, based on good practice, which meet the highest achievable standards and provide best value and continuous improvement.

➤ **Sustainable Development**

We recognise that sustainable development is about balancing social, economic and environmental factors and will accept our responsibilities to operate more sustainably by taking simple, practical steps, such as:

- arranging meetings at times and in places, which are accessible by public transport and supporting car sharing, wherever possible
- using local suppliers and services, where possible
- taking account of social and environmental impacts when making funding decisions, particularly in relation to public procurement and service level agreements

5. The Benefits of the Compact

The Compact underpins the way in which the MCPP and the Voluntary Sector in Moray relate to each other by:

- strengthening the relationship between the MCPP and the Voluntary Sector

- being accountable to each other for maintaining the spirit of the Compact
- extending opportunities for the Voluntary Sector's members, supporters and users to contribute their experience and ideas to the development and implementation of public policy
- making the policies and practice developed by the MCPP more responsive to the potential needs of the Voluntary Sector
- enabling voluntary organisations to communicate more effectively the needs of their users to the MCPP
- increasing understanding of how the MCPP and the Voluntary Sector operate
- generating evidence and information about the value and impact of the work of the MCPP and the Voluntary Sector to inform longer-term planning and strategic thinking within Moray.

6. The Accountability of the Compact

The Moray Voluntary Service Organisation (MVSO) will monitor the operation of the Compact on behalf of the MCPP and the Voluntary Sector. It will provide the main point of contact for enquiries about the Compact, including the reporting of any perceived breaches.

Where a breach is reported by a Voluntary Sector organisation, MVSO will deal with the situation as follows:

- (i) MVSO will meet with representatives of the organisation concerned to clarify the nature of the perceived breach and the necessity of taking the matter further.
- (ii) If it is agreed that the matter should be taken further, MVSO will approach the nominated representative of the partner organisation, deemed to have breached the Compact, with a view to resolving the matter.
- (iii) If the matter is unable to be resolved at this stage to the satisfaction of both parties, MVSO will then refer it to the Community Engagement Group, which will determine any further action to be taken.

Where a breach is reported by a partner organisation, MVSO will deal with the situation as follows:

- (i) MVSO will meet with a representative (or representatives) of the partner organisation concerned to clarify the nature of the perceived breach.
- (ii) MVSO will then approach the Chief Officer of the Voluntary Sector organisation, deemed to have breached the Compact, with a view to resolving the matter.
- (iii) If the matter is unable to be resolved at this stage to the satisfaction of both parties, MVSO will then refer it to the Community Engagement Group, which will determine any further action to be taken.

MVSO will submit an annual report to the Community Engagement Group on the operation of the Compact and on any perceived breaches, which have been reported.

Partnership Working

A genuine commitment to effective partnership working, leading to shared ownership, lies at the heart of the Community Planning process. Whilst there is a long history in Moray of voluntary and community groups working jointly with public agencies to achieve agreed objectives, the Community Planning process enables the benefits of partnership working to be more widely and uniformly accessed.

All of the MCPP partners have committed themselves fully to that process by signing a Partnership Agreement. They have also put in place a set of shared values, which underpins the way in which they carry out the business of the MCPP.

Partnership Commitments

The MCPP will foster effective working relationships with the Voluntary Sector by:

- acknowledging the views of representatives of the Voluntary Sector within the operation of the MCPP and its partners.
- recognising the role of umbrella bodies in representing the interests of voluntary organisations, but also the right of individual organisations to represent their own views.
- ensuring that policy or procedural changes, which impact on the Voluntary Sector, are taken into account during the decision-making period.
- being aware that the effective participation and engagement of the Voluntary Sector incurs accompanying costs and implementing measures to help to meet these.
- establishing clear and accessible systems of communication between the MCPP and the Voluntary Sector.
- providing appropriate support and information to encourage the Voluntary Sector to participate fully and effectively in Community Planning.

Voluntary Sector Commitments

The Voluntary Sector will foster effective working relations with the MCPP and its partners by:

- supporting and encouraging partnership working in the interests of members, users and the wider community.
- recognising that partnership working brings responsibilities to participate in joint meetings and empower representatives to convey views of individual organisations.
- ensuring that representatives are properly informed and supported to participate fully in partnership meetings.
- promoting acknowledgement and respect for the contribution made by each of the partners to the work of MCPP.

Shared Commitments

The MCPP and the Voluntary Sector will foster effective working relationships with each other by:

- recognising that each has a commitment to deliver its own core services and that partnership working must take account of this.
- committing to working with partners to monitor and evaluate services effectively, acknowledging that each partner may need to monitor from a different perspective.

Volunteering

The MCPP and the Voluntary Sector recognise the value of volunteering.

“Volunteering is the giving of time and energy through a third party, which can bring measurable benefits to the volunteer, individual beneficiaries, groups and organisations, communities, the environment and society at large. It is a choice undertaken of one's own free will, and is not motivated primarily for financial gain or for a wage or salary.” (*Scottish Executive Volunteering Strategy*)

The unique contribution of volunteers adds value to service delivery. The MCPP and the Voluntary Sector recognise the significant contribution made by volunteers to the quality of life in Moray. They are all keen to increase the pool of volunteers and recruit more volunteers from under-represented sections of the community. They are also committed to enabling more people to become involved in varied forms of voluntary activity and offer them the necessary support.

The four key principles of volunteering are:

1. Volunteering is undertaken by choice and is unpaid
2. Volunteering must be inclusive and open to everyone
3. Both the volunteer and the organisation must benefit from the relationship
4. The work of all volunteers must be acknowledged

Partnership Commitments

The MCPP will support and promote the concept of volunteering by:

- considering the possible impact of their decisions on volunteers.
- supporting the public and voluntary sector to adhere to the necessary legislation and regulations which may impact on volunteering.
- eliminating barriers, including funding barriers, to volunteering.
- recognising the value of volunteering in all areas of work.
- gathering better data on volunteering.

Voluntary Sector Commitments

The Voluntary Sector will raise the profile and uptake of volunteering by:

- improving the management and recruitment of volunteers.
- ensuring appropriate training and support is available to volunteers.
- helping volunteers find appropriate roles.
- ensuring that the match between the volunteer and the organisation is mutually beneficial.
- thanking and acknowledging the work of all their volunteers.

Shared Commitments

The MCPP and the Voluntary Sector will raise the profile and uptake of volunteering by:

- promoting the benefits of volunteering to everyone in Moray.
- recognising our dependence on the significant contribution made by volunteers to the quality of life in Moray.
- developing best practice in the recruitment and management of volunteers.

Funding and Other Resources

The MCPP currently provides support, advice and funding to the Voluntary Sector in a variety of ways, both as a Partnership and through its partner organisations.

Partnership Commitments

The MCPP will support the Voluntary Sector by:

- applying best practice and best value in funding policies and practices.
- targeting resources, including non-financial resources, effectively and in a way which takes account of identified needs, particularly at the local level.
- recognising that volunteers are a valuable resource.
- publishing and publicising details of each funding programme, with its policy objectives, information requirements, clear criteria for selection, timetable for applications and decisions, and procedures for review and feedback.
- using application forms that are in plain English, avoid jargon, are concise and are accompanied by clear guidance notes.
- providing a first entry point and named contacts for funding advice and support within each partner organisation.
- adopting, as far as possible within operational requirements, a consistent approach to the administration of grants, including prompt payment of agreed funds.
- providing non-financial support, which may include advice and opportunities for training, to voluntary and community organisations.

Voluntary Sector Commitments

The Voluntary Sector will use effectively public resources from the MCPP by:

- securing equality of treatment for voluntary organisations in the Moray area.
- maintaining agreed monitoring, performance evaluation and report-back systems to secure best value in the use of resources.
- recognising that public resources are limited and that public funding is provided on the basis of value for money, identified need and its contribution to policy priorities.
- evaluating the contribution of the Voluntary Sector to the Community Planning process in Moray.

Shared Commitment

The MCPP and the Voluntary Sector will demonstrate shared commitment by:

- championing and promoting the importance of good financial management and practice.

Equality and Diversity

The MCPP and the Voluntary Sector have a commitment to eliminate inequalities and discrimination in our communities.

Shared Commitments

The MCPP and the Voluntary Sector will address issues of equality and diversity by:

- encouraging and enabling everyone to live, work and take part in society to their full potential, free from prejudice and discrimination.
- ensuring that no one is disadvantaged by virtue of negative attitudes towards race, gender, religion, physical, mental or sensory impairments, age or sexuality.
- assisting individuals who experience exclusion in their access to services and employment as a result of unfair discrimination and/or poverty.
- tackling discrimination and prejudice and the systems, behaviours and attitudes which cause or sustain them.
- actively promoting equal opportunities, good relationships and respect and understanding between all ethnic communities.
- raising awareness of the requirements and expectations contained in anti-discrimination legislation.
- eliminating discriminatory practices.
- using our influence to improve working practices.
- developing and promoting equal opportunity policy and practice through the provision of training, advice and information.
- disseminating and sharing good practice amongst the MCPP and the Voluntary Sector.

Monitoring and Evaluation

If the objectives of the Compact are to be met, it must be monitored, evaluated effectively and held accountable on an ongoing basis.

Shared Commitments

The MCPP and the Voluntary Sector will endorse the objectives of the Compact by:

- establishing a framework to monitor and evaluate its operations jointly with the sector on an annual basis.
- promoting the spirit and principles of the Compact throughout all partner organisations and associated bodies.
- ensuring all partner organisations demonstrate full accountability in implementing, monitoring and evaluating the Compact.
- reporting regularly on progress in meeting the agreed objectives of the Compact.
- publicising to the sector the principles and understandings embodied in the Compact.
- promoting and championing practices which are consistent with the Compact to voluntary organisations, community groups and volunteering activities.
- putting in place systems to monitor the implementation and operation of the Compact.
- making available information and work undertaken by the Voluntary Sector to assist in quantifying the impact of service delivery and strategy implementation and to assess performance.

APPENDIX

Key Contacts

➤ *Advice and Guidance on the Compact and Voluntary Sector Issues*

Eileen Bush, Chief Officer,
Moray Voluntary Service Organisation
30/32 High St
ELGIN IV30 1BU

Tel: (01343) 541713

Email: eileen.bush@mvso.org.uk

➤ *Advice and Guidance on Volunteering Issues*

Mark McClelland-Jones, Chief Officer
Volunteer Centre Moray
15 High St
ELGIN IV30 1EQ

Tel: (01343) 544104

Email: mark.mcclellandjones@volunteermoray.org.uk

➤ *Advice and Guidance on Equality and Diversity Issues*

Fiona Simpson, Equal Opportunities Officer
23A High St
ELGIN IV30 1EE

Tel: (01343) 563321

Email: fiona.simpson@moray.gov.uk

➤ *General Enquiries about Community Planning*

Roy Anderson, Community Planning Officer
23A High St
ELGIN IV30 1EE

Tel: (01343) 563343

Email: roy.anderson@moray.gov.uk

