

Pembrokeshire SHARP Project

First progress report – Phase 2

1st October 2002 - 31st January 2003

Pembrokeshire SHARP Project
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1.0 Introduction

This report covers the four month period between October 1st, 2002 (the start of Phase 2 in Pembrokeshire) and January 31st, 2003. It follows the format set out by the Welsh Assembly Government, which has funded this research project.

The report discusses progress against the anticipated timetable for this period. It reflects on the project's successes in promoting partnership, disseminating information and raising awareness. Work in a third community, the rural village of Llanychaer, has started following the appointment of a second Action Researcher to the project. The report also identifies local issues that have arisen in the two communities included in Phase 1 and which may affect the proposed work plan. Steps are presently in place to address these matters in a way that acknowledges the local situation and the contracted requirements of the SHARP research project in Pembrokeshire.

2.00 Aims and objectives for the first six month period of SHARP Phase 2

The aim of work during Phase 2 was set out in the research brief as follows:

“To assess the feasibility, costs and benefits and working relationships of a Healthy Living Approach for communities at different stages of implementation”

Detailed objectives were set out for two aspects of this work:

- Evaluation of the healthy living approach (outcomes, processes and resources)
- Evaluation of the action research process

Objectives for the first months of Phase 2 relate to milestones set out in the timetable as follows:

- Action plan implementation in Hubberston & Hakin and Monkton
- Recruitment and appointment of Action Researcher for Llanychaer
- Identification of processes and resources for data collection
- Recording / collection of data
- Recruitment of community participants
- Maintenance of project partner participation

3.00 Progress to date

3.01 Llanymchaer

An Action Researcher for the Llanymchaer community was successfully recruited and began this part-time post on December 1st. An initial framework for establishing the healthy living forum has been drafted. Making community links is underway. Christmas and people's time commitments arising from full-time work or rural occupations is noted to affect the process of establishing local contacts. All processes are recorded in line with the project brief.

The table below gives an update of progress (to January 31st) against the proposed Phase 2 timetable.

<i>Date</i>	Planned Action	Progress
<i>September 2002</i>	Advertisement and recruitment of Action Researcher	Achieved
<i>September 2002</i>	Developmental work initiated by Local Health Group continues	Local Health Group offered a financial contribution towards Llanymchaer development work because staff changes, illness and an office move limited their involvement
<i>October – December</i>	Action Researcher appointed and starts work	Started in post on December 1st
<i>October – December</i>	Negotiates and tests a framework for 'healthy living' Individual contacts made, meetings attended	Initial framework for establishing a healthy living forum has been drafted and is being followed Induction and familiarization undertaken including meetings with partners and local agencies Community contacts were begun in January 2003 because of a delayed response from the Criminal Records Bureau to a police check request

<i>October – December</i>	Recording of processes, understandings and agreements.	All processes and meetings are recorded
<i>January – March 03</i>	Devise sample; refine and clarify nature and coverage of first phase interviews	Individual contacts and meetings are underway. Public discussion of a local Healthy Living forum is anticipated within this period Work on the sample and interview planning will be underway in this period
<i>January – March 03</i>	Rapid transcription of interview and meeting notes	Notes of all meetings are made
<i>January – March 03</i>	Conduct interviews and focus groups	To be undertaken and expected to commence in this period
<i>January – March 03</i>	Regular meetings of Community Researchers	To be undertaken and expected to commence in this period
<i>January – March 03</i>	Quarterly meeting of Research Coordinating Team and Project Steering Group	Research Coordinating Team meeting to be arranged in this period Project Steering Group meeting held on January 15th, 2003

3.02 Monkton and Hubberston & Hakin

A way forward for the action planning process has been considered by project partners at the last Steering Group meeting, following circumstances in both Monkton and Hubberston & Hakin that are affecting local involvement. The action planning process, which was delayed from the last months of 2002, has now been clarified. The project is presently setting out a way forward which reflects and responds to community based issues while meeting research aims and objectives. This process is being documented and recorded as part of the on-going data collection.

Mechanisms for participation are the issue in both communities.

The Hubberston & Hakin forum CHAD faces a very uncertain future with illness among key participants and a general decline in involvement. The situation has highlighted how communities can depend on a few individuals

to maintain community organisations / activities for the many. A meeting on February 12th will consider the way forward and links with SHARP.

Monkton is within the Communities First initiative. This involves the establishment of a local Partnership Board and local action plan. It is not yet clear how this “community-led” initiative will link with existing organisations. While it is appropriate that the healthy living approach co-operates with, and complements this work, the timing is many months behind the SHARP timetable. An appropriate approach is presently being considered.

Meanwhile, there has been some success in initiating wider involvement from the statutory sector in the healthy living approach. A seminar event “*Opportunities for Partnership*” held in October attracted 45 delegates from agencies and organisations across Pembrokeshire and generated strong interest and very positive comments. A video about the SHARP community research, made by the community researchers, has been screened to over 100 people and 13 copies distributed to individuals and organisations to show more widely, including one to a local secondary school. The local SHARP newsletter was sent to 84 project contacts.

The table below gives an update of progress (to January 31st) against the proposed Phase 2 timetable.

<i>Date</i>	Planned Action	Progress
<i>October – December 02</i>	Action Plan implementation	<p>The Project Steering Group considered action planning implementation and principles for a way forward at the meeting in January 2003. The debate was required because of a delay caused by local circumstances in both communities.</p> <p>This task will be partly met during the period January – March 2003. If either local situation impacts on this timescale, the project will review tasks and milestones so that project objectives can be met.</p>

<i>October – December 02</i>	Project Steering Group agrees Community Development key fund criteria and allocation	The Project Steering Group meeting, held on 15th January 2003 concentrated on action planning and participation issues because these were relevant to current issues and decisions were required. The Key Fund will be discussed at the next meeting on 14th May
<i>October – December 02</i>	Identification of evaluation case study	To be undertaken following action planning
<i>October – December 02</i>	Quarterly meeting of Research Coordinating Team and Project Steering Group	Research Coordinating Team meeting was not held in this period Project Steering Group meeting was held on 15th January 2003
<i>October – December 02</i>	Collection of resource data – on-going	Data collection is on-going. Data relating to the action planning process and the associated issues is also being gathered and recorded
<i>January – March 03</i>	Recording process of action plan implementation – on-going	All data relating to the action planning process is being recorded and will continue to be, throughout the planning and implementation
<i>January – March 03</i>	Recording use of community development Key Funds – on-going	Allocation of Key Funds will be considered at the Project Steering Group meeting on 14th May Discussion and subsequent use of funds will be recorded
<i>January – March 03</i>	Recruiting community evaluation team	To be undertaken when community action planning issues are resolved and expected to commence in the next quarter of the timetable

January – March 03	Quarterly meeting of Research Coordinating Team and Project Steering Group	Research Coordinating Team meeting to be arranged in this period. Project Steering Group meeting held on 15th January 2003. Next meeting will be on 14th May 2003
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4.00 Comment on continuing contribution of the project to the overall aims of the SHARP initiative

4.01 Partnership working

The seminar “*Opportunities for Partnership*” on October 22nd 2002, aimed to discuss the issues relating to work between community and statutory sectors. It was attended by 45 professionals and volunteers. In addition to raising themes relevant to partnership working, the event made links with a wider audience and disseminated the SHARP research. It was also a practical example of partnership working between SHARP project partners.

Research results have also been disseminated via a video “*Talk to Me*”, made by the community researchers. Reaction from statutory partners viewing the video in meetings has been very positive; the visual medium seems to generate a powerful response and discussion about the findings has been vocal, energetic and positive.

4.02 Supporting community development

The community researchers remain active participants because opportunities continue to emerge to involve them. Production of the video “*Talk to Me*” successfully involved even the most shy and reluctant member. They played an active role in the “*Opportunities for Partnership*” seminar, giving a presentation and taking questions from the audience. They are currently preparing a Community Researcher Handbook, based on their experience and funded by the Local Health Group.

At a wider community level, personal commitments of key local members has reduced their involvement in local forums and affected wider community involvement in the healthy living approach. Community representatives on the Project Steering Group have identified opportunities for greater local involvement in many aspects of the research project. Nevertheless, the situation suggests that community activity can be in danger of relying on key individuals, risking longer-term sustainability.

4.03 Effective / ineffective practice

Project Steering Group discussion of action planning procedures confirmed SHARP's role is to work with existing agencies and initiatives in order to support community participation in the healthy living approach. In Monkton, this requires close links with the Communities First process; in Hubberston & Hakin, the Community Regeneration Unit is likely to be quite involved. In principle, this way of working was seen by Steering Group members as a more sustainable approach that maximizes local resources and enhances community opportunities. In reality, it may mean that the SHARP programme and timetable have to alter to some extent. Whether this contributes to effective or ineffective practice for the research programme, communities or partners, remains to be seen.

4.04 Training issues (to include capacity building within the wider community)

A second Open College Network module has been approved providing an opportunity for community researchers to gain additional credits at a higher level of qualification. Participation in data analysis can now be submitted for accreditation and there will be a route to accredit involvement in action planning work. This successful training programme, which has relied on the strong support of project partner PAVS (Pembrokeshire Association of Voluntary Services), could be limited in future by the possible loss of their training officer because the post has lost funding. This would be a blow to the partnership as a whole.

5.00 Anticipated changes to the work plan, including the evaluation plan

Work in Llanychaer is at a very early stage. While the timescale for establishing community contacts can never be predicted with complete certainty, there is nothing to presently suggest any significant changes to the work plan.

The work plan in Monkton and Hubberston & Hakin assumes active community forums and an action plan that is written early in the Phase 2 programme. Uncertainty affects both these matters at present as was detailed in 3.02. However steps are in place to clarify and review the situation. If there is an impact on the work plan and timescale beyond the present quarter, the project will review tasks and milestones so that project objectives can be met. This process will involve project partners and will be discussed with the project's Welsh Assembly Government representatives. It will be recorded and will offer opportunities for reflection and learning, whichever the outcome.