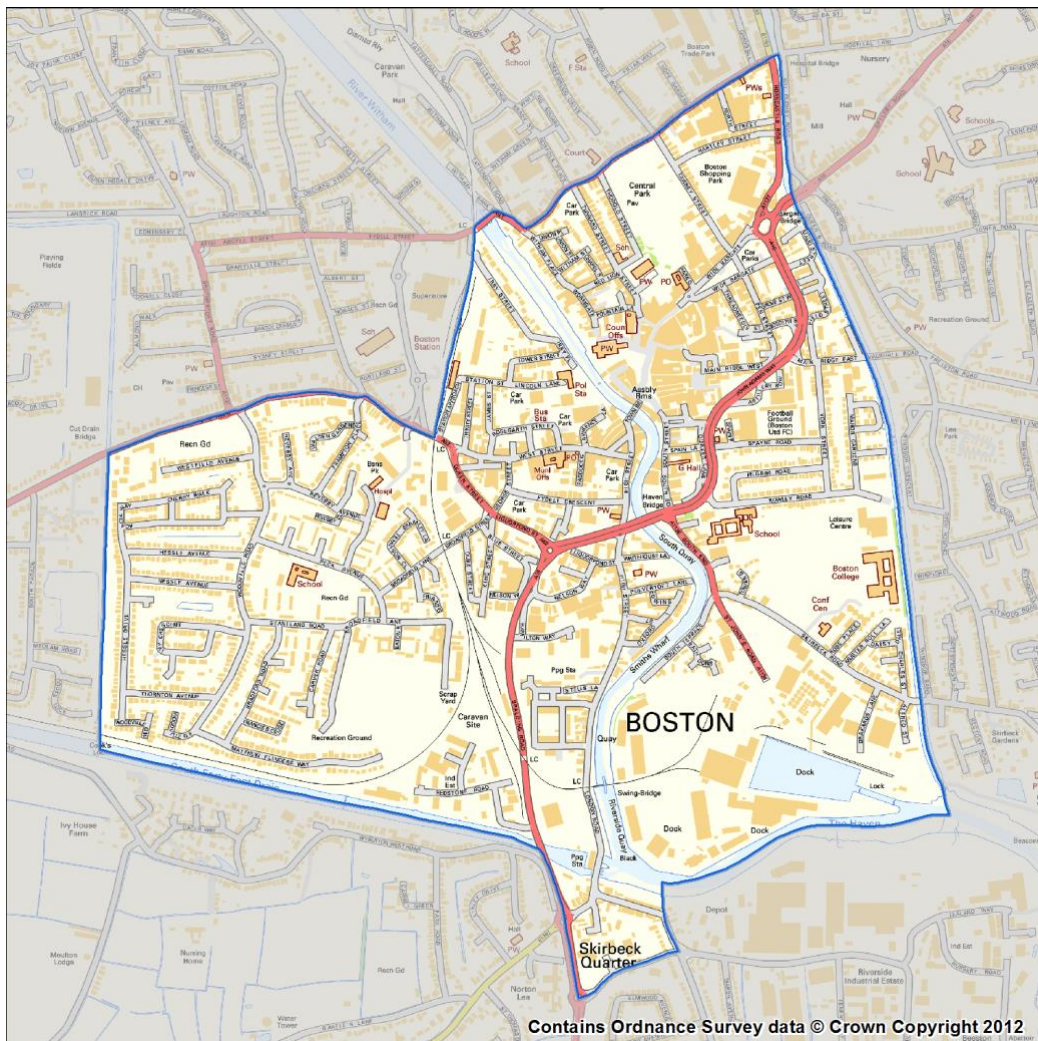




Residents Leading Change

Big Local Plan April 2019 – March 2021



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Foreword by the Chair

Once again I have the truly great honour of writing the introduction to Boston Big Local's latest Two Year Plan. After two years of consultation and four years of delivering projects that our residents' have suggested, I like to imagine that at least some of those reading this missive have a basic understanding of what the Big Local project is intended to achieve. Which includes an overall improvement in the physical, and mental wellbeing of our residents. We also aim to encourage a closer and more integrated community, a more attractive environment and a generally more prosperous local economy.

In the introduction for our first plan, to reflect the series of troubles we encountered and overcame during our early days, I mixed my metaphors, saying "There have been stormy seas on our rocky road". By the time I was required to repeat the exercise for our second plan, I was able to proclaim that, "We have left behind the 'Stormy Seas' of our early days", whilst adding that, "the boulders and potholes on our 'Rocky Road' have largely been dealt with". Despite this general improvement in our overall progress I'm afraid that, as we embark upon our third Two Year Plan, I find that I cannot yet drop the bad weather and rough terrain related references, although our 'storms' are more akin to the 'Tea Cup' variety and the 'boulders' are closer to 'half-bricks', whilst the Partnership Group is getting ever more capable at overcoming any unexpected developments.

Throughout Boston Big Local's ongoing journey our 'merry band' has continued to evolve, with newcomers signing-up and various members departing - one being our Plan Coordinator, Rachel, who had been with us from the very earliest days. Although her unstinting work in support of the group will be sorely missed, the breadth of experience and depth of local knowledge spread through the various Partnership members, both individually and collectively, leave us well prepared to face the future with optimism. At the same time our approach to delivering the projects outlined in our plans has undergone a process of continuous re-evaluation. With the less successful programmes being reshaped, or dropped altogether, whilst effective ones (and promising new schemes) have received positive reinforcement.

Looking back at the Boston Big Local Partnership's endeavours over the course of our previous plans I think we can congratulate ourselves on our performance so far. With this in mind I feel confident that we can reasonably look forward with some optimism for the next two years, as we continue to build on the solid achievements of the Partnership.

Richard Tory
Chairman
Boston Big Local Partnership Group

Introduction

Boston Big Local is one of 150 areas that have been awarded £1,105,000 to make a lasting and positive difference to their local community.

Boston Big Local funding is a 10-year programme aiming to make a big difference to the local area and long-lasting change to the lives of those people living and working in the area.

The project is being steered by a resident Partnership and overseen by Age UK Lincoln and South Lincolnshire, which is acting as the Local Trusted Organisation (LTO) for the project. Age UK is the country's largest charity dedicated to helping everyone make the most of later life. The Age UK network comprises around 170 local Age UKs reaching most of England. Age UK has offices within the Boston Big Local area.

The whole of Big Local will finish in March 2026. Boston Big Local is working to a ten year delivery programme, on course to be completed at the current rate of expenditure in April 2025. This, our third plan covers the two year period from April 2019 until March 2021. Progress is reviewed each year, activities are checked each quarter by the partnership and there is continuous community engagement to ensure that the priorities continue to reflect the needs of the area and that Boston Big Local is led and managed well and in line with the Big Local ethos and our guiding values and principles.

After reviewing the last two years of our plan the Partnership feels that the initial vision and priorities still hold true and continue to reflect the needs of the Boston Big Local area.

1. Our vision and how it arose

Boston Big Local is a Third Wave Big Local area and continues to build community involvement through the pathway:

- Getting people involved
- Exploring the vision
- Refreshing the Partnership
- Creating a Big Local plan
- Making change happen
- Seeing what we've done
- Reviewing the plan.

Our vision arose through the Getting Started phase of Big Local in Boston, including surveys, the profile and community events. The steering group then reviewed all material and from this process, drew out emerging themes which informed the wording of our vision. The Partnership was formed in 2015 and meets monthly to steer BBL and to review activities and projects to ensure that they uphold our original vision.

1.1 Our vision

Our vision is for a happy vibrant area where people feel a sense of belonging.

We aim to enhance the local area for the benefit of residents and businesses.

Our objectives are to build closer communications between all people, make the area more attractive, encourage new businesses and help make the facilities better, improve the environment for all and help ensure cleaner and safer streets.

Our long term shared vision for the Boston Big Local area is:

- A place where people live happy, healthy lives, where people feel included, valued and engaged.
- A place where access to the arts and sporting activities are readily available to all.
- A place which encourages people to participate in and take ownership of their community, creating a strong community spirit and a sense of pride in their surroundings.
- A more cohesive community, bringing together peoples of different nationalities, cultures and faiths, generating mutual respect and understanding, valuing the contributions that each brings to our community.
- A place where older people, people with disabilities and vulnerable people are considered and valued, where barriers of social isolation no longer exist and facilities are accessible and inclusive for all.
- A place that is attractive, cared for and where people feel safe. A place that is welcoming and interesting to both visitors and residents alike.
- A place where financial exclusion is reduced, where the aspirations of young people are high and where investing in their potential to develop new skills and creating new opportunities is encouraged.
- A place where Boston's market and historic centre is rejuvenated and once again enjoys the prestige of serving as a key hub in the lives of the people of Lincolnshire.
- A place where community facilities are well used, thriving and sustainable, providing a wide range of activities for all ages, faiths and cultures.
- A place where people are more engaged, with wider networks and improved communications between local groups, organisations, agencies and the residents they serve.
- A place that encourages education and training where innovation and new opportunities are embraced and where people feel supported enough to take risks and where we all have a brighter sustainable future leaving a legacy for generations to come.

1.2 What we have achieved 2017-2019

What we have done against the existing plan

There has been excellent progress across all themes and priorities please see: <http://bostonbiglocal.co.uk/category/whatschanged/> and the [newsletters](#).

An overview was offered by partnership members:

- We have actioned most, if not all, of the projects included in the plan.
- Our successes include the Beach event, funding the theatre lift for disabled people, the cycle road show and playground improvements, Boston in Bloom and Arts for dementia, the 1940s event, supporting the community choir and Christmas lights, Hansa and Tourism22, the Credit Union and many community chest grants
- We have made progress on everything we have done to date: Bloom, Hansa, Park & equipment, Bike nite, plus small project funding.
- By careful consideration of the regular quarterly reports, we have separated those projects that were less than successful and either suggested changes or removed them from consideration in the new plan.
- Those projects considered beneficial to the residents in general will be reconsidered for the future plan.

Specifically, through the life of the last plan, Boston Big Local has witnessed change through our investment in the following activity.

Theme 1 Health and wellbeing

- Provision of affordable transport in Boston Big Local area (now nearly to self-sustaining)
- Family holiday inflatable sessions
- Crash course swimming lessons
- Multi-sports taster days
- Memory Lane Group for people with dementia and their carers
- Cycling Road-show
- Health and wellbeing event in Central Park
- Aqua Physical classes
- Mini-triathlon events for both adults and young people
- Stay Active sessions for older residents
- Sports Taster days for young people during the school holidays

Theme 2 A more attractive environment

- Three high quality public realm improvements which in turn have improved habitat for wildlife, increased civic pride, broadened skills and ambitions of local artists and enhanced visitors experience
- Boston in Bloom
- Improving the local environment through anti-dog fouling project, fly tipping awareness and chewing gum and street litter removal
- Improving play opportunities.

Theme 3 Greater community spirit

- Boston Beach free summer event for families in Central Park and bolt on activities
- Community Chest
- Events pot supporting residents and local organisations putting on events
- Boston Marathon UK sponsorship (now self-sustaining)

Theme 4 Encouraging enterprise

- Hanse League and supporting knowledge of and engagement with Boston's heritage
- Fit 4 Your Future Citizens Advice programme
- Supporting residents in financial difficulty through Credit Union access and information
- Support and added accessibility with a new lift in Blackfriars Theatre (This covers all 4 themes)

What impact we have had

- Our [survey reports](#) show that there has been a general up swelling of positive feeling among the residents in the Boston Big Local area.
- We have had a big impact though many residents are not aware of it.
- New residents have joined our panel and brought a new perspective.
- We have given people in the area many opportunities to improve their health through the events we have supported.
- Our support for [Boston in Bloom](#) has brought about a year on year improvement in the look of the town centre, resulting in a Gold Award from Britain in Bloom.
- There is a wider understanding of what Boston in the UK offers due to our support of the [Hanse Group](#).
- Our impact has stretched across our main themes, seeing improvements in health and wellbeing, the environment, community spirit and on a small scale enterprise. This impact is evidenced through the reports received from partners and shared via newsletter and web stories of what's changed.
- In addition, events such as the [Boston Marathon UK](#) and the [summer beach event](#) have had a significant impact in promoting the town, increasing trade and footfall, increasing the feel good factor among residents and strengthening partnership working.
- We are seeing some projects becoming self-sustaining, like the Boston Marathon UK and [Boston Community Transport](#), demonstrating that our legacy is happening now, not just when the money runs out.

What we have learnt

- As group, we are strong and resilient to change and have grown in our development.
- We can have an impact on our area.
- We are having an ever increasing impact on our area.
- It is important that Boston Big Local leaves a legacy in our area, for future generations.
- From our [Legacy event](#) in November 2017, we learnt that our legacy is happening now, that some projects like the Marathon have become self-sustaining now and that some impacts, like environmental awareness are embedded now.
- I think we need to review how we engage the public as this has not been easy.
- What does a big project look like?
- We need to look at what we fund and its longer term viability as part of the funding process. We want to achieve legacy and not just memory.
- We need to keep working on and improving our profile and public relations.

How we have progressed on our vision and priorities

Our vision “Is for a happy vibrant area where people feel a sense of belonging.” This is a strong vision, with challenges the group is very mindful of in this current climate. But there is a palpable sense of progress when listening into the residents and other feedback at events such as the Boston Marathon UK and the summer beach event. The annual survey indicates a strong feel-good factor among many residents, despite cuts in public services and continuing economic difficulties.

Through review of the existing plan and preparation for the new plan, we have been reassured that the vision holds good for the coming years and that the four priorities are strong pillars to frame activity and help make the Boston Big Local area an even better place to live.

How our progress relates to the achievements of the Big Local outcomes

Our four outcomes in line with the Big Local programme are:

1. The community agrees needs and priorities in the area and takes action on them
2. People gain confidence and skills for now and the future
3. The community makes a real difference to the needs it has given priority to
4. People feel this area is an even better place to live.

1. We see community engagement as a continuous process, not a bi-annual event, a two way conversation that informs residents of what is happening and hears from residents about the benefits to them and what should be changed. Included in our process of engaging residents in speaking out and taking action are:

- Monthly Boston Big Local resident partnership meetings *which are open to the public*
- [A yearly questionnaire](#), the results of which are compared with previous public consultations, that give guidance to the residents' needs and expectations
- Meetings with partner organisations who feedback their views and ideas
- The quantity and type of Community Chest Applications help us to assess the needs and requirements of the Boston Big Local residents and witness to their involvement in taking action and affecting change.

2. Our quarterly review of activity funded by Boston Big Local, monitors, acknowledges and celebrates the confidence and skills of residents. Groups such as Memory Lane, the support group for people with dementia and their carers, provides rich commentary on the impact of the group meetings for those taking part. [The Legacy event](#) held in November 2017 was full of reflections about changes in people's lives, in their confidence and skills already being witnessed.

3. Many of the activities Boston Big Local has invested in are supported and often driven by resident volunteers. The list includes the Boston Marathon UK, many of the community chest recipients, Boston in Bloom, the Hanse League and environmental improvements and awareness raising.

"Boston Big Local funding has kick started projects and helped them to get established and these projects are attracting interest. People are seeing things happening locally and it is making them feel more positive about what is being done to improve their community. Residents, local businesses and volunteers are more likely and more willing to get involved in a project that is already up and running with a proven track record. There is evidence of this happening in Boston and the group identified this as legacy already in action." (Boston Big Local and partners [Legacy event](#), November 2017)

4. That people feel the Boston Big Local area is an even better place to live is shown by the [annual surveys](#), questionnaires and a scrap book of all press cuttings showing the positive work BBL is doing.

One project that has covered all four of our themes is Boston Big Local's support in providing a lift for Blackfriars Theatre. This has significantly enhanced the building's facilities. Apart from improving disabled public access to the auditorium and the rehearsal / conference rooms, the lift has taken Blackfriars into the top 5 theatres across the country for enabling disabled performers to access the stage.

How we know we are responding to what our community wants

We have strong two way communications which ensures we share what is happening and hear back from residents. We have done leaflet drops and newsletters. Sharing progress is done by placing all SLAs and work reports on the website and then we tweet the link and place it on Facebook. Boston Big Local has a growing following. From the work reports, stories of what's changed are created and posted and some of these then go into our newsletter.

In addition, we look to run at least an annual Boston Big Local event for residents, usually in May. Partners who have received funding must send at least one delegate. Every two years we also hold an additional event for residents and partners in helping to review progress and scope the new plan. This latest event happened in October. Comments and observations are gathered and shared through such events and used to inform our future direction. A further meeting with residents and partners took place on 31st January 2019 to consult on the latest draft and finalise the new plan.



2017 SURVEY

Results summary

We talked to **322 people** at the Boston Beach event in 2017 to get their views on how things are in Boston. Here's a quick summary of the key things they told us:

+ The top 3 things you liked in 2017

Public events KEY residents non-residents

38% liked Such as the Beach event, Pescod Square events and children's / community events
37% liked

Town centre

21% liked Features such as the shops, market, the Stump, local heritage and the convenience of facilities
23% liked

Public areas

6% liked Such as Central Park and community areas
18% liked

- The top 3 things you didn't like in 2017

Anti-social behaviour

30% disliked Such as litter, fly tipping, dog fouling, drugs, crime, drinking in the street, and spitting.
24% disliked

Lack of maintenance

16% disliked In areas such as the Central Park play area (including lack of disabled equipment) and not enough grassing cutting.
20% disliked

Nothing for children to do

13% disliked Lack of facilities and activities for children and young people.
10% disliked

The results of this survey and the comments we have received from local people have strengthened our understanding of local perceptions and issues. We will use this information as we plan the funding of activities and projects to ensure they meet the needs of the community.

You can download and read the full survey results at bostonbiglocal.co.uk/survey-2017

Overall trend in perceptions

Comparing the positive and negative comments received in 2017 with the results of the 2014 survey, here's how perceptions have changed:

+ Positive comments

2017 | Boston Big Local residents - 83%

2014 | Boston Big Local residents - 69%

2017 | Residents living outside the area - 92%

2014 | Residents living outside the area - 72%

- Negative comments

2017 | Boston Big Local residents - 17%

2014 | Boston Big Local residents - 31%

2017 | Residents living outside the area - 8%

2014 | Residents living outside the area - 28%

Gender of respondents (approximately)



Location of residents who responded to our survey



We surveyed 322 people in 2017 (26% lived in the Boston Big Local area) compared to 134 people in 2014 (37% of whom were Boston Big Local residents).

Get in touch

Email: info@bostonbiglocal.co.uk

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LOTTERY FUNDED

Data and Stats

2. Profile of local needs

Our first profile was completed in early November 2014 and submitted to Local Trust. It gives us a rigorous and detailed look at the Boston Big Local area and surrounding parts of the town. It draws on nationally available data and local knowledge, including from Placecheck see www.boston.gov.uk/index.aspx?articleid=3889. Our profile is a public document available on our website, www.bostonbiglocal.co.uk. We see it as giving a sure foundation to build the plan, based on a sound understanding of local need. The profile is updated periodically over the ten years to ensure our vision, themes and activities remain based on accurate assessment of local issues.

The Boston Big Local partnership updated its understanding of the underlying trends and priorities in the area in 2018 through use of Local Insights data, presented to residents and partners in October 2018, summarised at 2.2 below.

2.1 Summary of Central Boston area profile data, 2014 updated 2016

The full profile is on our website, praised by Local Trust for its thorough overview and how our vision and values are grounded in what the stats and stories have been telling us.

The BBL area covers approximately 3 km² around the town centre. It contains the retail core, administrative offices for the Council, Police Station, railway and bus station, a large central park, markets, port, football ground and sports facilities, historic buildings, schools, colleges and training establishments, cinema, theatre, clubs, pubs, restaurants and fast food outlets.

Boston has a rich history as a medieval port, market town, religious and trading centre. The parish church of St. Botolph's known locally as "The Stump" is second only in importance to Lincoln Cathedral in its historic and architectural significance in the county. The first recorded usage of the name Boston is in the *Registrum Antiquissimum* of Lincoln Cathedral in 1090.

According to Government's Index of Multiple Deprivation (2010) Boston Borough is ranked 65th most deprived area out of 326 Authorities with 17.7% of children living in poverty. 2011 figures indicate that Boston has the highest percentage of non-British EU passport holders outside of London at 12.1% reflecting major population changes and their social impacts in recent years.

The 2011 Census showed a population of 12,056. Compared to 2001 Census figures, when the population of the Boston Big Local area was 9,551 this indicates that the population has increased by 20.7%. 65.3% of the population in the Big Local area describe themselves as White/English/Welsh/Scottish/Northern Irish/British. 29.6 % as White/other white.

Information received from Boston College indicates that 76 languages other than English are spoken in Boston with Polish, Latvian and Lithuanian being the most prevalent. 1,994 residents are aged between 0 - 16 years representing 16.54% of the total population. 8,256 are aged between 17– 64 years old 68.48% and 1,806 are aged 65 years and over a total of 14.98%. 6,300 people within the Big Local area in 2011 were economically active, 51.76% of these are in low skilled elementary occupations such as process plant and machine operatives.

Housing within the Boston Big Local area is mixed from detached houses and bungalows to semidetached houses, terraced houses, flats, maisonettes, apartments and caravans or mobile homes. The age of the homes also varies considerably from new builds to homes which are over 100 years old. Of the 5220 homes in the area 25% are owned outright, 22% owned with a mortgage or loan, 1% are part rented, part owned, 6% are rented from the local authority, 13% are rented from social housing providers, 30% are privately rented from a landlord or letting agency, 1% are rented from another source and 1% are living rent free.

The average house price in Boston is £146,581 with average earnings at £21,961 (National = £28,503, East Midlands = £26,503, Lincolnshire = £25,119). So a house typically costs 6.7 times the average salary for one person compared to 2.77 times in 2000. Therefore to afford an 80% mortgage in Boston the buyer would need a household salary of £39,088. Mean rents (£579 per

month) have risen by 8.8% between 2011 and 2016; this rise is the 5th highest in the region.

Boston is consistently among the four areas in England with the lowest average family income, has the lowest average wage of the 77 predominately rural district councils and is the 4th worse area for the proportion of workers earning under £7.20 per hour (30.4%). It has the highest proportion of people claiming Working Tax Credits. (ONS, Shelter Databank and povert.org.uk)

Travel around Boston is by private transport, cycle or on foot. There are 4,481 cars or vans owned by the residents of the Boston Big Local area, with 2,394 households owning 1 car or van, 752 households with 2 cars or vans, 126 with 3 cars or vans and 46 with 4 or more cars or vans.

Of the 5,220 households in the area, 1,363 were not considered as deprived whilst 3,857 households were considered to be deprived in at least one or more categories of deprivation.

By Year 6, 23.9% of school children in Boston are classified as obese. 73.2% of adults are overweight or obese with the prevalence of diabetes remaining significantly higher than the national average. Estimated levels of physical activity are worse than the average for England. Rates of alcohol-related harm were also significantly worse than the England average."

Educational attainment in Boston is below the national average, with 3,349 residents in the Boston Big Local area having no qualifications.

Reported crime in the Boston Big Local area has shown an overall decrease in 2015 and 2016 against the previous year on year figures: 2011 - 3454, 2012 - 3273, 2013 - 2872, 2014 – 2975, and 2015 – 2947 and in 2016 -2757 reported crimes. Between 1st April 2014 to 31st March 2015 there was an increase in sexual offences, robbery, drug offences and possession of weapons. Whilst 1st April 2015 to 31st March 2016 saw an increase in violence against the person, sexual offences, burglary, vehicle crime, drug offences, public order offences, possession of weapons and miscellaneous crimes against society. 1st April 2016 to 31st December 2016 has also seen an increase in violence without injury and robbery of business properties. Decreases have been recorded in vehicle offences, theft, criminal damage and arson.

Over the past two years Boston Borough has continued to attract high levels of media interest as it is seen as one of the most extreme examples in Britain of a town affected by European Union (EU) immigration. During the Brexit vote (24th June, 2016) Boston, in line with other parts of Lincolnshire (having a high proportion of Leave voters), saw the highest Leave vote in the UK, with almost 76% voting to exit the EU.

The breakdown of the Boston vote was as follows:

Leave	Remain	Turnout
75.6%	24.4%	77.2%

Employment within Boston Borough has risen over the previous two years as a result of a steadily expanding local economy. This has allowed for structural changes and diversification, creating year-round work, thereby sustaining greater levels of employment and permanent residence. For example food is now being imported for processing and packaging, whereas previously only locally grown produce was processed and packaged within the borough.








Whilst unemployment at 4.4%, is well below national average of 5.2%, residents are experiencing uneven effects in wage levels. Nationally the average hourly wage is £15.33, against the East Midlands average of £12.26, with Boston averaging only £9.13. Therefore, on a weekly basis, full-time earnings in Boston are in excess of £100 per week less than the National Average.

Demand for housing within Boston Borough continues to outstrip supply, causing rents to exceed those in Nottingham despite local incomes being considerably lower.

An increased demand for children's services, maternity wards, and school place funding is a consequence of a higher than expected birth rates – with 11% of children, born in 2014, having at least one parent coming from the EU.

2.2 Summary of Local Insights data for the BBL area, October 2018

Introduction Page 3 for an introduction to this report

 <p>Population</p>	<p>There are 10,540 people living in Central Boston</p> <p>See pages 4-9 for more information on population by age and gender, ethnicity, country of birth, language, migration, household composition and religion</p>	 <p>Education & skills</p>	<p>33% of people have no qualifications in Central Boston compared with 25% across East Midlands</p> <p>See pages 36-38 for more information on qualifications, pupil attainment and early years educational progress</p>
 <p>Vulnerable groups</p>	<p>16% of children are living in poverty in Central Boston compared with 19% across East Midlands</p> <p>See pages 10-21 for more information on children in poverty, people out of work, people in deprived areas, disability, pensioners and other vulnerable groups</p>	 <p>Economy</p>	<p>45% people aged 16-74 are in full-time employment in Central Boston compared with 39% across East Midlands</p> <p>See pages 39-44 for more information on people's jobs, job opportunities, income and local businesses</p>
 <p>Housing</p>	<p>4% of households lack central heating in Central Boston compared with 2% across East Midlands</p> <p>See pages 22-28 for more information on dwelling types, housing tenure, affordability, overcrowding, age of dwelling and communal establishments</p>	 <p>Access & transport</p>	<p>37% of households have no car in Central Boston compared with 22% across East Midlands</p> <p>See pages 45-47 for more information on transport, distances services and digital services</p>
 <p>Crime & safety</p>	<p>The overall crime rate is higher than the average across East Midlands</p> <p>See pages 29-30 for more information on recorded crime and crime rates</p>	 <p>Communities & environment</p>	<p>The % of people 'satisfied with their neighbourhood' is lower than the average across East Midlands</p> <p>See pages 48-50 for more information on neighbourhood satisfaction, the types of neighbourhoods locally, local participation and the environment, air pollution</p>
 <p>Health & wellbeing</p>	<p>19% of people have a limiting long-term illness in Central Boston compared with 19% across East Midlands</p> <p>See pages 31-35 for more information on limited long-term illness, life expectancy and mortality, general health and healthy lifestyles</p>	<p>Appendix A</p>	<p>Page 51 for information on the geographies used in this report and 52 for acknowledgements</p>

2.3 Community engagement

Summary of consultation activities:

Information distributed about Boston Big Local

- 1500 Boston Big Local background information leaflets
- Oct 2014 – 5500 locally produced leaflets from Boston Big Local to all homes and businesses within the area
- Feb 2015 – 5500 locally produced leaflets from Boston Big Local to all homes and businesses within the area consulting on the draft plan
- 2015-2016 – 2 x 3000 locally produced information leaflets from Boston Big Local handed out at events and distributed to local community hubs and by email
- 2016-2018 – 4 x quarterly Boston Big Local Newsletters distributed to local community hubs and by email
- Feb 2017 – 5500 Boston Big Local Newsletters to all homes and businesses as well as by email inviting comments and or attendance at public consultation events concerning draft plan for 2017-2019
- Jan 2019 - 5000 Boston Big Local Newsletters to all homes and businesses as well as by email inviting comments and or attendance at public consultation events concerning draft plan for 2019-2021

Events

- Showcase Sept 2013 with 100 people
- Christmas 2013 Haven High with 60-70 people
- Consultation in Oct 2014 with 70 people
- Presentations to WI, Horticultural Society, Boston in Bloom Committee with 155 people
- 4 Plan preview events in Feb 2015 with 30 people
- Beach event Aug 2015 with over 4,000 people
- 1st BBL Birthday event in May 2016 with 40 people
- Beach event Aug 2016 with over 3,500 people
- Consultation with Lead Delivery Partners in Oct 2016 with 29 people.
- 2 Plan preview events in Feb 2017 with 30 people
- May 2017 – annual celebration and AGM
- November 2017 Legacy event with residents and partners
- May 2018 annual celebration and AGM
- October 2018 bi-annual partners and residents planning event
- January 2019 resident plan consultation event

Surveys and questionnaires

- 130 initial questionnaires
- October 2014, 109 participants
- 2015 summer events 60 respondents
- Summer 2017 annual survey 322 people
- Summer 2018 annual survey 262 people

Social media

- 925 Twitter followers.
- 338 Facebook contacts.
- Dedicated website.

The three top things residents most like about Central Boston remain: public events, town centre and public areas. Other recent comments from residents include:

- The Heritage and historic centre of Boston, its buildings such as St Botolph's (the Stump), Blackfriars Theatre, Fydell House.
- Diverse community, multi-racial and multi-cultural society, peaceful and quiet.
- Personal connection, family history, friends and the friendliness of local people: "The people are chilled."
- Educational opportunities and good schools.
- Locally sourced food (Boston is the 'Brassica Capital of Britain').
- Jobs and business opportunities.
- Public places such as the gardens, parks, the harbour, the river and market.
- Facilities such as the shops, including eastern European shops, cinema, sports and swimming pool and lots to do.
- Infrastructure of roads, buses and railway, recently improved disability access.
- The environment being reasonably clean and tidy and there being space.
- Access to nature, wildlife and open spaces and tranquillity in less urbanised parts of the area.

Feedback on draft plan

At our Draft Plan Presentation on the 31st January 2019, residents and partners filled in feedback forms

For those who could not attend our Draft Plan Presentation we also shared a video on social media presenting an overview of our draft plan to request further feedback. This video can be viewed on Facebook and Twitter.

<https://www.facebook.com/bostonbiglocal/videos/374541786428803/>
<https://twitter.com/bostonbiglocal/status/1092372333321428994>

PE21 8QL – Good range of activities funded for next 2 years. Interested to see a number of specialised 'arts' based activities being funded - will BBL and the groups be working with Transported to ensure these are widely promoted and well attended by BBL residents?

PE21 – Over the first 4 years Boston Big Local has provided funding for many projects which has improved Community Spirit, and Health and Wellbeing for many residents. Local spaces have seen brilliant events bringing communities together. Play areas have had new equipment making play inclusive for all. Events have given knowledge of what is available for residents e.g. Active Boston, Cycling Roadshow.

PE21 8SA – Needs to make a significant difference. A bit too "arty" needs to reach real residents.

NG34 7LY – A very good event. The plan is comprehensive and makes a significant difference to the BBL area.

PE21 7AP – I have studied the finances and detailed budget breakdown. I must congratulate the Boston Big Local team for stimulating and encouraging such a wide range of projects covering so much of what Boston needs.

PE21 6JW – It seems there is a good variety of projects being funded that can only benefit the town and its people of all diversities, and would never happen without BBL help, which makes it even more important to be supported. Good work!

PE21 9EY – It's a shame that the area is so restricted for funding purposes. There are many more projects within the district that don't or aren't able to get the funding they desperately need from the BBL.

3. Our principles and priorities for action

3.1 Core values and guiding principles

Our values

Our values are set out in our Agreement. They were first adopted within the Steering Group's Terms of Reference and subsequently incorporated into those of the Resident Partnership Group. Our guiding principles are reviewed annually for continuing relevance and applicability to our Big Local area.

- We will work in a fair, inclusive, honest and transparent way.
- We will foster a friendly and welcoming atmosphere in all that we do.
- We will support anyone fitting the membership criteria to become actively involved.
- We will review how we are working so that barriers are reduced.
- We accept there will be different views within the steering group. When differences or conflict arise these will be dealt with fairly and openly, focusing on the issues or opinions, not on the individual.
- We will communicate in an accessible way with our community, through a range of approaches, including events, newspapers, radio and social media.
- We will support, engage and work with other groups in the area that have similar or overlapping objectives.
- We uphold the idea of 'sticky money' as we want the Boston Big Local investment to have the greatest impact locally. Therefore we will aim to source providers, services and goods from within the Boston Big Local area. Where this is not possible we will extend our search outwards. The principal of 'sticky money' will be balanced against obtaining value for money and the desire to engage with businesses and organisations that have similar values to the group.

Our Guiding Principles

By accepting and building on the planning process of the original steering group, the Resident Partnership Group agreed some guiding principles reflecting our core values which have helped determine our themes and priorities for action.

Our Guiding Principles are to be:

- Open, honest, even handed, inclusive and fair.
- Active in the community, sharing our vision, listening to and hearing what the Community wants and needs.
- Enabling sustainable environmentally sound projects that are locally run and that benefit as large a section of the community as possible.
- The best we can, self-challenging, adaptable, impartial, transparent and accountable in all our dealings with the community.

Our approach is to utilise what we've got and to maximise it, avoiding wasting money and challenging red tape.

Boston Big Local can help the community work towards achieving this shared vision by:

- Making grants to local groups to take forward projects which are working towards achieving the Boston Big Local shared vision.
- Commissioning work through existing local agencies to provide ways to help the vision to be achieved.
- Supporting social investment and social enterprise and encouraging local entrepreneurs.

4. Outcomes and action plans

4.1 Our overarching outcomes

Our four outcomes in line with the Big Local programme are:

1. The community agrees needs and priorities in the area and takes action on them.
2. People gain confidence and skills for now and the future.
3. The community makes a real difference to the needs it has given priority to.
4. People feel this area is an even better place to live.

4.2 Our Boston Big Local outcome themes

The Partnership recognises that local people's perceptions will change over the 10 years and aims to keep the planning process flexible to respond to community needs and aspirations. Our Boston Big Local Outcome themes arose from surveys and discussion with Boston Big Local residents, workers and non-residents, reflecting on personal experience and knowledge, the background profile and previous reports and consultations.

After review, the Partnership decided to develop a third two year plan. The following activities described in the Action Plans below may evolve over the life of the project but the four outcome themes listed below will remain the core focus.

Our four Big Local themes are:

1. Improving health and wellbeing.
2. Creating a more attractive environment.
3. Building community spirit.
4. Encouraging enterprise.

Each of the four outcome themes consists of things Boston Big Local should support and fund and things the Partnership should inform and influence others to take on. This second group of actions will be prioritised by the Partnership once the plan is approved based on agreed criteria including the issues relevance to the residents of the Boston Big Local area, the time, people and cost of influencing activity, the impact and chances of success.

4.3 Funding

From our community consultation we know that the consensus is currently for an even spread of funding, drawing roughly equally on the £1,105,000 over ten years. We recognise that a larger initiative may arise later and that the funding pattern may therefore alter. We are mindful to earmark £100,000 during this middle phase of the programme for such an eventuality. The overall funding portfolio of this plan is about £259,440 for the period April 2019 to March 2021.

We have looked to hold broadly to initial guidance from some residents about the percentage split of investment across each of the four outcomes. As the programme has evolved, we keep an eye on these headlines but feel less constrained by them, seeing how many activities cross over outcome areas. Our overarching criteria are a) has this arisen from resident expressed need and b) can BBL funding make a significant difference to local residents?

4.4 Activity Plans

The Activities link with the four outcome themes and include VAT. Each has a detailed action plan which will be incorporated into the Service Level Agreement (SLA) once approved. As lead delivery partners are identified, they will become the contracted partner to the LTO and accountable to the Partnership. They will be responsible for highlighting and feeding information about trends, new concerns and successes. This will help the Partnership to review and evaluate what is happening and ensure the Partnership can remain responsive.

Theme 1: Improving health and wellbeing (17.9% of funding allocation)

Key words: health, wellbeing, sports, leisure, arts.

Overall indicative budget: £46,480 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority. The focus in this plan arises from the success of Arts for Dementia and the comparative limited success of sports partnerships.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- Residents from Boston Big Local area are more aware of their health needs.
- Residents of all ages from the Boston Big Local area take up more opportunities to help improve their health and wellbeing.
- Residents tell us they feel their health and wellbeing has improved.

Priorities

To achieve these outcomes, the Partnership decided to give priority to:

- Provide opportunities to improve residents' wellbeing through music, sport and cultural activities for:
 - Children and families
 - Young people
 - Residents from across the community
 - Older residents

1) Provide opportunities to improve resident wellbeing through accessible arts and crafts

Activities (suggested)	To support the Embroiders Guild in its activities in connecting with BBL residents
Costs & Timescale	£5k (£2.5k each year)
Lead delivery partner	Lincolnshire Embroiders Guild (Janet Corcoran)
Other delivery partners	

2) Provide opportunities to improve resident wellbeing through accessible arts and crafts

Activities	To support the Boston Woodcarvers in its activities in connecting with BBL residents
Costs & Timescale	£2.5k (£1.25k each year)
Lead delivery partners	Boston Woodcarvers
Other delivery partners	None

3) Provide opportunities to improve resident wellbeing through accessible arts and crafts

Activities	To support a local arts project in its activities in connecting with BBL residents
Costs & Timescale	£2k (£1k each year)
Lead delivery partner	To be decided
Other delivery partners	Unknown

4) Provide opportunities to improve resident wellbeing through accessible arts and crafts

Activities	To support a local arts project in its activities in connecting with BBL residents
Costs & Timescale	£1.74k (£870 each year)
Lead delivery partner	To be decided
Other delivery partners	Unknown

5) Provide opportunities to improve residents' health and wellbeing through arts and crafts for those with dementia and their carers

Activities	To support Arts for Dementia – Weekly art sessions for individuals diagnosed with dementia and their carers
Costs & Timescale	£8k (£4k each year)
Lead delivery partner	Lincolnshire Housing Project
Other delivery partners	None

6) Provide opportunities to improve residents' health and wellbeing through educational and fun events for all residents

Activities	Provide Cycling Road show event each year
Costs & Timescale	£3k (£1.5k each year)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	None

7) Provide opportunities to improve residents' health and wellbeing through education and fun events for all residents

Activities	Provide Health & Wellbeing Event each year
Costs & Timescale	£10.6k (£5.3k each year)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	None

8) Provide opportunities to improve residents' health and wellbeing through educational and interactive events for all residents

Activities	1. Provide Mental Wellbeing Sessions (Yr.1.) 2. Provide Promotional Events (Yr.2.)
Costs & Timescale	£4.4k (£2.35k Yr.1. / £2.05k Yr.2.)
Lead delivery partner	Boston Samaritans
Other delivery partners	None

9) Provide opportunities to improve residents' health and wellbeing through education and interactive events for all residents

Activities	Provide Communities Craft Classes each year
Costs & Timescale	£9.24k (£4.55k Tr.1. / £4.69k Yr.2.)
Lead delivery partner	BLIC (Bringing Learning Into Communities)
Other delivery partners	None

Informing and influencing others

In addition to the above priorities, those consulted considered two issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Promote healthy living: provide good information and take preventative action.
- Provide and improve policing to ensure the safety and wellbeing of residents.

Theme 2: Creating a more attractive environment (22.4% of funding allocation)

Key words: Green spaces, amenities, improving the look of the Boston Big Local area.

Overall indicative budget: £58,000 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- There is better Partnership working and shared goals to create a more attractive environment in the Boston Big Local area.
- Residents from within the Boston Big Local area take action to create a more attractive environment.
- Residents from the Boston Big Local areas tell us that the neighbourhood where they live is more attractive.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Educate and inform residents about their responsibility toward the local environment.
- Brighten up the Boston Big Local area.
- Improve local amenities and open spaces in Boston Big Local area.

1) Educate and inform residents about their responsibility toward the local environment

Activities	Raise personal responsibility and citizenship awareness
Costs & Timescale	£15k (£7.5k each year)
Lead delivery partner	Boston Borough Council (Jennifer Moore)
Other delivery partners	None

Note: Residents of the Boston Big Local area place street cleanliness as a high priority. Boston Borough Council is clear that the above activities are worthwhile but they are unable to fund as part of its core services. Boston Borough Council have indicated that Boston Big Local may draw on Council resources in response to resident priorities identified in the future which would enable the Council to work better for residents in the Boston Big Local area.

2) Brighten up the town centre

Activities	Enhancing horticultural displays in the Town Centre and along the Haven Bridge corridor
Costs & Timescale	£10k (£5k each year)
Lead delivery partner	Boston in Bloom Partner Group (Alison Fairman)
Other delivery partners	Boston Borough Council/ Volunteer Groups

3) Brighten up the town centre

Activities	Support the buoys instillation project
Costs & Timescale	£14k (£14k in 2019 only)
Lead delivery partner	Transported (Nick Jones)
Other delivery partners	Lincolnshire University

4) Improve local amenities and open spaces in Boston Big Local area

Activities	Continue to improve and increase play opportunities in Boston Big Local area
Costs & Timescale	£19K (£9.5k each year)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	None

Informing and influencing others

In addition to the above priorities, those consulted considered two issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Sort out the Market place, making it less confusing for pedestrians and for parking; provide public toilets.
- Create safe cycle routes through the town to enable a safer environment for children and encourage fitness.

Theme 3: Building community spirit (37.4% of funding allocation)

Key words: Civic pride, image, heritage, community activity and facilities

Overall indicative budget: £96,930 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- Residents from the Boston Big Local area tell us they feel there is greater community spirit and public pride.
- Residents tell us they feel there is more appreciation of the diversity of culture and backgrounds within the Boston Big Local area.
- Residents and local organisations tell us there is greater participation in community life.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.
- Provide small grants through a community chest programme to support local initiatives linked to all four Boston Big Local themes.
- Engage in wide-ranging outreach with residents and local groups to encourage and support greater knowledge of Boston Big Local and increase resident participation.

1) Support the summer beach event and related activities, drawing people from different backgrounds together

Activities	Direct support for 2 day Summer Beach Event
Costs & Timescale	£17k (£8.5k each year)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	Various

2) Support the 1940s event, drawing people from different backgrounds together

Activities	Support the 1940s event
Costs & Timescale	£12k (£6k each year)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	Various

3) Conduct systematic and wide ranging outreach across the BBL area to engage and energise more residents within their community, drawing people from different backgrounds together.

Activities	Engage Fran Taylor as the BBL outreach co-ordinator, linking with local groups, enabling feedback and wider involvement
Costs & Timescale	£7.5k (£2.5k Yr.1. / £5k Yr.2.)
Lead delivery partner	Boston Borough Council (Fran Taylor)
Other delivery partners	Various

4) Support interactive exhibitions of local history, drawing people from different backgrounds together.

Activities	1. Provide Two Week Photo Exhibition (Yr.1.) 2. Provide Railway Heritage Exhibition (Yr.2.)
Costs & Timescale	£7K (£2k Yr.1. / £5k Yr.2.)
Lead delivery partner	Neil Watson
Other delivery partners	None

5) Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.

Activities	Run and support larger events and activities
Costs & Timescale	£10K (£5k each year)
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	Various

6) Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.

Activities	Run and support smaller events and activities
Costs & Timescale	£10K (£5k each year)
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	Various

7) Provide small grants through a community chest programme to support local initiatives linked to all four Boston Big Local themes.

Activities	Run a small grants programme three times a year with funding up to £1500.
Costs & Timescale	£24k (£12k each year)
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	Various

8) Celebrate Boston Big Local success and support continued resident involvement

Activities	Run one large event and piggy back on local events to encourage community participation and increase connectivity with BBL residents.
Costs & Timescale	£7.43k (£3.715k each year)
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	TBD

9) Ensure adequate resources to promote BBL and support continued resident involvement

Activities	Purchase equipment and resources to run BBL events
Costs & Timescale	£2k (£1k each year)
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	TBD

Informing and influencing others

In addition to the above priorities, those consulted considered one big issue that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Make all of Boston appeal to all its communities.

Theme 4: Encouraging enterprise (10.4% of funding allocation)

Key words: Local enterprise, economy, tourism.

Overall indicative budget: £27,000 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for first three priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- There is evidence of closer Partnership working to help Boston become stronger, resilient and forward thinking.
- Residents of the Boston Big Local area tell us they have benefited from financial advice and support.
- Residents and local businesses tell us there is a greater entrepreneurial spirit and successful enterprise culture.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Support residents in financial difficulty.
- Make more of Boston's history to promote the town.
- Promote small businesses start-up.

1) Support residents in financial difficulty.

Activities	Operate and promote "Fit 4 Your Future" programme.
Costs & Timescale	£11K (£5.5k each year)
Lead delivery partner	Citizens Advice Mid Lincs, Boston (Kate Bird)
Other delivery partners	None

2) Support residents in financial difficulty.

Activities	Develop and promote the Lincolnshire Credit Union access point
Costs & Timescale	£6K (£3k each year)
Lead delivery partner	Lincolnshire Credit Union (Marta Villfranca Valls)
Other delivery partners	None

3) Make more of Boston's history to promote the town.

Activities	Increase knowledge of Boston's historical links with the Hanseatic League,
Costs & Timescale	£10k (£5k each year)
Lead delivery partner	Boston Hanse Group (Lindsey McBarron)
Other delivery partners	None

Informing and influencing others

In addition to the above priorities, those consulted considered four issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Have free and lower charges for parking in the town to attract visitors.
- Have the information centre back in the town centre.
- Support Blackfriars Theatre.
- Develop River Witham and docks more creatively including river taxis and tourism.

Section 5: Governance and communications (11.9% of funding allocation)

Under section 5 of the budget, we have now placed our communications as well as general governance costs. In total for the two years, section 5 of the budget amounts to £31,030.

5.1.4 Provide a communications and marketing strategy for Boston Big Local

Outcomes for priority 5.1.4

- The people of Boston and the residents of the Boston Big Local area will have a fuller understanding of the themes, priorities, and activities and the positive impact that they have made.
- Boston Big Local has all year round news reporting and celebration of success.

Activities	To promote good news stories using the full range of communication channels available to celebrate success and encourage local participation and engagement with the project.
Costs & Timescale	£11,050 (£5.525k each year)
Lead delivery partner	Mark Baker
Other delivery partners	LTO/BBL Plan Coordinator/Community Chest Facilitator

5. Partners and influencing the statutory sector

During the consultation phase, key Partnerships were established with statutory and voluntary sector groups. The Boston Big Local Resident Partnership Group recognised the need to maintain ongoing links and relationships throughout the delivery phase and during the life of the project. These links will support communication to ensure local groups are aware of progress and for these groups to feedback into the Partnership. The partners that have been identified include: Boston Borough Council, Lincolnshire County Council, Lincolnshire Constabulary, Environment Agency, Age UK, Boston Stump, Boston Visitor Economy Partnership, Hanse Group, LCVS, CAML, Lincolnshire Credit Union, Lincolnshire Housing Project, Fydell House, Centre Point Outreach, Salvation Army, Rotary Club, Boston United Football Club, and Lincolnshire Chamber of Commerce.

The Boston Big Local Resident Partnership Group will have regular contact with these groups so that they can be kept informed of progress and approached if we need assistance with any of the priorities or activities identified. This will be achieved through our communications strategy as outlined in section 6.

The Project Coordinator will work with the Resident Partnership Group to build and sustain links with these groups (cost included in budget).

While consulting on the activities to be funded with local people, a distinction was drawn between what Boston Big Local is best placed to support and to fund and what it should inform and influence others to undertake. It is this second strand that will provide the focus for Boston Big Local's influencing work.

6. Communications

Our communications approach is based on the need to identify those people, organisations and communications vehicles and pathways that can help us reach our goals. We aim to:

- Tell and inform residents and organisations about Boston Big Local.
- Listen and respond to what residents are telling us.
- Share success and build community ownership and capacity.

Our key local stakeholders with regard to a communications strategy are:

- Residents.
- Businesses and those working in the area.
- Voluntary and community groups.
- Schools and Colleges.
- Boston Borough Council.
- Police and Neighbourhood wardens.
- Health professionals.
- Local Trust.
- Local press and media.

Our regular communications vehicles available are:

- Local printed news and radio.
- Electronic communication - website, Facebook, Twitter, email.
- Events and local meetings.

We have currently:

- Website.
- Facebook with about 338 friends.
- Twitter with about 925 followers.
- Regular updates in printed media and via mailing list

What?	When/how often?	Who?
Sharing stories of success and lessons learnt.	Collating stories from delivery partners. Mailing list to be compiled and updated to ensure all interested parties are kept informed. Newsletter 4 times a year.	Big Local Plan Coordinator & Community Chest Facilitator Age UK Linc and South Lincs Communications Lead
Building community interest through large events, including a celebration event. <ul style="list-style-type: none"> • Our aims: <ul style="list-style-type: none"> - Letting people know what's been agreed in the Plan. - Encouraging people to take part and get involved in Big Local. - Encouraging people to volunteer in other ways across Boston. 	Annual Report to be written in time with AGM. Throughout the year: 2 annual reports. 10 stories of action and change from the BBL themes, priorities and activities therein. Carry out feedback and survey reports to help measure impact of BBL activities	Communications Lead

<ul style="list-style-type: none"> - Maintaining and adding to our website. - Publications Officer/Coordinator - Regular content <p>Links to the site from partners and other organisations</p>	<p>Website structure and design to be managed by Publications Officer.</p> <p>News stories, newsletters, case studies etc. will be uploaded by partner organisation as part of the communications activity.</p> <p>Day to day uploads.</p>	<p>Communications Lead</p> <p>Communications Lead</p> <p>Communications Lead</p>
<p>Social Media activity.</p>	<p>Facebook and Twitter will be updated at regular times.</p> <p>Occurring relevant third party News stories will be uploaded.</p> <p>No personal communications to be uploaded on BBL social media sites.</p>	<p>Communications Lead</p>
<p>Wider Resident Group - emailing updates out to the wider resident interest groups to ensure that they stay up to date.</p>	<p>Training to be implemented for resident group to ensure they are able to upload and send direct emails to the website and social media and maintain and coordinate their own communications strategy.</p>	<p>Communications Lead</p> <p>Partner Group /Other</p>
<p>Residents to agree an "acceptable use" policy for anyone with rights to posting things on the Internet.</p>	<p>All people accessing the website, social media must sign the acceptable use policy</p>	<p>Age UK Lincoln and South Lincs.</p>

7. Telling the story: review and evaluation

We will make sure that those we work with agree as part of funding and Partnership working to tell the story of what has happened and what has changed. We will make sure the story tells us three things: how much was done, how well it went and what difference it made. This will combine stats and stories. We will use this information as part of our Communications strategy to be able to keep the local area informed of the work that has been happening.

We will ensure that we seek out the information below which will be incorporated into any funding agreement. The finance section indicates the process of reporting before payment.

Project			
Lead Delivery Partner			
Theme		Priority	
Activity		Budget code	
Project outcomes (from SLA)			
Reporting period dates		No. of people benefiting from the project during the reporting period	
Introduction <i>Tell us basic information about the project and its outcomes and aims for reporting period.</i>			
Activities undertaken during reporting period <i>Tell us what you have done and how well things have gone. Include any issues carried over from previous report, activities carried out and any base line monitoring. Please attach photographs, quotes, good news stories etc.</i>			
Outcomes the project has contributed to <i>Tell us what difference you have made in relation to the SLA outcomes and more widely in the Boston Big Local area.</i>			
Timescales <i>Is project on track? If not what are you planning to do to address the issues?</i>			
Plans for next reporting period <i>What are you going to do next? Are there any activities we should know about?</i>			

8. Our approach and governance structure

The name of the Big Local initiative in Central Boston is Boston Big Local. It is led by the Boston Big Local Partnership and managed by Age UK Lincoln and South Lincolnshire, the Local Trusted Organisation.

The Partnership is an unincorporated body, running Boston Big Local on behalf of residents within the defined area of the map. Boston Big Local comprises three parts:

1. Boston Big Local Forum of all residents in the area of benefit.
2. The Boston Big Local Partnership.
3. Any Boston Big Local sub-groups agreed by the Partnership.

1. Boston Big Local Forum

The Forum will meet at least annually as an open public meeting, organised by the Boston Big Local Partnership and conducted by the Chair. Boston Big Local Forum is open to all who live in the Boston Big Local area. The purpose of the annual meeting is to report on progress made towards the delivery of the plan and to be accountable for the open and equitable running of Boston Big Local. The forum is also an opportunity to:

- Review and determine the membership of the Partnership.
- Make recommendations for future priorities to include in the plan.

2. The Partnership

The Partnership is the overarching body that leads, manages, builds and reviews Boston Big Local.

Leads Boston Big Local

- Provides leadership by affirming the vision, values, principles and ambition.
- Champions Boston Big Local, its approach, themes and priorities.
- Agrees and reviews the content of the Partnership plan.
- Influences local policy through strong and clear advocacy.

Manages Boston Big Local

- Agrees the framework and structure for running Boston Big Local.
- Approves arrangements for the management and administration of the Partnership with the appointed Local Trusted Organisation.
- Makes sure funds are used only to deliver the Boston Big Local vision and plan.
- Sets up working-groups to achieve specific outcomes. At least one member of the Partnership must be represented on any such group. All working-groups are accountable and will report to the Partnership.

Builds Boston Big Local

- Acts to remove barriers to residents taking part.
- Acts as the first point of contact for any residents, groups or organisations that would like to get involved or have any questions or comments about Boston Big Local.
- Links with and maximises the benefits to the local community of related Big Local opportunities.
- Ensures Boston Big Local widens and deepens the community conversation across ages and interest groups and responds to the range of views and needs expressed.

Reviews Boston Big Local

- Monitors overall progress towards outcomes of the Boston Big Local vision and plan.
- Reviews and reports on progress to the community, local organisations and to Local Trust via stories, newsletters, events and social media.
- Develops, consolidates and reviews the Partnership approach to take forward the Boston Big Local Plan, including on governance, financial procedures and operational management with the Local Trusted Organisation.

3. Powers

1. The power to raise funds.
2. The power to amend the Partnership Agreement, subject to an Extraordinary General Meeting (EGM) or AGM with 21 days' notice detailing the amendment.

4. Membership of the Partnership

1. Membership of the Partnership is restricted to residents of the Boston Big Local area, those who work in the area and their nominated advisors.
2. Resident members over the age of 10 have voting rights; advisory members have no voting rights. Resident members take part as individuals and not as representatives of groups or organisations to which they may belong.
3. Resident membership is reviewed at each Annual General Meeting or at an Extraordinary General Meeting called for that purpose. Voting is by a show of hands among residents, unless for reasons determined by the Chair, a ballot paper is drawn up. Election of resident members requires a two thirds majority of residents present who are eligible to vote (those over 10).
4. During the year a resident may join the Partnership as a voting member after discussion with and approval by the chair and another Resident Partnership Group member, ratified by the Resident Partnership Group.
5. There is a minimum of 8 and maximum of 20 Resident Partnership Group members. Resident members must always represent at least 51% of the number of people on the Resident Partnership Group.
6. There is a minimum of 5 and a maximum of 12 resident (voting) members elected by residents at the AGM.
7. There is a maximum of 8 advisory (non-voting) members. 4 of these are co-opted by the Partnership to bring in additional expertise to support the vision and strategic direction of Boston Big Local.
8. The other 4 non-voting members are offices of the Partnership:
 - a. Local Trusted Organisation nominee.
 - b. Secretary / admin to the Partnership (if required).
 - c. Plan co-ordinator.
 - d. Big Local Rep.
9. The Partnership is quorate when 8 people are present of whom 5 are resident voting members. The business of the Partnership may be progressed when not quorate but matters to be voted on must be deferred to a quorate meeting or through a vote taken by email at the discretion of the Chair.
10. Revocation of membership may occur after three consecutive absences from Partnership meetings or through breach of the terms and conditions of membership. A reminder will be given after the second absence.

5. Responsibilities of Partnership Members

Voting members will be responsible to:

1. Ensure propriety, accountability and the strategic direction of Boston Big Local.
2. Provide information and advice about day-to-day quality of life in the area.
3. Actively encourage people in the area to play their part in supporting Boston Big Local and its activities.
4. Ensure concerns are addressed and that planned activity has local support.
5. Ensure effective communication between the Partnership and members of the community.
6. Contribute to collective decision making based on clear evidence.
7. Take an active part in Partnership meetings, sub-groups, the AGM and key Boston Big Local community events during the year.
8. Act in accordance with the general principals of conduct included in this Agreement.

Advisory members will be responsible to:

1. Provide relevant advice, knowledge and expertise to the Partnership.
2. Provide additional impact and contribution to the Partnership from their parent organisation or other bodies.
3. Act as advocate for the Partnership within their organisation and seeking to change practice and policy to the benefit of the Partnership.
4. In addition, the Local Trusted Organisation (Age UK Boston & South Holland) will act as the accountable body and ensure timely and accurate reporting to Local Trust on financial and delivery on outcomes.

6. Partnership post holders

1. At the first meeting of the new Partnership after the AGM, residents will vote to elect resident members to posts as it determines necessary, including:
 - a. Chair.
 - b. Vice Chair.
 - c. Finance.
2. At the first meeting of the new Partnership after the AGM, residents will vote to appoint up to four non-voting members to the Partnership.

Nominations for resident posts will be taken in advance or at the meeting with the consent of the nominee. Where more than one nomination is received, voting members will vote by written ballot and the Plan Coordinator will count the votes and announce the result.

The Chair is a resident of the Boston Big Local area and undertakes to:

1. Lead, guide and support the Partnership in its role within Boston Big Local.
2. Chair Partnership meetings in sympathy with the values and code of conduct stated within this document.
3. Chair Partnership meetings in order to progress the formation, delivery and review of Partnership plans and agreed business.
4. Ensure that all members are encouraged and enabled to make contributions.
5. Have a casting vote in meetings in the event of a vote being tied.

7. Decision Making

Decisions will be made by consensus where possible. Where reluctant assent is given in order to reach a consensus, dissenting opinions may be officially noted for future reference.

Where the Chair deems consensus to be unachievable within a reasonable timeframe, a vote will be cast by eligible members and will be binding provided that:

1. The meeting is quorate.
2. The decision is agreed by a majority of voting members present (a minimum of 5).
3. Any decision relating to commitments to or by partner organisations is only taken with their consent.
4. The proposed actions fall within the statutory and regulatory framework governing the operations of the partner organisations.

The Chair will have the casting vote if needed.

If a decision is required between meetings then an email will be sent by the Chair to see if a decision can be reached. If this is not possible or appropriate then an ad-hoc meeting will be called.

8. Frequency of meetings

1. The Partnership will meet at least 10 times a year, with additional meetings convened with the agreement of the Chair.
2. The agenda and minutes of meetings will be placed on the Boston Big Local website.
3. These meetings are open to all residents of Boston Big Local as observers.

9. Purpose and Aims

The purpose of the Partnership is to provide a single coordinating framework that:

1. Agrees the long term strategic direction for Boston Big Local.
2. Articulates and promotes the needs and aspirations of the local community through a shared vision, themes and priorities for action.
3. Prepares, implements and monitors the Boston Big Local plan.

The aim of the Partnership is to achieve the four outcomes set for the Big Local programme:

1. Communities will be better able to identify local needs and take action in response to them.
2. People will have increased skills and confidence so they can continue to identify and respond to local needs in the future.
3. The community will work together to make a difference to the needs and issues it prioritises.
4. People will feel that their area is an even better place to live.

In fulfilling these aims the Partnership will:

- Bring together residents and different parts of the public, private, voluntary and community sectors in a spirit of collaboration and mutual support to help make Boston Big Local an even better place to live.
- Promote the engagement of communities and citizens in all its work in a thoughtful, continuous and inclusive way.

10. Values and Guiding Principles

Our values

- We will work in a fair, inclusive, honest and transparent way.
- We will foster a friendly and welcoming atmosphere in all that we do.
- We will support anyone fitting the membership criteria to become actively involved.
- We will review how we are working so that barriers are reduced.
- We accept there will be different views within the Partnership. When differences or conflict arise these will be dealt with fairly and openly, focusing on the issues or opinions, not on the individual.
- We will communicate in an accessible way with our community, through a range of approaches, including events, newspapers, radio and social media.
- We will support, engage and work with other groups in the area that have similar or overlapping objectives.
- We uphold the idea of 'sticky money' as we want the Boston Big Local investment to have the greatest impact locally. Therefore we will aim to source providers, services and goods from within the Boston Big Local area. Where this is not possible we will extend our search outwards. The principle of 'sticky money' will be balanced against obtaining value for money and the desire to engage with businesses and organisations that have similar values to the group.

Our Guiding Principles

- Open, honest, even handed, inclusive and fair.
- Active in the community, sharing our vision, listening and hearing to what the Community wants and needs.
- Enabling sustainable environmentally sound projects that are locally run and that benefit as large a section of the community as possible.
- To be the best we can, self-challenging, adaptable, impartial, transparent and accountable in all our dealings with the community.

11. Conduct

1. All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of esteem. Members will be expected to sign their Partnership Agreement as in the Appendix.
2. The ruling of the Chair will be final.
3. A Partnership member who does not comply with this Agreement or who does not attend three consecutive Partnership meetings without notice may have their membership reviewed by the Partnership and terminated if decided upon by a two thirds majority of resident voting members.
4. The Partnership has a Compliments, Concerns and Complaints Policy for responding to issues raised by those outside the partnership. Concerns and Complaints will be responded to quickly and in a manner seeking to reduce tension and conflict and achieve speedy resolution. Where this is not possible, the Complaint will be taken on and dealt with by Age UK Lincoln and South Lincolnshire as the Local Trusted Organisation.

12. Declarations of Interest

1. A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion.
2. An interest must be declared at the beginning of the relevant meeting or as soon as the member is aware they have an interest. Interest must be declared clearly so that all members are aware of the interest and how it arises.
3. Members should take no part in an item where they or any close associate might otherwise gain an unfair advantage. In such cases it will be for the member to withdraw from the room.

13. Circulation of Information

1. A programme of dates for meetings will be drawn up annually, so far as possible and published on the Boston Big Local website.
2. Agendas for Partnership meetings will be drawn up and circulated at least 5 working days in advance of each meeting, although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by e-mail, unless requested otherwise.
3. Copies of agendas and reports will be published on the Boston Big Local website, except for any item agreed by the Partnership to be non-public as long as this is in compliance with relevant public information legislation.
4. Notice of meetings will be published on the Boston Big Local website. Notice will also be circulated electronically to any neighbourhood, community groups and resident who request them.

14. Admission to the Public and Press

1. All meetings of the Partnership are open to the public and press unless the Partnership determines that discussion of a particular topic justifies a closed session. Special meetings and development days will generally be by invitation.
2. Each Partnership meeting will contain a question and answers item at the conclusion of business. Members of the public or press may ask questions relevant to the business transacted and the Chair will determine the nature of the response. The Chair will use his/her discretion in determining the time allocated to this item and to individual questions.
3. It is at the discretion of the Chair to ask any member of the public to withdraw from the meeting where inappropriate conduct or the nature of matters under discussion requires it for the effective progression of the meeting.

This Partnership Agreement is a public document and is available on our website. It will be reviewed by the Partnership annually in time for the AGM.

The Partnership Agreement and Declaration of Interest forms are in the Appendices.

9. Risks and challenges

Dealing with Risk: The Partnership is aware there will be many challenges and risks that arise as we travel along our Journey. We are already and currently reflecting upon some of these now, and before they may occur to ensure that they are:

- a) Aware of the many risks and challenges and have contingency plans in place before they arise.
- b) Equipped to be able to implement processes that will manage all risks and challenges positively and effectively.
- c) Resolute and committed to overcoming new challenges positively and effectively.

The Partnership has already reflected upon the following risks and challenges. These are in no way definitive or provide all the answers. These are meant to show reflection of the Partnership and we will continue to develop this and reflect upon our plan, activities, and processes throughout.

Area	Risk and challenges	Remedial Action to reduce Risk
Partnership Group	<ul style="list-style-type: none"> • Conflict of Interest. • New Experiences. • Knowledge Base. • Positive Communications. • Losing Energy of Focus. • New People who don't share the vision. • Potential Liabilities/somebody suing us. • Lack of members. 	<ul style="list-style-type: none"> • Regular Meetings are crucial. • Sharing Success /using lessons learned. • Some training may be required. • Linking into wider Programmes/Building the Local Economy. • Regular meetings. • All signed up to the partnership agreement. • Ensuring Age UK Lincoln and Lincolnshire/LTO insurance is in place/no parallel accounting possible. • Co-opt non-voting members.
Delivery	<ul style="list-style-type: none"> • Non or under delivery on activities. • Poor quality/unprofessionalism of service level provider. 	<ul style="list-style-type: none"> • Tight SLAs. • Regular monitoring and reporting. • Feedback from/to the Partnership group for transparency. • SLAs and reports/clear accountability. • Group to take responsibility to ensure projects regularly monitored. • Not paid until work/reports approved.
Outcomes	<ul style="list-style-type: none"> • Activities not meeting proposed outcomes. • Changing issues – see changing local issues 	<ul style="list-style-type: none"> • Identify issues/problems early through monitoring. • Reports need to focus on what difficulties/how well or if they can meet objectives. • Review project possibly carry forward to next plan if not successful. • Review the project when in difficulties.
Area	Risk and challenges	Remedial Action to reduce Risk

Partners	<ul style="list-style-type: none"> • Closing down/stop trading. • Bad Press/non professionalism. • Partners just want money. 	<ul style="list-style-type: none"> • Return of goods if bankrupt. • Use legal advice for larger amounts. • Funding only comes on successful delivery. • SLA – share our vision and values. • Standard lines of communication • Key messages for the partnership. • Funding is paid on delivery of scheme.
Telling the Story	<ul style="list-style-type: none"> • Keeping it positive. • Making it stand out. 	<ul style="list-style-type: none"> • Celebrate as part of AGM • Regular partnership visits to view progress. • Advertise successes.
	<ul style="list-style-type: none"> • Hitting the correct audience. 	<ul style="list-style-type: none"> • Send key messages for the partnership. • Use LCVS and internet for promotion/communication. • Boston Big Local Newsletter.
Changing Local Issues	<ul style="list-style-type: none"> • Much can happen in 2 years – contingency plan. 	<ul style="list-style-type: none"> • Use the Plan to stick to priorities • Flexibility – Use ideas already covered. • May need to put new ideas to the Trust/or a case for additional funding.
	<ul style="list-style-type: none"> • Emergency Issues arising (e.g. Flood). 	<ul style="list-style-type: none"> • Review spend & under spend • Flexibility to prioritise.
Funding Requests	<ul style="list-style-type: none"> • Money already allocated – what do you tell people who come for some funding. 	<ul style="list-style-type: none"> • Follow the Plan/monitoring spend. • Use Community Chest.

10. Finances and detailed budget profile

The detailed budget below links to the themes, priorities and activities set out above, linking to a fuller quarterly spend profile. Age UK Lincoln and South Lincolnshire as the accountable body and Local Trusted Organisation are responsible for ensuring oversight of finances, payment according to the delivery plan and reporting to the partnership and Local Trust on spend, under spend, forecasts and any issues that need addressing.

The partnership has agreed the following process to ensure accountability and transparency of those receiving funding.

- Partner agencies drawn up an activity plan that is reviewed by the Partnership.
- Once agreed, this activity plan is included in the Service Level Agreement (SLA) between Age UK Lincoln and South Lincolnshire and the organisation being contracted.
- The SLA includes reporting dates for the organisation being contracted.
- The organisation being contracted will submit to the Plan Coordinator and the Partnership a work report against outcomes as specified in the SLA.
- Once the Partnership has approved this report against outcomes, Age UK Lincoln and South Lincolnshire will issue a Purchase Order to the organisation which will submit an invoice relating to that PO. Where there is need for payment for expenditure before activity (for example capital spend or buying resources), Age UK Lincoln and South Lincolnshire will issue a PO accordingly with agreement from the Partnership.
- The Partnership agreed that under spend for any priority, subject to agreement by the Partnership Group, can be used towards other activities within the same theme and priority.

10.1 Finances and detailed budget breakdown

Code	Total 2 Year Budget	2019/2020 Budget	2020/2021 Budget	Activity	Delivery Organisation	Contact Name
1.1.1	£5,000.00	£2,500.00	£2,500.00	Arts Project (The Story in Stitch)	Lincs Embroiderers Guild	Janet Corcoran
1.1.2	£2,500.00	£1,250.00	£1,250.00	Arts Project (Boston Wood Carvers)	Boston Wood Carvers	
1.1.3	£2,000.00	£1,000.00	£1,000.00	Potential Arts Project	TBD	
1.1.4	£1,740.00	£870.00	£870.00	Potential Arts Project	TBD	
1.2.1	£8,000.00	£4,000.00	£4,000.00	Arts for Dementia	Boston Mayflower	Deborah Bradley
1.3.1	£3,000.00	£1,500.00	£1,500.00	Provide Cyling Road Show Event (1&2)	Boston Borough Council	Fran Taylor
1.3.2	£10,600.00	£5,300.00	£5,300.00	Health & Wellbeing Event (1&2) including the arts push	Boston Borough Council	Fran Taylor
1.4.1	£4,400.00	£2,350.00	£2,050.00	Mental Wellbeing Sessions / Promotional Events	Boston Samaritans	
1.5.1	£9,240.00	£4,550.00	£4,690.00	Communities Craft Classes	BLIC (Bringing Learning Into Communities)	
2.1.1	£15,000.00	£7,500.00	£7,500.00	Educate & Inform about environmental responsibility	Boston Borough Council	Jennifer Moore
2.2.1	£10,000.00	£5,000.00	£5,000.00	Enhance horticultural displays in town	Boston in Bloom	Alison Fairman
2.2.2	£14,000.00	£14,000.00	£0.00	Buoys project	Transported /Lincs University	Nick Jones
2.3.1	£19,000.00	£9,500.00	£9,500.00	Improve & increase play opportunities	Boston Borough Council	Fran Taylor
3.1.1	£17,000.00	£8,500.00	£8,500.00	Direct support for 2 day Summer Beach Event	Boston Borough Council	Fran Taylor
3.1.2	£12,000.00	£6,000.00	£6,000.00	1940's Event	Boston Borough Council	Fran Taylor
3.1.3	£7,500.00	£2,500.00	£5,000.00	Employ Fran to promote BBL	Boston Big Local	Fran Taylor
3.2.1	£7,000.00	£2,000.00	£5,000.00	Yr.1. Photo Exhibition. Yr.2. Railway Heritage Exhibition	Neil Watson	Neil Watson
3.3.1	£10,000.00	£5,000.00	£5,000.00	Run & support larger events & activities	Boston Big Local	BBL
3.3.2	£10,000.00	£5,000.00	£5,000.00	Run & support smaller events & activities	Boston Big Local	BBL
3.3.3	£24,000.00	£12,000.00	£12,000.00	Run small grants programme (Community Chest)	Boston Big Local	BBL
3.4.1	£7,430.00	£3,715.00	£3,715.00	Run one large event and piggy back on local event	Boston Big Local	BBL
3.4.2	£2,000.00	£1,000.00	£1,000.00	Purchase Equipment and resources to run BBL events	Boston Big Local	BBL
4.1.1	£11,000.00	£5,500.00	£5,500.00	Fit 4 Your Future	Citizens Advice Mid Lincolnshire	Kate Bird
4.2.1	£6,000.00	£3,000.00	£3,000.00	Developing the Credit Union access point	Lincolnshire Credit Union Ltd	Marta Villfranca Valls
4.3.1	£10,000.00	£5,000.00	£5,000.00	Increase knowledge of Historic links with Hanse	History of Bn Proj./ Bn Hanse Gp	Lindsey McBarron
5.1.1	£12,800.00	£6,400.00	£6,400.00	Plan Coordinator	TBD	
5.1.2	£1,680.00	£840.00	£840.00	Minute Taker	TBD	
5.1.3	£400.00	£0.00	£400.00	Bi annual Plan Compling	TBD	
5.1.4	£11,050.00	£5,525.00	£5,525.00	Communications and marketing strategy for BBL	Mark Baker	Mark Baker
5.2.1	£600.00	£300.00	£300.00	Partnership Costs - Expenses		
5.2.2	£500.00	£250.00	£250.00	Partnership Costs - Misc		
5.2.3	£4,000.00	£2,000.00	£2,000.00	Printing and Publications		
	£259,440.00	£133,850.00	£125,590.00			

11. Appendices

Appendix 1 - Process and Timeline

Appendix 2 - Project Coordinator Job Specification

Appendix 3 - Partnership Agreement and Declaration of Interests

Appendix 4 – Spend projections

APPENDIX 1: Process & Timeline

DATE	Plan Development Step
Sept/Oct 2018	Surveys
11th Oct 2018	Partners Event
Oct/Nov 2018	Bringing Strands Together
Dec 2018	Initial Draft & Budget
10th Jan 2019	Revised Draft & Budget
31st Jan 2019	Community Approval
14th Feb 2019	Final Draft
1st March 2019	Submit to Local Trust
1st April 2019	Activate Approved Plan

APPENDIX 2: Project Coordinator Job Specification

Job Title:	Project Coordinator
Hours:	8 hours per week + expenses and additional hours by arrangement
Term:	1 Year from Plan Approval Date
Location:	Various
Reporting to:	Contracted by the LTO and accountable to Boston Big Local Partnership.
Purpose:	Coordinate the design, delivery and evaluation of the Boston Big Local plan with the Partnership, external agencies and partners Support the Partnership to enable it to carry out its functions effectively and to review and update the plan
Role & Responsibilities:	<p>Delivery Plan - monitoring and development</p> <ul style="list-style-type: none"> • Coordinate the design, delivery and evaluation of the Boston Big Local plan. • Ensure that the Partnership Group Core Values and Priorities remain a focus throughout the progress of the project. • Put in place Service Level Agreements for all activities funded through Boston Big Local. • Monitor all activities to ensure that aims and objectives are being met and report progress back to the Partnership. • Coordinate reports to Local Trust when required. • Ensure the LTO and Partnership complies with funding requirements. • Lead on developing areas of the plan where activities need to be identified - to include facilitating working group meetings. • Assist with the evaluation of the project. • Ensure progress on the plan is reported and shared, including via the web. • Ensure that the Profile is updated when required and that community engagement is refreshed and built upon. <p>Meetings</p> <ul style="list-style-type: none"> • Support the Partnership to enable it to carry out its functions effectively and to review and update the plan. • Take part in partnership meetings giving updates on the action plan, progress and remedial action required. • Coordinate and facilitate the AGM. <p>Financial monitoring</p> <ul style="list-style-type: none"> • Working with the LTO, prepare budget reports and ensure that the Partnership Group regularly receive these and take action required. • Maintain a record of all 'gifts in-kind' provided, such as free use of venues for meetings, staff time provided for activities etc. • Ensure that monitoring reports are received from delivery partners before invoices are paid. <p>Communication</p> <ul style="list-style-type: none"> • Ensure that there are regular communications to the local community. • Liaise with partners to ensure relationships are developed and maintained. • Communicate the delivery plan and priorities to the local community, being a point of contact for queries and funding requests. <p>Other</p> <ul style="list-style-type: none"> • Work as an active and integral member of the Partnership Group. • Undertake other duties as agreed by the Partnership Group.

APPENDIX 3: Boston Big Local Partnership Agreement: Code of conduct, Confidentiality, Declaration of Interest, and Values

The purpose of the code of conduct is to ensure that all members of the Partnership operate the highest standard of integrity at all times.

As a member of the Partnership I agree to abide by our area's Big Local values. Additionally, I agree that:

- Everything the Partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the Partnership and equally when dealing with individuals and institutions outside it.
- The Partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.

In particular Partnership Members undertake to:

- Attend regular meetings – continuity is important to ensure members make a full contribution.
- If unable to attend any meetings, convey our apologies to the Chair/Facilitator as soon as possible in advance of the meeting.
- Arrive in good time for the meetings and be prepared, having read copies of the agenda and relevant papers.
- Resign their position where they miss three consecutive meetings, unless for reasons accepted by the Partnership.
- Take an active interest in all group discussions and contribute when we can in a relevant and constructive way.
- Conduct themselves in an appropriate manner, in particular not interrupting other speakers.
- Listen to and respect the views of other members and keep an open mind when considering ideas and proposals.
- Respect the authority of the Chair to direct the meeting.
- Keep in mind the role of the group and keep to the meeting agenda.
- Understand that the group is required to reach decisions and attempt to reach consensus decisions. Where reluctant assent is given in order to reach a consensus decision, dissenting opinions may be officially noted for future reference.
- Bear in mind that the group serves the interests of the Boston Big Local area as a whole and not just those of individuals or their own special interest group.
- Respect the final decision of the group and be prepared to support it outside the meeting.
- Carry out any agreed action points between meetings.
- Observe strict confidentiality about discussions which take place.
- Make unbiased and fair judgements.
- Maintain the Declaration of Interest; when declared the member must abstain from the discussion unless otherwise asked and must not vote.
- Not act in a way that could bring disrepute to the group.
- Understand that the group is a collective body, which exists only when it meets, but as individuals are prepared to promote Boston Big Local as a vehicle for community engagement and change within the area.
- Not discriminate on the grounds of gender, race, colour, ethnic or national origin, disability, sexuality, religious belief, political opinion, age or social background.

Confidentiality

Your involvement in the Big Local Partnership may mean that you have information that has not yet been made public or is confidential.

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the Partnership. Members are expected to adhere to the Partnership Confidentiality Agreement at all times and may be asked to adhere to a specific 'embargo'. (An embargo is a request not to share information until a certain point in time.) Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- Details of individuals or organisations, who have submitted funding applications.
- Details contained within individual applications prior to a decision being taken.
- Information not in the public domain.
- Draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any Partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

In the event of a Confidentiality Agreement being breached by an individual, group, or organisation, the Partnership may review membership.

Declarations of Interest

In line with the code of conduct, members of the Partnership will need to declare any conflicts of interest and loyalty.

Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.

The Partnership will decide if a member has to withdraw from the meeting because we recognise that most people in the Partnership will know the people and organisations under discussion.

If in doubt, an individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct - if in doubt, the individual should declare the interest and seek guidance for future meetings.

Where an individual has declared an interest a statement will appear in the minutes of the meeting stating:

- Who declared a financial/non-financial interest.
- The item being considered.
- Whether they withdrew from the meeting while the item was discussed taking no part in the discussion or decision or remained in the room during its consideration, but took no part in the discussion or decision.

Values

These are values which align with Big Local.

1. We are committed to quality and excellence in everything that we do.
2. We will support residents and people locally in improving their own communities. We know that communities which face problems contain the people who will create the solutions.
3. We actively share knowledge and skills, encouraging learning and cooperation. We collaborate with others to build the best possible solutions to the challenges we face together.
4. We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
5. We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
6. We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
7. We will be innovative and embrace change, approaching problems proactively and creatively.
8. We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.

By signing this document I agree to the items above

Name:

Date:

Signature:

Declaration of interest

Please provide details of membership of, or your occupation of a position of general control or management in any of the following:

1) Details of any body exercising functions of a public nature: e.g. School Governing Body, Boston Borough Council	
2) Details of any body directed to a charitable purpose: e.g. Rotary Club, Age UK	
3) Details of any body whose principle purpose includes the influence of public opinions: e.g. Political Parties, Unison, Action Groups	
4) Details of membership and position held in any voluntary body: e.g. Placecheck Groups.	

Name

Address

Employer/if self-employed please give details of Company name and nature of employment.

I declare that the disclosure above is true:

Signature

Date

APPENDIX 4: Overall Spend Projections

2 Year Plan Cycle	Years	Financial Year	2 Year Plan Total	Individual Year Total	Notes
1st	1 & 2	2015/2016	£170,000.00	£80,000.00	+ £20K U/Spend c/fwd
		2016/2017		£90,000.00	+ £10K U/Spend c/fwd
2nd	3 & 4	2017/2018	£234,000.00	£124,000.00	+ £16K U/Spend c/fwd (Buoys Project + £2k)
		2018/2019		£110,000.00	
3rd	5 & 6	2019/2020	£259,440.00	£133,850.00	
		2020/2021		£125,590.00	
4th	7 & 8	2021/2022	£210,000.00	£105,000.00	
		2022/2023		£105,000.00	
5th	9 & 10	2023/2024	£131,560.00 (+ Interest)	£90,000.00	+ Interest
		2024/2025		£41,560.00	
Large Project	6 - 10+	2020 - 2025 (& beyond)	£100,000.00	£100,000.00	