

Devon Communities in Action Guidance Notes & Registration / Log In Instructions

www.communitiesinaction.org.uk

Devon Communities in Action is a brand new resource for use by communities and agencies which will increase access to information about community-led plans. Community-led plans include parish plans, Market & Coastal Towns initiative plans, village appraisals and village design statements. Broadly speaking for any plan to be entered on this database it should meet the following standards, although there is recognition that existing plans cannot be retrospectively checked:

- be holistic; in the sense of addressing social, economic and environmental issues and concerns in the round;
- be undertaken by a group that is committed to genuinely representing the issues and needs of the whole community;
- be based on thorough and socially inclusive local consultation in relation both to establishing the key issues for consideration and to deciding the policies and action points to be pursued;
- contain a plan of action that flows clearly from the earlier analysis of issues and that is clear and realistic in terms of 'what, why, how and by whom?';
- have local legitimacy, for example by being formally ratified / adopted by the local community forum or parish or town council;
- demonstrate that it has been undertaken with the guidance of an external facilitating organisation, who themselves are prepared to endorse the process adopted (for example the local Rural Community Council and or Market Towns Forum as appropriate).

Frontline practitioners, service managers, commissioners, policy makers and senior management should all be aware of this new resource. If used, supported and advocated to communities it will bring the following benefits:

- much easier access to current community issues;
- much easier analysis of community need for commissioning and strategy;
- much easier access to information with which to engage communities;
- better use of resources to support community-led planning and activity;
- better fit of service delivery to community need;
- more empowered communities through recognition of the value of community-led plans and activity;
- better linkages between community-led plan activities.

Simple Guide

The website has the following main functions:

Searching

This will be the main function used by the widest number of people. There are a number of ways of searching:

- by keyword
- by category/theme
- by geography

Or by combination of the above: plus there is an advanced search.

Users will also be able to register to receive email updates on the searches of their choice.

Recording information

Community groups and parish councils can use it to record the content of their community plan (parish or MCTi) and record the detail of any actions taken to address the issues raised in the plan.

The information is structured in 4 stages:

PLAN – information about the community, the group involved in writing the plan and the area covered by the plan.

ISSUE – information about the broad issue headings contained within the plan. These may be headings such as ‘Environment’, ‘Transport’, ‘Housing’ or ‘Facilities and Services’.

PROPOSAL – information about the proposed actions that the community has suggested. These will be the specifics often mentioned in the action plan.

ACTION – information about tasks or actions that have been undertaken and completed or are in the process of being done (not what is proposed).

Reporting

Reports can be produced on the following:

Parish Actions – produces a list of all the actions that a parish is working on and details about them.

Parish Overview report – produces an overview of all the issues, proposals and actions happening in the parish.

District Consolidated Overview – produces an overview of every parish within a district area and summarises the number of issues, proposals and actions happening in those parishes.

Registration Instructions

Whilst it is possible to access the website without registering, we encourage you to do so to enable you to save searches and be alerted when relevant material is entered or edited. We will also be able to monitor the usage of the website through registrations.

- Go to www.communitiesinaction.org.uk.
- Click "**Register** with us for a password & username" in the left hand menu.
- Enter the information requested and click "Create user account".
- After 48 hours a confirmation email with a link to verify your account will be sent to you, clicking on this link will enable you to log on. (If the message "Not Authorised – You do not have permissions to view this resource" is displayed, click on "Continue" – this bug is being fixed).

Log In Instructions

- Go to www.communitiesinaction.org.uk.
- Click "SIGN IN >" in the left hand menu.
- Enter your Username and Password and click "Log In".

To Save Searches

- Click "**Search**" in the top menu.
- Enter a search term (e.g. "South Hams" in quotation marks will return all entries within the South Hams) and click "Search".
- Wait for the results to be displayed and click "Save".
- In the "Search Details" box, tick "Email Alert?" to be notified by email if material that matches your search is entered or edited, under "Your Title" enter a title for your search and click "Save".

Communities in Action has been supported and developed by the following organisations:

Community Council of Devon	Market & Coastal Towns
Dartmoor National Park Authority	Association
Devon County Council	Mid Devon District Council
Devon Rural Network	North Devon District Council
Devon Strategic Partnership	South Hams District Council
Devon Towns Forum	Torrige District Council
	West Devon Borough Council

The following structure and tasks have been agreed to support the use of Communities in Action:

Devon level support provided by:

Community Council of Devon – Greg Davies
Market & Coastal Towns Association – Mark Goodman
Devon Towns Forum – Paul Delahoy
Devon County Council – Matt Bell
Devon Rural Network – Jen Anderton

- to receive comment and feedback from the website;
- to liaise with named district contacts when necessary and log issues for development;
- to liaise with the technical support to arrange any technical maintenance.

District level support provided by:

North Devon – Hannah Harrington (NDDC), Alison Boyd (DCC)
Torrige – Malcolm Harris (TDC), Alison Boyd (DCC)
South Hams – Amanda Harvey (SHDC), Matt Bell (DCC)
West Devon – Robert Plumb (WDBC), Sonia Burgess (DCC)
Dartmoor National Park (Teignbridge area) – Jo Rumble (DNPA)

- to verify information with community groups and parishes after initial central data input;
- to meet and train community planning groups who require support, including those who require help to input information;
- in exceptional circumstances, to input information.