**Together for Change: Next steps Atherton & Leigh Foodbank 2023**

**AM – Area Manager**

**PM – Project Manager**

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| **Area of Focus** | **Need identified** | **Next steps** | **Resource/Support****(By Who)** | **By When** |
| **Operations -Project Manager and operations team** |
| Warehouse | To carry out a stock take. | Set date for stock take.  | PM | Nov 2023 (set date) |
| Partnerships | To work more closely with other food providers in the area.  | Creating a list of all the food providers that we want to work with. | Trustees and PM | March 2024 |
| Referrals | To do a referral pathway and referral agency review and refine the referrers we work with and build relationships with them. | Reviewing the pathway people take to get to the food bank and the agencies we have on board and contacting referral agencies to re-establish links and build relationships.  | PM with support of AM | Working through – to complete by Feb 2024 |
| Capacity | To consider applying for the Strategic Resources grant to ensure that there is dedicated resource to delivering the next steps plan including areas such as referral pathways.This would be either through altering the current Project Managers role to be more strategic or appointing someone specific to deliver this plan.  | If deemed appropriate apply for the grant in the January round 15th-22nd January.  | Trustees | Apply Jan 15th 2024 |
| **Volunteering – Project manager** |
| Volunteer Management | To attend the volunteer management training. | Attend next available training date.[Training opportunities | Manchester Community Central](https://manchestercommunitycentral.org/volunteer-centre-manchester/training-opportunities) | PM | Dates as per link. |
| Volunteer Training | To arrange volunteer training.  | Confirm date with Joanna and co-deliver training. | PM and AM | Confirm date by Dec 2023 and deliver Feb/March 2024 |
| Volunteer roles | To look at specific volunteer roles and whether these could support the delivery of the foodbanks strategy.  | Discuss together at next meeting.**October update** – potentially look at formalising channels of communication between volunteers’ staff/Trustees via a newsletter, where upcoming roles could be shared.  | PM and Trustees | Ongoing |
| Volunteer Development Grant  | Consider whether to apply for this grant – either to run a Trustee Strategy Day, series of training sessions with Trustees, or to appoint a volunteer coordinator.A volunteer coordinator would be able to; Set up the Assemble system for the food bank, review the interview and induction process, construct and send out a volunteer newsletter, create a calendar of training and carry out regular training needs analysis.  | If deemed appropriate apply for the grant in the January round 15th-22nd January.  | Trustees | Apply Jan 15th 2024 |
| **Governance - Trustees** |
| Trustee Board | Consider succession planning. New Trustees and distribution centre managers and in future potentially Chair role.  | Contact AM to arrange to advertise for Trustee role. AM to look for Centre Lead Role descriptions and share with Food bank.Consider other roles as needed.  | Trustees AM | Complete and advert live. Nov 2023 |
| Trustee Training | Trustee training and upskilling | Recorded Trustee Training:<https://hub.foodbank.org.uk/governance/charity-governance/essentials-of-charity-governance/2022-2023-trust-advice-webinars-for-the-trussell-trust-network/>Next Trustee Cluster – sent to all Trustees is on Monday 30th October.  | Trustees | On going |
| Trustee Skills | Carry out a skills audit with Trustees and define roles for Trustees. | Look at Trustee skills audit shared by AM and carry out audit. | Chair  | Feb 2024 |
| Trustee Diversity | Consider whether to look at the food banks constitution to diversify the board.  | Discuss at next Trustees meeting and adapt if required.  | Chair to lead | Feb 2024 |
| Trustee roles | Recruit new Trustees to the board, one with skills in local influencing/council connections, another with lived experience of poverty and potentially one other with a remit for accounts and/or fundraising. | Look over CASS resources sent by AM.Advertise as required. | Chair and Trustees | TBC by March 2024 |
| Policies and Procedures | Update/create policies and procedures to ensure due diligence and to work on the recommendations from the Governance health Check report by Trussell Trust.  | Conflict of interest policyBudget for operations – createSee Governance Health Check report – recommendations for reference  | Trustees | Ongoing at Trustee meetings.  |
| **Data – Project Manager** |
| Referral agencies | Referral agency training to ensure data accuracy. | Schedule referral agency training so that referrers understand how to referrer to the foodbank. | PM  | Ongoing – complete by March 2024 |
| Influencing  | Consider how to use data in impactful ways to improve the situation for people accessing the food bank.  | List possibilities – see Changing Policy below. | PM and Trustees | June 2024 |
| **Wider Together for Change Strategy - All** |
| Changing Communities | Continue to embed and monitor Financial Inclusion work at the food bank. | Review quarterly reports with FI Manager to inform way forward. | Trustees | Quarterly |
| Changing Minds  | A need was identified to look at Participation and in addition to considering recruiting a Trustee with lived experience of poverty, working with existing volunteers who were previously clients to understand their experiences at the foodbank. We discussed changing minds of various stakeholders in the community including: Volunteers, referral agencies, local councils, general public and other food providers. | As above in Governance SectionMapping of contacts and order of priorities and who will contact. **October** update – GOE campaign actions part of this.  | Trustees Trustees with support of PM | As above.March 2024 |
| Changing policy | Continued engagement with Wigan council around their Anti-Poverty Strategy – conversations with GMPA if helpful. | Set up meeting to discuss  | Trustees/PM and AM | TBC |