Implementation Checklist

The below checklist contains some of the key principles contained in this document, to use as a reference guide when considering how to implement your Compact.

**Awareness: Raising your Compact’s profile**
- Log, publicise and showcase your Compact successes
- Lead local activity in Compact Week (first full week in November)
- Engage black and minority ethnic and small community groups
- Distribute nationally and locally produced Compact materials (your local Compact, leaflets to explain the Compact, posters, copies of the national Compact and transparency and accountability guide)
- Include regular Compact updates in newsletters
- Brief trustees, councillors, staff in public bodies and voluntary and community groups
- Refer to and display your local Compact at events
- Have a Compact section on local websites that includes your document, explains it and shows how it is being taken forward
- Link your web pages to www.compactvoice.org.uk and send a PDF of your local Compact to Compact Voice.

**Resources and responsibility:**
**Who does what and how to pay for it**
- Hold regular Compact Group meetings and/or add the Compact to the agenda of other meetings such as team meetings / cross-sector strategic meetings
- Recruit Compact Champions (with defined roles) in public bodies, partnership boards and voluntary groups and/or build a base of people who you know see the benefits of the Compact and will raise it in their day-to-day work
- Have a contact for more information or problems when using your Compact
- Share costs between partners and programme bids and fund a local Compact officer.

**Application and use: Compact approach to partnerships as the normal way of doing business**
- Adopt a Compact way of working together for partnership governance
- Link the Compact to the local strategic board and sign up the partners
- Ask all partnerships to consider how they are using the local Compact
- Include Compact information in recruitment packs and induction programmes
- Cover your Compact in training courses and provide joint training on it
- Boost involvement of local groups in service planning, design, delivery, review and improvement
- Compact-proof policy publications and decision making papers.

**Compliance: Robust mechanisms for making sure everyone keeps to the Compact**
- Establish a dispute resolution process
- Log local Compact non-compliance and analyse causes. Signpost to Local Ombudsman and Compact Advocacy.

**Evaluation: Demonstrating what works (and what doesn’t)**
- Have an evaluation system for measuring how the local Compact is working
- Use relationships polls at events and conduct an annual local Compact survey
- Hold a Joint Annual Review Meeting
- Draw up an Annual Action Plan, which includes examples of what success would look like
- Commit to revising the Compact document after a maximum of 6 years.
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Niki Frackleton, Sutton CVS Compact lead
Sue Graham, Compact and Networks Officer, One Voice Network County Durham
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Katie Seabor, Compact Officer, Cornwall VSF
Mike Sheriff, Chief Executive, Voluntary Action Islington
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Tamara Taugur, Compact Action Advisor, Birmingham Voluntary Service Council
Daren Thomas, Handing Compact Project Officer, HA’vCO
Paul Tolley, Chief Executive, Warwickshire Community and Voluntary Action
Donna Turnbull, Strategy and Policy Support Officer, Voluntary Action Cambridgeshire
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