

Appendices

Diva Update 2006-7

rev 071107

1 Appendix 1: Methodology

1.0 Method

The method used for this survey was a postal survey. The survey was sent out to all of VCS groups that are registered on the Bradford Diva online database. In 2005-6 groups were given only three weeks in which to complete and return the form. Some groups reported that this was insufficient time, especially if the form was to be completed collectively by management committees. In response to this Diva increased the time for groups to respond to five weeks. This has resulted in **110 of the forms being filled in collectively against 86** for the previous year.

1.1 Number of Responses

In total 1760 questionnaires were sent out. 91 surveys were returned *unfilled* explaining that the group either no longer existed or was not known at that address. This number of returned unfilled forms represents a sizeable increase on the previous year, indicating that an increased number of voluntary and community organisations folded in 2006-7 compared with 2007-8.

The overall completed response rate for a postal survey was good at around 30%. The response rate for 2006-7 was almost identical to the previous year¹. However in terms of Bradford District groups and the focus of the analysis in this report, there was a slight increase from 32% to 33%.

The table below compares the response between **2006-7** and in brackets (2005-6)

Table 1:	Forms sent out	Completed forms	Response rate
Bradford District postcodes	1424 (1433)	471 (464)	33% (32%)
West Yorkshire non Bradford Postcodes	216 (209)	43 (48)	20% (23%)
National post codes	120 (116)	20 (19)	16% (16%)
Total	1760 (1758)	534 (524)	(30%) (30%)

¹ The response rate in the 2005-6 report included all responses included where the forms were not completed. All figures in the above table relate to completed responses.

1.2 Distribution of Responses

Post code	Brief description of post code area	Number of respondents	Percent
BD1	City Centre and part of city centre side of Manningham	33	7.1%
BD2	Undercliffe, Bolton, Fagley	19	4%
BD3	Bradford Moor, Thornbury	14	3%
BD4	Holmewood, Bierley, East Bowling	15	3.2%
BD5	West Bowling, Marshfields, Little Horton, Canterbury	16	3.4%
BD6	Buttershaw, Odsal, Wibsey	11	2.4%
BD7	Great Horton, Lidget Green, Horton Grange	19	4%
BD8	Manningham (upper), Girdlington, Lower Grange	20	4.3%
BD9	Heaton, Haworth Road	26	5.6%
BD10	Idle, Thorpe Edge, Ravenscliffe	15	3.2%
BD12	Wyke, Oakenshaw, Woodside	7	1.5%
BD13	Queensbury, Thornton, Denholme, Cullingworth	15	3.2%
BD14	Clayton	6	1.3%
BD15	Allerton, Wilsden	17	3.6%
BD16	Bingley Town Centre, Harden, Eldwick	28	6%
BD17	Baildon	23	4.9%
BD18	Shipley Town Centre, Windhill, Bolton Woods, Frizinghall	34	7.3%
BD20	Keighley Villages including Steeton, Silsden	24	5.2%
BD21	Keighley Town Centre, central neighbourhoods	22	4.7%
BD22	Worth Valley (Haworth, Bracken Bank)	15	3.2%
LS29	Ilkley	31	7%
Unknown	Bradford post code not specified	54	12%
Total		466	100%

Table 2 demonstrates that the responses to the survey were relatively evenly spread across the District. Not all post code areas have the same populations of either people or groups and consequently the pattern in Table 2 was expected. Approximating constituency areas suggests that the number of responses from Keighley and Shipley Constituency areas are slightly higher than would be expected if there was an even distribution of groups District wide.

1.3 Estimates within the report

The Diva Survey provides a new way of estimating the size of the VCS within the Bradford District. Unlike many other estimates the Diva estimate is based on a relatively large sample of groups. The systematic method of Diva means that the basis from which this sample is drawn provides a more accurate reflection of the VCS. Diva claims that the figures provided in this report - when compared with other estimates – are relatively robust. The survey is undertaken on an annual basis to enable an analysis of change. Diva promotes the value of this survey, because it is conducted in a critical manner in a way that the quality of information collected is at an even higher level.

In addition to the actual figures derived from the responses to the survey, there are also estimates made for the whole of the VCS. There is a fairly crude calculation for the majority of estimates in the report of using the response rate as the denominator and multiplying by 100. This does not take account of the contributions of those groups that are not registered on Diva. Where it is believed that there could be a significant undercount as a result or that a different calculation has been made, then it is highlighted within the text.

1.4 The numbers of Active Citizens with VCS groups

The number of Active Citizens involved in VCS Groups provides another measure of the size of the sector. Diva has measured three separate categories of Active Citizens:

- Management committee members
- Volunteers
- Active members of groups

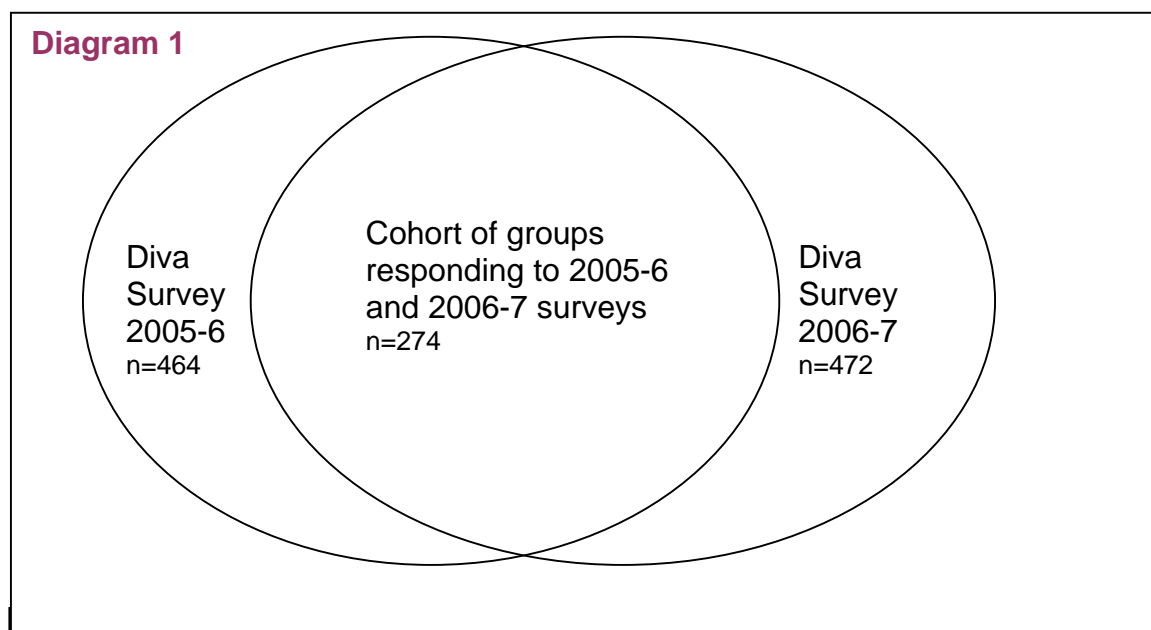
When considering the following counts there is a need to consider that many active citizens are active in more than one group and therefore the same individual could be counted more than once. For example, where an individual is a member of two management committees then they would be counted twice. Consequently, this data is used to make an estimate of the numbers of active citizens within the voluntary and community sector it is, however, more precisely a measure of the number of positions currently filled by active citizens.

1.5 The 'Cohort' v 'All Respondents'

Analysis of a sub-set or 'Cohort' of VCS groups who responded to both surveys and 'All Respondents' comparisons of 2005-6 and 2006-7 datasets

In 2006-7 - as Diva now has data from two years - we are able to make estimates based on either analysis of the cohort of groups that have responded to both years survey or through a direct comparison of data from

this year and last. Diagram 1 below illustrates the basis of these two separate but interrelated datasets.



Local Area Agreement were calculated on the basis of **'All Respondents'** as this was the method originally agreed. As a consequence there may appear in some cases to be a disparity between estimates in this report and those used for the performance indicators

The **'Cohort'** of VCS groups that have responded to both surveys and 'All Respondents' comparisons between the two datasets both provide different statistical advantages for making estimates. The Cohort of groups is very robust in that we can measure change based on like for like samples. The advantage of the 'All Respondents' comparison is that each of the datasets are larger and therefore represent a larger proportion of the total number of groups within the District. Consequently Diva prefers to use the Cohort analysis where we are attempting to gauge change within the past 12 months and the All Respondents analysis where we are attempting to estimate the specific size of a characteristic of the sector. For example if we were to calculate the total number of volunteers in the District we would use data from the 'All Respondents' survey. On the other hand if we are attempting to gauge change we would be more likely to opt for the Cohort dataset. Diva will make it clear in the text which method has been used.

1.6 Financial estimates

The estimate is based on group's turnover being at the mid point of the band. In relation to over £500,000 an average of £1 million is used. Whilst this is the most systematic estimate of financial turnover of the VCS within the Bradford District to date, Building Communities Partnership is also aware that a more robust method needs to be developed. For groups with turnovers over £50k Diva has calculated a low and high estimate (See footnote 2 above for explanation). For comparative purposes between 2005-6 and 2006-7 Diva suggests using the higher estimate as it follows the same methodology for

both years, however, the total could have been exaggerated to a similar magnitude in 2005-6.

The reason for presenting a range is that Diva suspects that the response rate for organisations employing staff to be significantly higher than the average of 33% for all organisations. The lower figure assumes that the response rate for organisations employing staff to be 50% whereas the second assumes the response rate of organisations employing staff to be typical of the general response rate i.e. 33%

1.7 Caveat on Table 10

In the main report *Table 10: The support VCS Groups say they require* has been ranked to establish the most significant support issues. There is a need for some caution regarding how we deal with the ranking. The following three issues need to be considered:

- Firstly that some of the categories in the table are not mutually exclusive of those further down. For example recruitment and retention of volunteers ranked first requires the development of volunteer placements that ranks 13th
- Secondly some of the necessary support required further down the table are actually integral to providing some of those further up. For example access to funding – ranked number 2 - requires good business planning ranked 11th.
- Thirdly some of the areas of support are highly significant for a small number of groups and the method used is one of identifying the most frequent occurrence of identifying particular issues. For example newly forming groups are likely to rank designing constitutions highly, unlike the majority of those established groups who responded to this survey.

1.8 Questionnaire design

Appendix three details the questionnaire as sent to groups.

Diva designed the survey with a restriction of 4 pages even though we had sufficient questions to fill 8 pages. The reason for this is an assumption that an increase in the number of pages directly correlates to a decrease in response rate. The questions selected for inclusion tried to reduce, as much as possible, those questions that would not be relevant to all groups. This led to an avoidance of questions allied to specific service delivery details. If there is a demand for more information on VCS groups as deliverers of specific services, Diva will consider in the future, working with partners to carry out service specific mini surveys of groups.

The questionnaire is mostly made up of closed pre-coded questions thus enabling easier statistical analysis of the results. In addition respondents were able to give longer responses to a small number of questions: some of the quotes given to these questions have been incorporated into the report. The 2006-7 Report contained less open ended questions than in 2005-6.

1.9 Additional questions included in 2006-7

1. Question carried out on behalf of Working Together in Bradford – Learning Partnership. This question is to identify VCS groups engaged in Learning Activities within the District.
2. A question was included on the number of employees within the Voluntary and Community Sector
3. Some minor tweaking to the support needs question (including for example the word capacity building).
4. A new question - emerged out of comments made in the 2005-6 survey - to identify specific funding issues faced by groups

In order to keep the questionnaire compact some questions included in 2005-6 were removed and therefore in the case of these questions it is not possible to make a year on year comparison.

1.10 Health Warning

The data provided in this report can only be considered as estimates. **Where this data is to be used for further purposes we would stress that it is made clear that these are estimates.**

Appendix 2: LAA Stronger Communities Indicators

Theme 2: Safer and Stronger Communities		Black = Indicators that use the Diva Survey							
LAA Outcome 3: A District where active individuals, communities and voluntary organisations play a full part in the affairs of the District									
What are our goals for 2005/07?		What will we deliver?		How will we measure our performance?					
Goal		Action/Activity		Performance Targets					
				PI Code	Performance Indicators Description	Actual 2005/06	Target 2006/07	Actual 2007/08	Notes
1	Governance: To increase the capacity of local communities so that people are empowered to participate in local decision-making and are able to influence service delivery		Extend of VCS representation within all Vision strategic partnerships Via Cnet.		% of VCS representatives on strategic partnerships	27/323 =8%	9%		
2		a	Development of new programmes to support community governors and other reps via CNet and others		Number of citizens serving in citizen governance roles	696	25 above baseline		
		B			Representativeness of key partnership management boards	79%	82.5%		
3		A	CNet Forums NSS Forum NAPs		% of residents who feel they can influence decisions affecting their local area				
		B	Other forums/ consultations		% of VCS groups who feel they can significantly influence decisions around concerns of their group	17%	19%	19%	On target
4			Implementation of good practice in consultation approaches		No of public sector employees registered on programme	250	40 new		

5			Participation in community activity	LAA 2.3.5	% involved in community activities (past 12 mths): A tenants' group or community association, a Neighbourhood Watch group, a local campaign. Attended an event at a local school, local community centre, Neighbourhood Forum meeting. Other specified event.	59%	65%		
6	Increasing volunteering	a	Number of volunteers engaged in formal volunteering activity Reward Target 12 (1a)		Number of people volunteering for organisations signed up to Bradford Vision Good Practice Guidelines	6900	7900		
		b	Reward Target 12 (1b)		Number of people engaged in specified volunteering activity	1090	1200		
		c	Support volunteering good practice within organisations		Number of services and organisations implementing BV good practice policy statement	Baseline established by March 06	Increase April 2006		
7	The growth of the voluntary and community sector		To develop the capacity of small VCS groups through small commissions	2.3.7 a	Increased number of VCS groups on DIVA	1582	1680	1640	On target
8		a	Develop quality support for VCS groups to enable growth of groups		% groups reporting increased strength and effectiveness	100	102	105	On target
		b			% of groups accessing at least one form of capacity building support in past year	34%	36%	18%	Removed as a PI in refresh
			Increase access/use of community buildings/resources		% of groups with adequate access to buildings	58%	60%	64%	Removed as a PI in refresh

10			Evidence and promote VCS activity	LAA 2.3.7 b	Coverage of VCS groups in local media	2390	25 10	2635	
11	Increase in voluntary sector delivery of public services		Increase partnerships understanding and recognition of the value of VCS organisations as delivers of public services		% of LAA budgets delivered by VCS organisations	0	2 blocks to be measured	All 4 blocks to be measured	PI Changed
12		a	Compact process undertaken		Adoption of compact	Vision Compact adopted by Vision board	Vision partners to renew and approve compact	Annual review	
		b				Compact event held	0	1	1

Theme 2: Safer and Stronger Communities Black = Indicators that use the Diva Survey								
LAA Outcome 4: A District where active strong, diverse communities live, learn, work and play together								
What are our goals for 2005/07?		What will we deliver?	How will we measure our performance?					
Goal		Action/Activity	Performance Targets					
			PI Code	Performance Indicators Description	Actual 2005/06	Target 2006/07	Actual 2006/07	Notes
1	Reduce tensions between communities and increasing commitment to a shared future	To provide opportunities for cross community engagement e.g. Linking Communities and Linking Schools	LPSA1 Of	% of residents who feel that their local area is a place where people from different backgrounds can get on well with each other	51%	52%		
2		To provide advice, training and information on good practice by voluntary and public sector organisations in Managing Conflict		% of VCS groups who report reduced tensions	15%	17%	16%	Improved but slightly behind target
3		To provide mediation and managing safe spaces dialogue and provide training to support these processes		% of residents in Home Office boost areas who agree that there is tension between different ethnic groups	54%	52%		
4		To research, consult and devise a range of robust measures of commitment to a shared future		Milestones in development, including the use of issue based focus groups to identify extent to which residents in boost areas and other neighbourhoods are engaged in building a shared future.		To produce a range of suitable indicators	Identify new activities/projects	
5	Increased ability of communities of interest to flourish within the District	Develop champions of Communities of interest		Number of services that identify a communities of interest champion	0	3		
6		Community Development support in communities of interest to build networks		Number of new community of interest networks supported	2	4		

Appendix 3: DIVA Questionnaire 2007

ORGANISATION NAME:

Please answer as much of this as you can – read the covering letter and notes for further information.

Filling in the form can make a difference.

We are aware that some questions may not apply fully to your group but please attempt to answer them as fully as possible. If not applicable please write n/a.

Note all answers to questions in **black text will be confidential**. Question in **red text** may be passed on to appropriate third parties: see notes on how each may be used.

A. Active members, volunteers and management committee members and paid staff

A1 In total how many active members does your group have (approx.)?

A3 Do you have a management committee (please tick)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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A4 If yes how many active members does the management committee have?

A5 How many volunteers does your group have?

A6 How many of the volunteers are under 25 years old?

A7 How many of the volunteers are over 50 years old?

A8 How many full time members of staff (i.e. 30 hrs and over a week)?

A9 How many part time members of staff (i.e. below 30 hrs per week)?

B. About your group

B2 To what extent would you say that your group achieved its objectives in the past 12 months? (Please tick one.)

We didn't set any objectives	<input type="checkbox"/>
We achieved some of the objectives we set ourselves	<input type="checkbox"/>
We achieved most of the objectives we set ourselves	<input type="checkbox"/>
We fully achieved all of the objectives we set ourselves	<input type="checkbox"/>

B3 Is your organisation involved in the delivery of learning and training?
(Please tick all that apply.)

We don't deliver formal training but our activities provide learning opportunities	<input type="checkbox"/>
We directly deliver formal training (i.e. we employ staff that deliver training sessions, classes, workshops etc.)	<input type="checkbox"/>
We directly deliver accredited training (i.e. our training is accredited by an external body)	<input type="checkbox"/>
We <i>indirectly</i> deliver training (i.e. facilitating for other training providers e.g. a	<input type="checkbox"/>

college that delivers training on your premises)	
Not applicable	

C. The type of support your group needs to thrive

C1 These questions will help prioritise the types of support that groups like yours require to become even more effective. (Please put a tick in each row.)

Support with:	Not an issue	Low priority	Medium priority	High priority
Accessing more funding				
Retention of paid staff				
Recruitment and / or retention of volunteers / active members				
Recruitment and retention of management committee members				
Accessing practical resources (including help with using computers, printing equipment etc.)				
Designing constitutions				
Demonstrating the impact / outcomes of your work				
Accessing training for your group / skills within group				
A developed business plan / planning group priorities				
Developing good quality policies (e.g. equal opps, health and safety, volunteers policy)				
Doing accounts				
Resolving employment issues				
Developing a quality system				
Crisis management				
Marketing / promotion of your group				
Developing campaigns				
Developing volunteer placements				
Management committee				
Finding and using information				
Other (please state)				

C2 In the past 12 months did your group receive (capacity building) support in any of the areas identified above?

Yes		No	
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C3 If yes, have you any suggestions on how this support could have been improved or other types of support you would find useful?

(Please use additional paper if required)

C4 Does your group have adequate access to buildings for:

Meetings	Yes		No	
Activity space	Yes		No	
Public events	Yes		No	
Office space	Yes		No	

D. Your group and having your say in the affairs of the District

D1 Which statement do you feel best summarises the opportunities your group has to influence decisions made by the government and statutory organisations (such as Bradford Council, local NHS organisations, West Yorkshire Police) that are of concern to your group?

(Please tick whichever option best describes your experience on average.)

Our group gets no or few opportunities to have a meaningful say	
Our group gets opportunities to have a meaningful say <u>but</u> we never get any feedback	
Our group gets opportunities to have a meaningful say, we get feedback <u>but</u> what we say doesn't make a difference	
Our group gets opportunities to have a meaningful say, we get feedback and we know what we say is making a difference	

D2 Should groups like yours be approached by services and partnerships in ways that enable you to have a meaningful say about issues that affect your group?: (Please tick one.)

less than now		the same as now		more than now	
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D4 Please use the box below to give your group's views on how consultations and community involvement could have been done better.

(Please use additional paper if required)

E. Working with others in the District

E1 Do you think that community tensions have increased or decreased in Bradford District as a whole over the past 12 months?

Decreased a lot		Decreased a little		Remained the same		Increased a little		Increased a lot	
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E2 How well do you think the Bradford District is doing in responding to tensions that have previously arisen?

Very poor		Poor		OK		Well		Very well	
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E3 Would your group like to have more opportunities to work with groups from other communities and / or parts of the Bradford District?

Yes		No	
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F. Funding

F1 Please tick the approximate amount of your group's financial turnover for 2005/6.

£0-£500	£501-£3,000	£3,001-£10,000	£10,001-£25,000
£25,001-£50,000	£50,001-£75,000	£75,001-£100,000	£100,001-£150,000
£150,001-£200,000	£200,001-£250,000	£250,001-£500,000	Over £500,000

F2 Has your group's turnover in the past year increased or decreased? (Please tick one.)

Large decrease		Small decrease		About the same		Small increase		Large increase	
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F3 Are you able to access an adequate level of funding for all the activities of your group?

Yes		No	
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F4 Which of the following funding issues does your group experience? (Please tick all that apply.)

The length of your funding agreement is too short	
The priorities that funders set are different to those of your group	
Your group is unlikely to get continuation funding next year as one of your main funding streams is coming to a close	
Your group is unaware of existing funding streams (or at least only becomes aware after funds are allocated)	

F6 Would you like information about grants for small groups available within the District?

Yes		No	
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G. General

G1 Who contributed to filling out this form? (Please tick.)

Whole group discussed	
Management Committee discussed	
A volunteer with the project completed the form on behalf of the group	
A paid member of staff completed the form on behalf of the group	

G3 Is there anything you feel should be addressed through this survey in future years or any other comments you would like to make?