

## **Appendix 2:**

# ***Protocol for 'Working Groups' within Transition Chester***

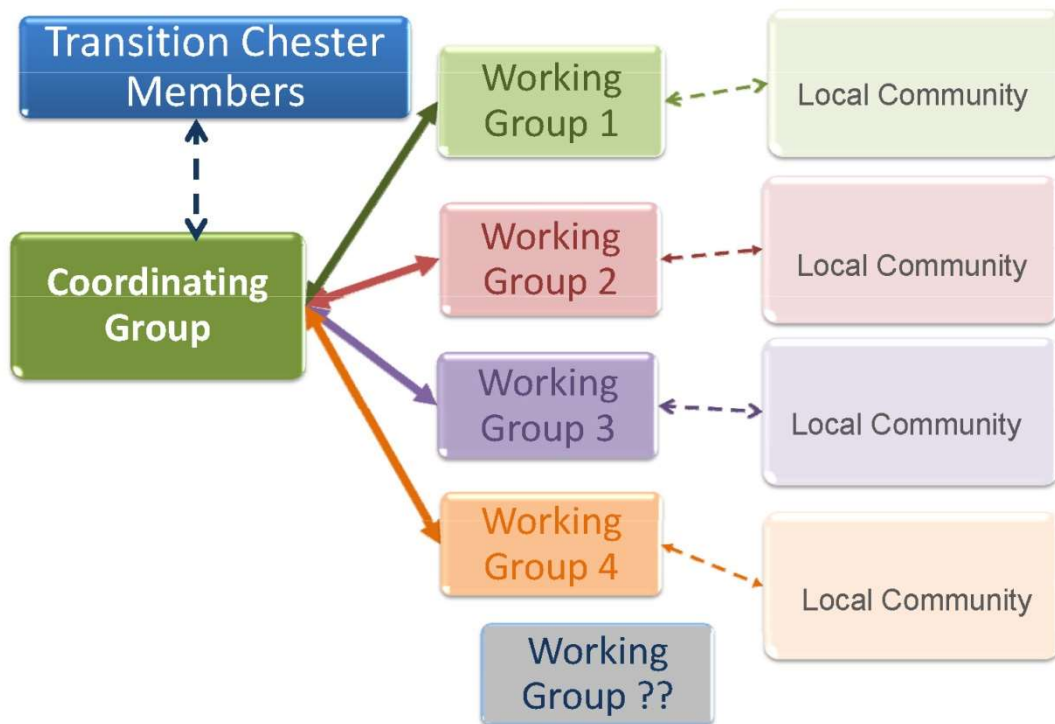
### **Purpose**

This protocol is intended to define the relationship between informal Working Groups (Activity Groups) agreed by Chester Transition's Coordinating Group and Transition Chester as an organisation.

It is intended to provide the framework to protect the good name and public profile of Transition Chester yet to facilitate informal community action by Chester residents to work together on local projects that are in sympathy with the aims of Transition Chester, i.e. to promote, support and sustain low carbon and sustainable living in Chester and nearby.

The protocol is intended to minimise barriers and bureaucracy to enable positive community engagement and aims to provide several beneficial outcomes:

- An agreed structure to work within which ensures that the Transition Chester Coordinating Group can adequately monitor the plans and activities of Working Groups through nominated representative(s) – 'Working Group Developer(s)'
- Access to standard templates to document risk assessments for proposed public activities (to enable Public Liability Insurance cover to be provided)
- Provision of adequate Public Liability Insurance cover for Working Groups (Activity Groups) through the group insurance policy.
- Provision of a mechanism for applying for grant aid and management of awarded funds to support activity and its management without having to set up independent organisations with their own constitutions, committees and bank accounts.
- Provide a channel to further publicise positive work across Chester and enable engagement with wider networks.
- Provide support and advice to Working Groups

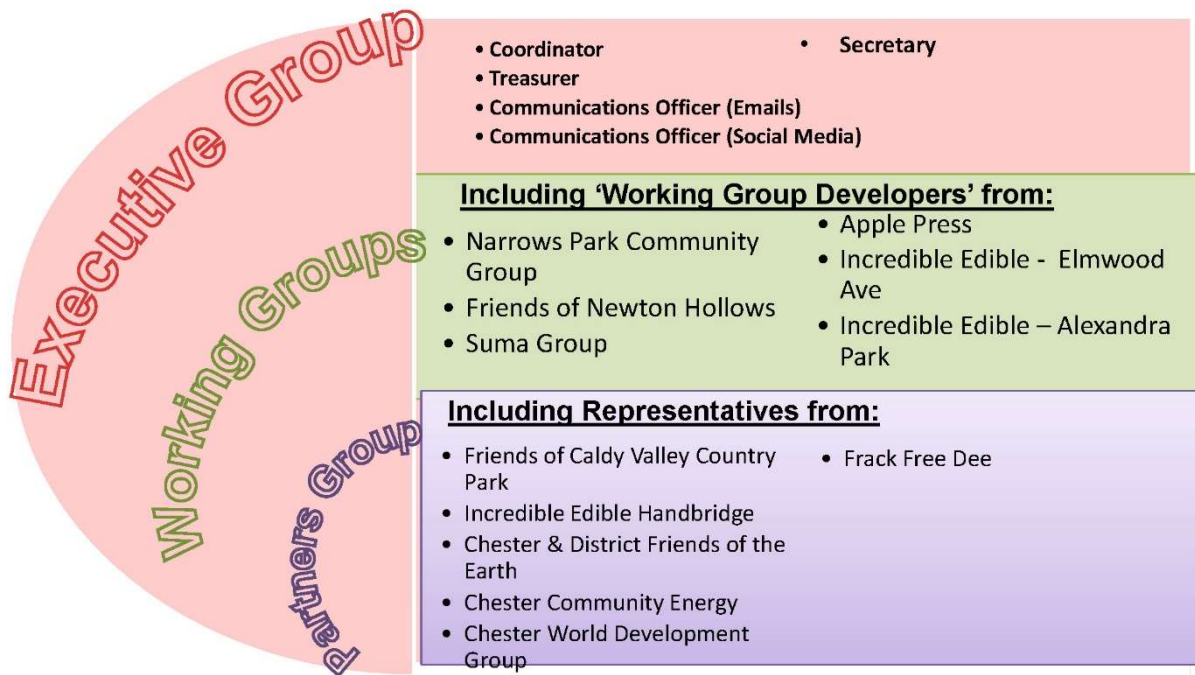


### Coordinating Group

The Coordinating Group will:

- Provide a means through the Transition Chester bank account to apply for grant aid for approved projects and arrange for payments as required with appropriate accounting in place.
- Provide adequate Public Liability Insurance cover through the Transition Chester group policy for approved public activities being carried out by the Activity Group.
- Provide a template structure in order to carry out relevant risk assessments of group activities involving volunteers.
- Provide assistance in establishing appropriate safeguarding procedures as necessary.
- Support the activities of Working Groups by facilitating access to appropriate training where necessary.

# Coordinating Group



## **Working Group**

The approved Working Group will:

- Provide (and if required, update) the contact details of a minimum of at least one local 'Working Group Developer' (including phone number, email address and postal address).
- Provide contact details of a minimum of two other volunteers (not including the local Developer) who are actively involved with the project.
- Carry out risk assessments of any proposed public activity involving local volunteers using the template provided and send these to the Coordinator of Transition Chester (or other nominated person).
- Provide brief written update reports to the Coordinating Group (via the Working Group Developer) including activity carried out and proposals for future activity. The Coordinating Group usually meets 4 times each year.
- Actively work with the Transition Chester Coordinator or other members of the Coordinating Group in the development and submission of any applications for grant aid or potential donations to assist with implementing agreed projects.
- Where necessary to set up and document appropriate and effective Safeguarding Procedures in relation to the volunteers involved with the Group for any vulnerable adults or children who may be involved in activities. To pass on the details to the Coordinating Group through the Developer or other nominated person.
- Ensure that, in carrying out its activities, it does not carry out actions to the detriment and good reputation of Transition Chester.

**The Name of the Working Group is:**

**The purpose of the Working Group is:***(briefly state in no more than 250 words):*

**The main `Developer (s) and contact(s) for the Working Group is/are:**

Name:

Address

Phone (mobile) .....

(landline - if available).....

Email address

**The following people are key volunteers with the Working Group (Minimum of 2)**

*(not including the Coordinator)*

Name 1

(Email address)

Name 2

(Email Address)

Name 3

(Email address)

## Appendix – Definitions

### ❖ **Membership of Transition Chester**

A member of Transition Chester is someone who has registered or signed up to receive the (free) Transition Chester digital Newsletters.

Community/Voluntary Groups can apply to join Transition Chester as a Partner Group

### ❖ **Executive Group**

The Executive Group consists of those elected by a general meeting of members to take on the positions of:

- ❖ Coordinator
- ❖ Treasurer
- ❖ Secretary
- ❖ Communications Officer

### ❖ **Coordinating Group**

The Coordinating Group includes the Executive Group (see above), 'Developers' of all Working Groups (see below) and representatives of Partner Organisations (see below).

### ❖ **Working Group**

A Working Group is a collection of local people who have decided to work together on a project in sympathy with the aims of Transition Chester and have requested to become part of Transition Chester as an organisation. All members of Working Groups should become members of Transition Chester in order to take advantage of the benefits of working within Transition Chester's organisational structure (for example for Insurance, Bank Account, ability to make funding applications)

### ❖ **Working Group Developer**

A working Group 'Developer' is the nominated person who has a role in planning, coordinating and overseeing the activities of a particular Working Group and is responsible to the Executive Group as well as the Coordinating Group for the Working Group's activities.

### ❖ **Partner Group**

A Partner Group is an organisation that has objectives in line with those of Transition Chester and has requested to be involved in the Group's activities to facilitate better coordination of initiatives and enhance their effectiveness. Partner Groups should nominate their representative for the Coordinating Group of Transition Chester.