



Llais y Goedwig & Forestry Commission Wales Partnership Agreement 2013-14

The Partners

This Partnership Agreement is made between Forestry Commission Wales (and any successor body) and Llais y Goedwig. Created in 2008, Llais y Goedwig aims to promote and represent community woodland groups in Wales and to provide assistance and support to local community woodland initiatives. Specifically Llais y Goedwig seeks to:

- Support **networking** among community woodland groups (CWGs) and other agencies – sharing CW knowledge and experience and problem solving
- Develop **resources** to meet CWG needs, including advice, signposting, case studies
- Raise the **profile** of CWs within the wider community
- Engage in **dialogue with policy** makers to bring about greater community involvement with woodlands in Wales

Funding Objectives

Funding will enable Llais y Goedwig to continue to support community woodland groups across Wales, thereby making a significant contribution to the delivery of the Welsh Government's Woodlands for Wales Action Plan.

In 2013-14, Llais y Goedwig will deliver activities and outputs in 4 key areas: (1) networking among CWGs, (2) resources to meet CWGs needs, (3) raising the profile of CWGs and (4) engagement in policy dialogue. The details of the activities, outputs and completion dates are set out in Appendix 1 to this Agreement.

Finances

FCW has agreed to fund Llais y Goedwig to the value of £20,000 from April 2013 – March 2014. Payments by FCW will be in 3 instalments:

Period 1 - 1 st April 2013	-	£6,666
Period 2 - 1 st August 2013	-	£6,667
Period 3 - 1 st December 2013	-	£6,667

At each claim date Llais y Goedwig will provide FCW (or any successor body) with a report detailing activity against agreed outputs and Woodlands for Wales Actions for that period. Release of funding for the next period will be dependent on the acceptance of this report by FCW. FCW is not bound to complete payments should the outputs not be achieved. At the end of Period 1, FCW and LlyG will review the longer term resourcing of LlyG activities in the context of the delivery of NRW objectives.

All funds must be committed and spent by 31st March 2014.



Contribution in Kind

Office space will be provided in-kind by FCW (and any successor body) in the Wales Forest Business Partnership Offices. Llais y Goedwig volunteer Board members will contribute their time in-kind¹.

Terms & Conditions of the Funding

1. The Commissioners' representative shall be entitled to review the progress of the project from time to time and specifically soon after project completion at a joint review meeting.

2. The Commissioners may terminate the Agreement should the project be affected by any of the following: bankruptcy, insolvency, imprisonment, receivership, administration, compounding with creditors, absence for 3 months by illness or incapacity, winding up, amalgamation or take over. Provided that in the case of illness the Commissioners may instead of termination, suspend the project until further notice. The Commissioners are entitled to withhold or terminate payments should the partnership subsequently end.

3. Llais y Goedwig shall, in agreement with the Commissioners representative, acknowledge the Commissioners contribution in literature and press releases etc published about the project.

4. The offer of funding is made on the understanding that, in the course of making application, Llais y Goedwig has disclosed to the Commissioners any financial contributions received or expected for the same purpose from any other body financed from public funds.

5. Llais y Goedwig shall be responsible for meeting any claims against them, or against the Commissioners arising out of the grant-aided facilities or services as a result of negligence or public liability or any other cause whatsoever.

6. In the event of a breach of these conditions, the Commissioners may declare the offer to be void, or may vary the amount of grant to be paid, or, where the grant or a portion of it has been paid, may require the amount paid to be repaid in full or in part with interest at the rate then currently specified by the Treasury for debts owing to Government Departments.

7. Any dispute about the interpretation of these conditions shall be referred to the arbitration of a person to be agreed between the parties or, failing agreement within 28 days after either party has given to the other a written

¹ On average, the total volunteer time contributed by the LlyG volunteer Board in the last half of 2012/13 (calculated from monthly timesheets) was 170 hours a month. Based on WCVA guidelines for volunteer time the average level of contribution is valued at £3,400 a month (based on a rate of £20 an hour: WCVA suggest a rate of £12.50 for skilled labour and £37.50 for professionals.



request to concur in the appointment of an arbitrator, a person to be nominated at the request of either party by the President of the Institute of Chartered Foresters.

8. The offer must be accepted by the partnership in writing within one month from the date on which it is made. If the acceptance is not received within that time the offer will lapse.

9. The Forestry Commission in Wales reserves the right to vary the timing of payments to accommodate and maximise its funding and cashflow. This will normally be advantageous to our Partners but in circumstances where payment may be delayed this will normally be no longer than 30 days. In either circumstance the Forestry Commission in Wales will formalise such arrangements through an exchange of letters.

10. Any Press Releases or other publicity and publications must acknowledge the support of Forestry Commission Wales or any successor body.

SIGNED for and on behalf of FORESTRY COMMISSION WALES

Date: 20.3.13

Authorised Signatory

A handwritten signature in blue ink that reads "B. Anglezarke".

Full Name: Barbara Anglezarke

SIGNED for and on behalf of LLAIS Y GOEDWIG

Date: 20.3.13

Authorised Signatory

Full Name: Fay Sharpley



APPENDIX 1 - FUNDING PERIOD 1 - 1st April 2013 – July 31st 2013

Outcome area	LlyGActivities	LlyGOutputs		Woodlands for Wales Action Plan	Completion Dates
NETWORKING among CWGs and other agencies supported	Support and promote face to face networking & visits between CWGs	1	Brief guidance note on hosting networking events prepared for members.	Action 8f	July 31 st 2013
		2	One or more local CWG networking events hosted by members (<i>with support from LlyG network coordinator</i>).	Action 8f Action 8e	July 31 st 2013
	Support and promote online networking between CWGs and other agencies	3	Revamped LlyG website launched (<i>with signposting to LlyG resources</i>).	Action 8f Action 8d Action 8c	July 31 st 2013
		4	Following discussions with other agencies in the sector, the support that other sector agencies can provide for CWGs is signposted on LlyG website & vice versa.	Action 8c Action 8d Action 8e	July 31 st 2013
RESOURCES to meet CWGs needs developed	Help CWGs receive advice from LlyG and other agencies to solve practical problems	5	LlyG maintains average enquiry response rate of 2 CWG enquiries a week (<i>assuming demand</i>).	Action 8e Action 8f	July 31 st 2013
	Develop, publish and promote guidance & information for CWGs	6	-Brief appraisal report of LlyG online resource pages & publications set (<i>based on Board review & member poll & Zena's report on needs of emerging groups - is the set coherent/ what are the gaps in our guidance?</i>) -List of new resources/ publications needed to plug gaps/ensure coherence -Strategy for creating new materials agreed including involvement of LlyG members (<i>eg phone survey of members experience on a topic/working groups/mini cases</i>).	Action 8f Action 8d Action 8e	July 31 st 2013



		7	LlyG online resource pages updated to ensure content is relevant & up-to-date for CWGs, agencies & woodland owners using the website	Action 8f	July 31 st 2013
		8	Average of one new CWG blog piece available on website or by post every 6 weeks (<i>eg from enquiry follow up survey, members poll, Gathering</i>)	Action 8f	July 31 st 2013
	Provide some practical advice and support to emerging groups	9	LlyG online resource page (& signposting of enquiry service) for new and emerging groups established (<i>building on needs identified in Zena's report.</i>)	Action 8d Action 8e Action 8f	July 31 st 2013
	Develop, publish and promote guidance & information for woodland owners and organisations working with communities.	10	Dedicated page for woodland owners and organisations working with communities developed, resourced and signposted on Llais y Goedwig website (using material from comprehensive Advisory Note prepared in 2012/13)	Action 8d	July 31 st 2013
PROFILE of CWs raised	Raise profile of CWs among general public and agencies at national events	11	Successful LlyG stand at Small Holders festival (Builth Wells) (success measured by number of visitors counted ² especially general public, number of enquiry forms completed and number of organisations and members participating on the stand). May 18th and 19th sat and sunday	Action 8e Action 8f	July 31 st 2013
		12	Successful LlyG stand at Royal Welsh Show 2013 (success measured by	Action 8c	July 31 st 2013

²Using a (bat roost) counter



			number of visitors counted ³ especially general public, number of enquiry forms completed and number of organisations and members participating on the stand).set up 21 st ...22 nd , 23 rd , 24 th , 25 th		
Policy makers ENGAGED in dialogue on community involvement in woodlands	Engage with national policy makers and consultations	13	LlyG policy consultation responses informed by members' responses to LlyG network communications ⁴ Attendance/membership of WG stakeholder groups	Action 8c Action 8e Action 8f	April 23rd 2013
	Brief members on outcomes of specific meetings & consultations	14	Reports on LlyG response to RDP 2014+ consultation/LlyG submissions to WG consultations/conversations on issues relevant to woodlands, communities and environmental governance posted on website. For each response a short invitation and invite to input views will be distributed to members via LlyG newsletter, website news posting and social media. It will include a contact email to send input, which will then be collected and included in response. This year, in order to encourage a greater number of quality responses, consultation questions will be presented as part of a conversation relevant to CWGs and their everyday businesses (this approach had proved successful when co-creating the LlyG Manifesto last year	Action 8c Action 8e Action 8f	Ongoing May 2013

³Using a (bat roost) counter

⁴Use of network to communicate relevance of consultations to members in inclusive/non-expert terms and encourage responses



			<p>Membership briefings on WSAP, Living Wales Reference Group, WEL</p> <p>Firewood survey – report published and briefings prepared in light of discussions with NRW and key stakeholders</p>		
	Brief/update members on the policy landscape and how it affects CWGs	15	<p>Simple update/timeline and comments on current policy landscape & how it affects CWGs</p> <p>Briefing notes on SS and Env Bill progress for members</p>	<p>Action 8c Action 8e Action 8f</p>	Ongoing –subject to WG timeline
	Formalise ways of working in partnership/co-production in order to deliver effective community development objectives, particularly in relation to the Welsh Government woodland estate.	16	<p>Reports of meetings with WG and NRW on co-production and opportunities for CWG engagement (including consultation with members on opportunities for co-production.)</p> <p>Report/map from continued discussions with CoedLleol, Tir Coed, on identifying common objectives and areas of collaboration</p> <p>Continued mapping of (1) organisational support to CWGs and (2) ways of working more closely - with Woodland Trust, Coed Cymru, FCW etc at Royal Welsh Show</p>	Action 8c	<p>Ongoing</p> <p>July 31st 2013</p>



FUNDING PERIOD 2 - 1st August – 30th November 2013

Outcome area	LlyG Activities	LlyG Outputs		Woodland for Wales Action Plan delivery	Completion Dates
NETWORKING among CWGs and other agencies is supported	Support and promote face to face networking & visits between CWGs	1	One local networking event hosted by members (<i>with support from LlyG network coordinator</i>)	Action 8f Action 8e	Nov 30 th 2013
	Support and promote online networking between CWGs and other agencies	2	Map of CWGs across Wales updated/improved and linked to LlyG members list online.	Action 8f Action 8d	Sept 30 th 2013 ££
	Learn lessons from other networks e.g. CWA Scotland & Coed Lleol	3	Short report for LlyG Board based on lessons learnt from other networks (<i>including strategy for running network with minimal funding/exit strategy</i>)	Action 8f	Nov 30 th 2013
RESOURCES to meet CWGs needs developed	Help CWGs receive advice from LlyG and other agencies to solve practical problems	4	LlyG maintains average enquiry response rate of 2 CWG enquiries a week (assuming demand).	Action 8f	Nov 30 th 2013
		5	Brief appraisal report based on phone survey of CWG enquiry response service in 2012/13	Action 8e Action 8f	Nov 30 th 2013
	Develop, publish and promote guidance & information for CWGs	6	Based on strategy for creating new materials agreed in period 1 (particularly involving members), minimum of 3 new resources for members created to fill gaps.	Action 8f Action 8d Action 8e	Nov 30 th 2013
		7	All LlyG online resource pages updated to ensure content is relevant & up-to-date for CWGs, agencies & woodland owners using the website	Action 8f	Nov 30 th 2013
		8	Average of one new CWG blog piece available on website or post every 6 weeks (<i>eg from enquiry follow up survey, members</i>)	Action 8f	Nov 30 th 2013



			<i>poll, Gathering)</i>		
	Find new sources of funding to develop resources for LlyG members	9	Potential funding opportunities researched and one small grant application to support LlyG work submitted to potential funding agencies	Action 8f	Oct 31 st 2013
PROFILE of CWs raised	Raise profile of CWs among general public and agencies at national events	10	Promote LlyG Manifesto throughout LlyG network and use manifesto to engage in any public debates with WG on the role of welsh woodland in community life (<i>if such a debate occurs –as in England</i>)	Action 8c	Nov 30 th 2013
Policy makers ENGAGED in dialogue on community woodlands	Engage with national policy makers and consultations	11	LlyG policy consultation responses informed by members' responses to LlyG network communications ⁵ Attendance/membership of WG stakeholder groups	Action 8c	Nov 30 th 2013
	Brief members on outcomes of specific meetings & consultations	12	Reports on LlyG response to RDP 2014+ consultation/LlyG submissions to WG consultations/conversations on issues relevant to woodlands, communities and environmental governance posted on website. Membership briefings on WSAP, Living Wales Reference Group, WEL Firewood survey – report published and briefings prepared in light of discussions with NRW and key stakeholders	Action 8c	Nov 30 th 2013
	Brief/update	13	Simple update/timeline and comments on current policy	Action 8c	Nov 30 th 2013

⁵Use of network to communicate relevance of consultations to members in inclusive/non-expert terms and encourage responses



	members on the policy landscape and how it affects CWGs		landscape & how it affects CWGs Briefing notes on SS and Env Bill progress		
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FUNDING PERIOD 3 - 1stDecember 2013 – 31st March 2014

Outcome area	LlyGActivities	LlyGOutputs		Woodland for Wales Action Plan delivery	Completion Dates
NETWORKING among CWGs and other agencies is supported	Support and promote face to face networking & visits between CWGs	1	One grassroots local event hosted by members (<i>with support from LlyG network coordinator</i>)	Action 8f Action 8e	March 31 st 2014
		2	National CWG Gathering and LlyG AGM	Action 8c,8d Action 8e, 8f	March 31 st 2014
	Support and promote online networking between CWGs and other agencies	3	Use of LlyG Facebook for networking between members increased from Jan. 2013 baseline of 3 to 9 unique users per month (<i>interactivity measured by number of unique users sharing stories about our page – includes ‘likes’, sharing posts, responding to events, tagging etc</i>) LlyG UK website visits increased from Jan.2013 baseline of 318 to 400 UK visits (<i>measured by Google analytics</i>) Number of CWG newsletter items /events /stories generated by members and non-members each month increases from Jan 2013 baseline of 8 to 10 items	Action 8f Action 8d Action 8e	March 31 st 2014
		4	Annual membership drive in conjunction with Gathering (<i>in addition to ongoing/continuous drive</i>)	Action 8f	March 31 st 2014



			increases membership by 10% ⁶ on 2013 baseline.		
RESOURCES to meet CWGs needs developed	Help CWGs receive advice from LlyG and other agencies to solve problems	5	LlyG maintains average enquiry response rate of 2 CWG enquiries a week (assuming demand).	Action 8f	March 31 st 2014
	Develop, publish and promote guidance & information for CWGs	6	Based on strategy for new materials agreed in period 1 (particularly involving members), minimum of 3 new resources for members created to fill gaps.	Action 8f Action 8d Action 8e	March 31 st 2014
		7	All LlyG online resource pages updated to ensure content is relevant & up-to-date for CWGs, agencies & woodland owners using the website	Action 8f	
		8	Average of one new CWG blog piece available on website or post every 6 weeks (e.g. from enquiry follow up survey, members poll, Gathering)	Action 8f	
		9	Brief note exploring the key legal and operational issues associated with transferring woodland management responsibilities to community groups and enterprises based on experience of members and landowners (from the Gathering, RWS, phone calls etc)	Action 8c	
	Find new sources of funding to support LlyG members	10	One grant proposal to support CWGs submitted to potential funding agencies (e.g a proposal to support emerging CWGs using evidence of demand from Zena's report & other sources)	Action 8f	March 31 st 2014

⁶10% increase on baseline of March 2013 – 128 members of which 44 are full members



PROFILE of CWs raised	Raise profile of CWs among general public and agencies	11	Short (members') promotional video clips about community woodlands in Wales posted on website	Action 8c	March 31 st 2014
		12	One article on CWs in Wales accepted by a woodland sector publication	Action 8c	March 31 st 2014
		13	Guidance for members interested in raising CW profile with local AMs provided on website (eg how to organise and host a visit and raise publicity).	Action 8c	March 31 st 2014
		14	Advice for CWGs on how to raise their profile locally available on website.	Action 8e	March 31 st 2014
Policy makers ENGAGED in dialogue on community involvement in woodlands	Engage with national policy makers and consultations	15	LlyG policy consultation responses informed by members' responses to LlyG network communications ⁷ Attendance/membership of WG stakeholder groups	Action 8c	March 31 st 2014
	Brief members on outcomes of specific meetings & consultations	16	Reports on LlyG response to RDP 2014+ consultation/LlyG submissions to WG consultations/conversations on issues relevant to woodlands, communities and environmental governance on website. Membership briefings on WSAP, Living Wales Reference Group, WEL Firewood survey – report published and briefings prepared in light of discussions with NRW and key stakeholders	Action 8c	March 31 st 2014
	Brief/update members on the	17	Simple update/timeline and comments on current policy landscape & how it affects CWGs	Action 8c	March 31 st 2014

⁷Use of network to communicate relevance of consultations to members in inclusive/non-expert terms and encourage responses



	policy landscape and how it affects CWGs		Briefing notes on SS and Env Bill progress		
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APPENDIX 2

LLAIS Y GOEDWIG – WHERE ARE WE NOW? (March 2013)

Network for CWGs and others

The network is now well established. The November 2012 Members poll provided useful feedback on members' experience of the network and its strong and weak points.

- Updates – a popular bi monthly newsletter that has developed this year (following feedback from members) from a Board update to a Community Woodland Newsletter with opportunities and updates from groups. By far the most popular resource – it engages the majority of members.
- Events – over 75% of the 35 members polled have attended a LlyG event to date. Valued by members with useful connections and guidance.
- Website – relatively limited use by members at present with feedback suggesting that further promotion of services available on the website/signposting is required.
- Query response service – has been developed and formalised this year – uptake has developed rapidly following members polls when the service was promoted.
- Social networking – limited use by members due to limited interest. Development work via Facebook, with potential for more based on members feedback.
- Recruitment – 126 members to date, 39 of which are full members. 26 of those joined in the last year, 5 of which are full members. A membership drive (through the Gathering, Wavehill contacts, FCW regional officers and landowner dialogue is underway).

In general what we learnt from the member's poll is that the network is valued and appreciated by groups. This feedback has now given us clear guidance for strategic development to shape the network to meet members' needs. By the end of March 2013 we hope to have made a start on this with the re-launch of the website.

Resources for CWGs and others

Substantial body of resources for members has now been created – including a set of Advisory Notes, Case Studies and briefing notes. Other resources for members include information from policy reports, news, events, opportunities postings via website and social media, as well as research work such as the firewood survey. General feedback from members indicates that these resources are useful, but better signposting to these are needed (via the resource series themselves, website, events etc).

Profile-raising of CWs

Major effort was made in 2012 at the Royal Welsh Show to raise awareness of CWGs – among the general public and other agencies –we learnt that we have a gap in some of our resources in terms of explaining clearly what CWGs are and guidance on how to nurture potential groups. This was complemented by awareness raising at policy dialogues (WSAP, WEL, Living Wales Reference Group).

Dialogue/policy engagement

Llais y Goedwig has been very active this year due to the changing policy landscape. LlyG has had a presence at the creation of NRW, SD and Environment Bills, WSAP, WEL and input into FCW RDP programmes. There has also been a renewed effort to report back to members on policy meetings.



CWGs & LLAIS Y GOEDWIG – FUTURE CHALLENGES (March 2013)

Network

The challenge is to building on the feedback from the members' poll to ensure LlyG is better meeting their needs e.g. more local events hosted by members, better signposting of resources, improved website, embedding a greater sense of ownership by network members by encouraging involvement in events and generating resources/content. The network needs to be embedded in the membership - a member owned network with local networks on the ground – making it stronger, more resilient and more sustainable.

Resources

The challenge is to continue to create a comprehensive, relevant set of resources linked to identified need - that help groups get established, solve their problems and sustain themselves as their group develops and its interests mature and change. Making the most of our limited resources, we need to identify the gaps in our resources, generate more content from a large pool of members and better signpost our resources – including re-vamping the website to signpost resources by themes of key interest to members. A key challenge is to do more for emerging groups.

Profile Raising

The challenge is to raise the profile of CWs among the wider public and other agencies – learning lessons from last year's RWS experience - at key events such as the RWS and the Gathering and to continue to raise the profile of CWs in policy arenas.

Policy Dialogue

There will be a lot of activity in the next 6 months finalising the RDP, Environment Bill, SD Bill and changes in the relationship between WG and the third sector.

The challenge is to work with WG and NGOs to ensure linkages/messages across developing Bills/strategies are coherent to CWGs and aid their development and contribution to civil society. Representation at WG and NRW levels will continue and future work with WG on co-production will move from 'awareness' to 'delivery partners.' In addition LlyG will try and ensure the implications and opportunities from the firewood survey report are also pursued.

STARTree project

Managing delivery of this major EU funded project alongside this joint LlyG/FCW programme



APPENDIX 3

Woodland for Wales Action Plan activities supported by Llais y Goedwig

8c) Explore the legal and operational issues associated with transferring woodland management responsibilities to community groups and enterprises. Formalise ways of working in partnership in order to deliver effective community development objectives, particularly in relation to the Welsh Government woodland estate.

8d) Develop, publish and promote guidance for woodland owners and organisations working with communities.

8e) Develop, publish and promote guidance and support for communities and other groups to help them establish beneficial links with woodlands and woodland owners.

8f) Help identify the best ways for communities to access funding and resources for woodland activities, providing support and promoting opportunities.