



# COMPACT PROOFING TOOLKIT

## Version One

## Introduction

The Compact Proofing Toolkit makes it easy to assess how you will be using the Compact in a practical way. The Compact principles have been condensed and arranged in tabled form. To assist you map your evidence of a Compact way of working, and to plan your partnership working and engagement activities.

This toolkit should be read in conjunction with Haringey's Compact 'Working BETTER together'. The information that you provide will help the Haringey Compact Implementation Group (HCIG - a multi agency steering group tasked with managing and overseeing the effective use of Haringey's Compact) to assess how well the Compact is working. To identify best practice, where we can improve the Compact, and to address any issues or challenges related to the use of the Compact.

The HCIG has developed this approach to support the effective use of the Compact and to raise understanding. It also reflects best practice and National Compact developments. This is a learning tool with the aim of making the Compact part of everyday business.

**Thank you for your commitment to the Compact and undertaking Compact Proofing. This is a new toolkit and we would welcome your feedback.**

**Andrew Law**  
**Chair, Haringey Compact Implementation Group**

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# How and when to use the Compact Proofing Toolkit

Compact Proofing should be used whenever you undertake the following:

- Setting up a new cross-sector partnership
- Engaging in wide communication, including consultation
- Developing, amending or reviewing an existing strategy, policy or project
- Changing your funding and/or procurement processes

**This is a self assessment toolkit developed to enhance and support your processes, by helping you to build in Compact good practice from the very start.**

The Compact Proofing Toolkit is divided into 2 sections:

## **Part 1: Compact Impact Assessment**

The Compact Impact Assessment is a way of assessing the effects and/or impact of a key policy, strategy, practice or existing service on their partners and stakeholders.

The Impact Assessment looks at:

- how partners have been involved
- how it has been communicated
- what difference it will make to partners and stakeholders
- how the Compact has been used and could be used in the future

It is recommended that this checklist is completed whenever a key strategy, policy or project is being developed, amended or reviewed, particularly where this will impact upon cross-sector relationships. The checklist should be considered both at the start and throughout the process.

The Compact Impact Assessment includes the following stages:

1. The overview of your process and minimising negative outcomes
2. Supporting the involvement of partners and stakeholders
3. Communication
4. Monitoring and Review of processes
5. Using Haringey's Compact 'Working BETTER Together'

*There is an additional short questionnaire which we ask public sector partners to complete on Page 11. The purpose is to collect data to measure the Local Area Agreement target 'to create an environment for a thriving third sector'. It is also useful in identifying your current partnerships and your relationship with the Voluntary, Community and Faith sector.*

## **Part 2: Compact proofing performance Checklists**

The checklists are a tool to assess the Compact specifically against principles contained within the Compact. It covers the core areas of the Compact and is divided into the different areas including:

- Partnership & Joint Working
- Communication
- Consultation
- Funding and Procurement
- Contract Management
- Volunteering
- Premises

### **You only need to complete the checklist that is relevant to your work.**

Please note that more than one checklist may be applicable.

There are guidance notes on how to complete the checklist on Page 13 and also with each individual checklist.

If you are uncertain about which areas are relevant please refer to Haringey's Compact 'Working BETTER Together' or contact a Compact Project Officer to assist you (contact details can be found at the back of the toolkit).

# Part 1: Compact Impact Assessment

## Your organisation

1. Please give details of your organisation and the policy or project you are assessing

	Details
Organisation	
Directorate/ Department or Project	
Policy or Project Title	
Objective or purpose of Policy/Project	
Lead Officers Name	
Designation	
Contact Number	
E-mail address	
Signature	
Date	

2. Is this (please tick one):

A new policy or project?

An amendment to an existing policy or project?

3. List any other policy/ practice/ strategies that may affect or which are relevant to this impact assessment (i.e. policies which have a direct impact on the work you are doing)?

4. What are the aims of the policy/ practice/ strategy?

5a. Do you expect a positive or negative impact of the policy/practice/strategy on the Voluntary and Community Sector and other partners?

5b. If you have identified a negative impact resulting from your work, what actions have been taken or will be taken to reduce the impact?

### **Partner & Stakeholder Involvement**

6. Which partners were involved in the following stages of the policy/ project development or review?

Planning & Design	
Notification of a proposed piece of work	
Consultation	

Steering/ Project Group	
Information Sharing	
Monitoring	
Review	
Evaluation	
All Stages	
Other (please specify)	

7. What process did you use to identify your partners and who to engage with?

8. Were there any partners not involved, that you feel should have been?  
(including under represented partners)

9. What actions will you take in order to respond to the identified gaps?

10. Have you identified any barriers that affected the involvement of partners?

11. What positive actions are you proposing to take in order to reduce or overcome the identified barriers?

12. If the barriers cannot be removed, what organisations or sectors will be most affected and what positive actions are you proposing to reduce the impact in the future?

13.a. Have you completed an Equalities Impact Assessment (please tick)

Yes

No

13.b If no, have you considered how the piece of work relates to equalities issues?

Yes

No

## **Communication**

14. Is a communications strategy in place, including provision for service users and the community?

Yes

No

Not applicable (please give reasons)

15. How will you/ did you communicate progress to the voluntary & community sector, other providers, staff and stakeholders?

16. What monitoring and review arrangements do you have in place?

17. How will partners and stakeholders be involved in your monitoring arrangements?

**Using Haringey's Compact – 'Working BETTER Together'**

18. Which of the key Compact principles have you applied to this process (please tick)?

Promoting partnerships	<input type="checkbox"/>
Improving Volunteering	<input type="checkbox"/>
Valuing the role of BME and Community Groups	<input type="checkbox"/>
Recognising the Role of Young People	<input type="checkbox"/>
Using Resources effectively <ul style="list-style-type: none"><li>• Funding &amp; procurement</li><li>• Premises</li></ul>	<input type="checkbox"/>
Improving Liaison <ul style="list-style-type: none"><li>• Information &amp; Communication</li><li>• Consultation</li></ul>	<input type="checkbox"/>

19. Were there any barriers or difficulties in applying the identified Compact principles? If so please specify?

20. How have you tried to overcome these barriers and difficulties?

21a. How has the Compact supported and benefited this process?

21b. Identify where the Compact was not useful to this process?

21c. What would make the Compact more useful to the process?

22. Please use the table below to give details of any actions needed, in the three areas listed, to ensure full use of the Compact.

Training	
Business Planning	
Briefings	

**Upon completion of this form, please record the date sent to:**

<b>Chair/ Chief Executive or relevant head of Department/Project</b>	Date sent:
<b>Chair, Haringey Compact Implementation Group</b>	Date sent:

## **Local Area Agreement Questionnaire (Public Sector partners only)**

The purpose of this questionnaire is to collect data to measure the Local Area Agreement target ‘to create an environment for a thriving third sector’. It is also useful in identifying your current partnerships and your relationship with the Voluntary, Community and Faith sector.

	<b>Yes/ No/ N/A</b>	<b>Amount? Or %</b>	<b>Number of years this has been provided</b>
<b>We provide Grant Aid to the Voluntary and Community Sector(VCS)</b>			
<b>We commission services from the VCS</b>			
<b>We commission services from Social Landlords</b>			
<b>We provide access to buildings to VCS management</b>			
<b>We offer direct support e.g. financial, legal, communications</b>			
<b>We provide liaison routes or access to decision makers</b>			
<b>We provide information and mailings about our services to the VCS</b>			
<b>We provide capacity building e.g. community development support</b>			
<b>We provide free/subsidised training for the VCS</b>			
<b>We provide targeted support to Minority</b>			

<b>groups</b>			
<b>We have a staff volunteering scheme</b>			
<b>The VCS are involved in the commissioning of our services</b>			
<b>We have signed the compact</b>			
<b>We have quality control mechanisms in place (monitoring and evaluation of funding)</b>			
<b>Any other support to the VCS (please specify)</b>			





## Part 2: Compact Proofing Performance Checklists

This section of the toolkit contains the following checklists:

- Partnership & Joint Working
- Volunteering
- Funding & Procurement Process
- Contract Management
- Premises – Managing Buildings & Leases
- Communication
- Consultation

Please note that more than one checklist may be applicable. Also, not every part of the checklist may be relevant to you. Use the checklists that are the most appropriate to your process.

Each checklist allows for you to score your processes against a simple key. Please be honest and score against the Indicators which are closest to your perception of your process, please provide evidence.

<b>KEY:</b>	 <b>Not in place</b> – State reasons why not, where applicable	 <b>Underway –</b> State projected timescale for completion	 <b>Achieved –</b> Fully meets Compact criteria	 <b>N/A</b>	<b>Not applicable</b>
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For further information please refer to the Compact or contact a Compact Project Officer

## Compact proofing: Performance Checklist **Partnership & Joint Working**

There are many different kinds of partnerships. Haringey's Compact sets out some general principles for joint working which will sit alongside and support your specific arrangements and support 'Working BETTER Together'

Use the Partnership & Joint Working checklist to strengthen the way your partnership works and to build a Compact way of working into future planning.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making Compact work better for you.

### **Haringey Compact reference**

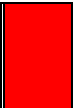



Please see Haringey Compact pages 8 - 10




### **Other relevant Performance Checklists**

N/A



## Compact proofing: Performance Checklist Partnership & Joint Working

<b>KEY:</b>		<b>Not in place</b> – State reasons why not, where applicable		<b>Underway</b> – State projected timescale for completion		<b>Achieved</b> – Fully meets Compact criteria		<b>N/A</b> Not applicable
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Indicator				<b>N/A</b>	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. Partnership representation is appropriate and inclusive						
2. Partners have the necessary authority within their organisation or department to be able to influence and contribute to decision making						
3. Partners report back to their organisation and relevant stakeholders						
4. Agreed actions include joint goals and objectives, and set outcomes and performance targets						
5. Joint working arrangements identify and reduce common barriers to effective partner engagement						
6. Partnerships have a clear remit, agreement and/or constitution with review and evaluation built in.						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
7. Partnerships are based on equality and mutual benefit						
8. Where possible partners have access to appropriate training to enable them to meaningfully engage						
9. Partnership agreements are supported by a code of conduct based on respect, responsibility and transparency						
10. Achievements of partnerships are promoted alongside the added value of joint working						
11. Best practice is shared amongst Haringey partnerships to enable more effective joint working practices to develop						
12. Partners inform each other of organisational development and give advance notice of policy development, changes or review						

## Compact proofing: Performance Checklist Volunteering

Volunteering is vital to all sectors from volunteer workers, advisers and trustees in the voluntary & community sector, to Counsellors, Community Police Officers and prison visitors in the public sector. High standards mean that volunteers will be treated fairly and their contribution to Haringey's Compact 'Working BETTER Together' recognised.

Use the Volunteering checklist to promote volunteering, improve support for volunteers and develop good practice.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making Compact work better for you.

### Haringey Compact reference

Please see Haringey Compact pages 11 - 13




### Other relevant Performance Checklists

N/A

## Compact proofing: Performance Checklist Volunteering

<b>KEY:</b>	<b>Not in place</b>	– State reasons why not, where applicable	<b>Underway</b>	– State projected timescale for completion	<b>Achieved</b>	– Fully meets Compact criteria	<b>N/A</b>	<b>Not applicable</b>
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Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. A Volunteering Policy outlining good practice has been/is being developed.						
2. The Volunteer Policy is included as part of staff recruitment/induction						
3. CRB checks are undertaken for all volunteers working with children and/or vulnerable adults						
4. Volunteer support is included in staff job descriptions and work programmes						
5. Systems are in place to accurately record and monitor volunteer contributions						
6. Volunteers are given reasonable reimbursement of expenses to include travel and refreshments						
7. Volunteering resources are identified within funding bids						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
8. Volunteering is actively promoted through a variety of channels						
9. Volunteer policies are flexible and allow for the innovative engagement of young people in volunteering						
10. Employee volunteering is recognised as a valued activity and supported						
11. All volunteers receive appropriate induction and regular supervision, and are given opportunities to attend training relevant to their role where appropriate						



## Compact proofing: Performance Checklist **Funding & Procurement Process**

Funding, whether through contracts or grant aid, is an important part of the relationship between the public and voluntary & community sectors. It is essential to Haringey's Compact 'Working BETTER Together' that funding relationships are managed in an open, transparent and supportive way.

Use the Funding & Procurement Process checklist to strengthen processes, and build more effective relationships.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making Compact work better for you.

### **Haringey Compact reference**

Please see Haringey Compact pages 20 - 28

### **Other relevant Performance Checklists**





You may find it useful to refer to the Contract Management Checklist

## Compact proofing: Performance Checklist Funding & Procurement Process

<b>KEY:</b>	<b>Not in place</b> – State reasons why not, where applicable	<b>Underway</b> – State projected timescale for completion	<b>Achieved</b> – Fully meets Compact criteria	<b>N/A</b> <b>Not applicable</b>
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Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. Programme design shows clear outcomes which focus on sustainability						
2. Funding & service provision is based on ongoing, independent assessment of community need						
3. Process is developed through a collaborative programme, engaging service users and key partners						
4. Process for monitoring and evaluation is based on outcomes not process						

5. Tender process minimises bureaucracy and is simplified and accessible, acknowledging the potential of the diverse VCS to deliver services						
<b>Indicator</b>				N/A	<b>What is the evidence of meeting this indicator?</b>	<b>Comments by Haringey Compact Implementation Group</b>
6. Acknowledge barriers faced by VCS in funding and procurement and to put in place processes/ actions that reduces the barriers as far as possible						
7. Consortia and networks of local suppliers are encouraged to facilitate joint tendering						
8. Processes contain clear provision for reviewing locally managed funding criteria and priorities, ensuring that disenfranchised groups are not disadvantaged by processes						
9. All processes are designed to be competitive, transparent and fair						

10. Processes allow for a minimum of 3 months notice of changes to agreed funding, unless there are breaches of terms & conditions						
11. Processes clearly acknowledges diversity of funding needs, and allows for provision such as start-up funding, core funding and capacity building						
<b>Indicator</b>				 N/A	<b>What is the evidence of meeting this indicator?</b>	<b>Comments by Haringey Compact Implementation Group</b>
12. Processes recommend 3 year funding, and specifies prompt payment in advance where this represents value for money						
13. Funding reflects the full cost of the service, including the legitimate proportion of overhead costs						
14. Where match funding is required, verifiable records of volunteering are submitted and accepted as of equal status to money						
15. Meaningful feedback is given to all providers following application						



## Compact proofing: Performance Checklist **Contract Management**

Funding, whether through contracts or grant aid, is an important part of the relationship between the Sectors. It is essential to 'Working BETTER Together' that funding relationships are managed in an open, transparent and supportive way.

Use the Contract Management checklist to strengthen processes, and build more effective relationships.

Send a copy of your completed checklist to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making the Compact work better for you.

### **Haringey Compact reference**

Please see Haringey Compact pages 20 - 28

### **Other relevant Performance Checklists**

You may find it useful to refer to the Funding & Procurement Checklist

## Compact proofing: Performance Checklist Contract Management

<b>KEY:</b>		<b>Not in place</b> – State reasons why not, where applicable		<b>Underway</b> – State projected timescale for completion		<b>Achieved</b> – Fully meets Compact criteria		<b>N/A</b> <b>Not applicable</b>
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Indicator					What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. All parties are involved in planning and negotiating contracts ahead of agreements being put in place						
2. Duration of funding arrangements are agreed ahead of time						
3. Clear outcomes and targets are set for all commissioned services						
4. Potential Service Providers are assessed against published pre-qualification and tender evaluation criteria						
5. All contract payments are made according to agreed payment schedule						
6. Contract payments are made to organisations ahead of expenditure, where appropriate						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
7. Funding reflects the full cost of the service, including the legitimate proportion of overhead costs (Full Cost Recovery)						
8. Risks are identified and it is agreed who will take responsibility for managing them						
9. Support mechanisms are in place for organisations who have funding problems or have funding withdrawn (Note a minimum 3 months notice for withdrawal of funding is required)						
10. A comprehensive explanation is given in advance to organisations where funding is to be withdrawn						
11. VCS organisations use forward planning to reduce any potential negative benefit of funding being withdrawn						
12. Monitoring & evaluation requirements are negotiated between funder and provider, focusing on outputs and outcomes.						
13. Allow for a variety of monitoring & evaluation methods						

## Compact proofing: Performance Checklist **Premises – Managing Buildings & Leases**

Premises are identified as a major priority in Haringey's Local Compact agreement, and maintaining buildings is an important step in improving the functionality and sustainability of community space.

Use the Premises – Managing Buildings & Leases checklist to increase understanding and improve relationships where premises are an issue.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making Compact work better for you.

### **Haringey Compact reference**

Please see Haringey Compact pages 29 - 31

### **Other relevant Performance Checklists**

N/A

## Compact proofing: Performance Checklist Premises – Managing Buildings & Leases

<b>KEY:</b>	<b>Not in place</b>	– State reasons why not, where applicable	<b>Underway</b>	– State projected timescale for completion	<b>Achieved</b>	– Fully meets Compact criteria	<b>N/A</b>	<b>Not applicable</b>
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Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. All parties have been involved in negotiating the terms of the lease ahead of the contract start date						
2. The duration of the lease has been agreed at the outset and gives clear guidelines for identifying risks and who is responsible for managing them						
3. Rent and review terms have been agreed at the outset by all partners involved						
4. There is a shared understanding of the terms of the lease particularly where there are specific responsibilities for managing the building, including sub-letting						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
<b>5.</b> Responsibility for the following is clearly defined and understood: <ul style="list-style-type: none"> <li>• Upkeep of the buildings</li> <li>• Health and safety issues</li> </ul> Ensuring necessary licences and inspections are in place						
<b>6.</b> There are adequate premises management skills in place, or if there is a need, appropriate training has been identified						
<b>7.</b> The lease holder is properly constituted and has sufficient knowledge of financial and legal obligations						
<b>8.</b> Maintenance is carried out in line with best assets management practice						
<b>9.</b> All buildings comply with DDA regulations and ensure best possible access for residents						
<b>10.</b> Organisations place information about premises for hire or rent on their websites and relevant printed material						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
11. Organisations consult and/or inform their stakeholders, as appropriate, on any changes to the use of community buildings						

## Compact proofing: Performance Checklist **Communication**

Effective communication is a vital element of 'Working BETTER Together' ensuring mutual understanding and helping services to better meet the needs of their service users.

Use the Communication checklist to strengthen the way you share information and build a Compact way of working into future planning.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making Compact work better for you.

### **Haringey Compact reference**

Please see Haringey Compact pages 32 - 35

### **Other relevant Performance Checklists**

N/A

## Compact proofing: Performance Checklist Communication

<b>KEY:</b>		<b>Not in place</b> – State reasons why not, where applicable		<b>Underway</b> – State projected timescale for completion		<b>Achieved</b> – Fully meets Compact criteria		<b>N/A</b> <b>Not applicable</b>
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Indicator					What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. Information is shared and co-ordinated using established networks and umbrella organisations to avoid duplication of knowledge base						
2. Relevant contact details are included with any communication						
3. Information is made available in a variety of formats, inc. Braille, Large print, Audiotape, and community languages. To include paper and electronic versions						
4. Consideration has been given to the target audience and their preferred format preference.						
5. Communication via e-mail includes summaries, but not large attachments						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
6. Information on key events, initiatives or developments are given in advance						
7. Key individuals are clearly identified who are reasonable for updating information regularly						
8. Written documents and information are assessed against plain English criteria						
9. Written documents avoid jargon, abbreviation and acronyms and, where this is not possible, a glossary of terms is included						
10. Where appropriate opportunity is given for feedback						
11. Feedback is addressed promptly, giving clear explanations where suggestions can or cannot be accommodated						
12. Communication and information sharing is evaluated and there are clear records of activity and engagement						

## Compact proofing: Performance Checklist **Consultation**

Effective consultation is a vital element of 'Working BETTER Together' ensuring mutual understanding and helping services to better meet the needs of their service users.

Use the Consultation checklist to strengthen the way you share information, gather feedback and build a Compact way of working into future planning.

Please send a copy of your completed checklist/s to the Haringey Compact Implementation Group who will use the information to promote areas of good practice and build a picture of where more support is needed, making the Compact work better for you.

### **Haringey Compact reference**

Please see Haringey Compact pages 35 - 37

### **Other relevant Performance Checklists**

You may find it useful to refer to the Communication Checklist when planning your consultation

## Compact proofing: Performance Checklist Consultation

<b>KEY:</b>	<b>Not in place</b> – State reasons why not, where applicable	<b>Underway</b> – State projected timescale for completion	<b>Achieved</b> – Fully meets Compact criteria	<b>N/A</b> <b>Not applicable</b>
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Indicator					What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
1. Stakeholders have been included in planning stages						
2. Partners received advance notice of the consultations including details of when, where and why it was taking place						
3. All partners have been consulted (min. 12 week consultation) and given adequate opportunity to review and discuss information						
4. Consultations have been co-ordinated with other stakeholders, forums and networks						
5. Common barriers that stop partners engaging in consultation have been recognised and strategies have been put in place to reduce them						
6. Information has been provided in a variety of formats						

Indicator				N/A	What is the evidence of meeting this indicator?	Comments by Haringey Compact Implementation Group
7. Additional information has been made available if requested during the consultation period						
8. The VCS has been supported to engage in consultation, where possible, contributing to related costs						
9. There has been engagement with second-tier VCS organisations who have resources to increase participation of under represented groups						
10. Organisation being consulted have been given adequate time to gather feedback from service users						
<p>11. A response to consultation has been published stating clearly who has been engaged and which organisations have consulted with their service users and given feedback</p> <p>12. There has been clear and timely reporting on consultation outcomes, including how decisions have been influenced (including decisions not to change processes)</p> <p>13. The consultation has been reviewed and good practice identified to be built into future engagement</p>						

## Compact proofing Glossary of terms

<b>Acronym</b>	A word formed from the initial letters or groups of letters of words in a set phrase or series of words
<b>Capacity Building</b>	Activities which raise the ability of an organisation to better deliver services or improve structure
<b>Consortia</b>	Groups of organisations who combine resources for a common aim
<b>Consultation</b>	The aim of consultation is to inform the planning of more effective policies and services by listening to, and acting on, the views and needs of service users and stakeholders
<b>Core Funding</b>	Funding for the main costs incurred in running an organisation or a service, including management, premises, administration, training, research and information technology
<b>CRB</b>	<b><i>Criminal Records Bureau</i></b>
<b>DDA</b>	The <b><i>Disability Discrimination Act</i></b> combats the discrimination of disabled people in the areas of employment, access to goods, facilities, services and education
<b>Evaluation</b>	A systematic collection of information used to reflect on how far an organisation or service is meeting its aims

<b>Full Cost Recovery</b>	Recovering the direct costs of a project or service plus a relevant proportion of all other costs i.e. premises, utilities, management, administration
<b>Jargon</b>	The specialised technical language of a particular subject, service or sector
<b>Match Funding</b>	A term used to express a grant of money that must be 'matched' along with another grant, or, where applicable, records of volunteering
<b>Monitoring</b>	Collecting factual information about an organisation or service whilst it is being delivered
<b>Objectives</b>	The practical steps taken to ensure an organisation or service meets its aims
<b>Outcomes</b>	The changes, benefits or learning achieved by an organisation or service
<b>Partnership</b>	A group who agree to work together for a common aim, sharing resources or responsibilities
<b>Second Tier VCS</b>	Umbrella organisations which support groups in the work they do by providing information, advice, training, partnership etc
<b>Service User</b>	An individual who uses or benefits from the services an organisation provides
<b>Stakeholder</b>	A person or group who has a vested interest in the work of an organisation or a particular service
<b>Sustainability</b>	The ability to continue services/benefits after major assistance ends
<b>Third Sector</b>	The voluntary & community sector including social enterprises
<b>VCS</b>	Voluntary & Community sector

## Contact Details

For further information regarding Haringey's Compact, or to contact the Haringey Compact Implementation Group (HCIG), please contact:

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