



PPF Manifesto Day

What our members told us
What we are going to do

March 2017



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An Easy Read version of this is available.

For members and management committee members, 2017-18 budgets are available which link with the PPF Plan

Introduction

Pembrokeshire People First (PPF) is a member-led organisation, and takes this responsibility seriously.

Our members are adults (16+) who self-define as having a learning disability and/or autism.

Every two years, we hold a Manifesto Day, asking our members what they want us to focus on in the coming two years. We then take all we can from this, and develop it into a Manifesto Action Plan which is actioned and monitored through the coming two years.

This year, in recognition that there are other drivers to PPF's strategy, namely:

- Budgetary considerations
- Funder required outcomes
- PPF's constituted aims
- Staff and management committee priorities, developed through "on the ground" expertise and observation
- External opportunities and challenges

We have sought to incorporate these, and develop the PPF Plan, which will act as a de facto business plan for 2017-19.

It should also be stressed that there are many other opportunities for members to lead PPF – advocacy partnerships are exactly that; PPF groups and drop-ins are owned and driven by members; our Management Committee and Trustee Board are majority member; and frequent evaluations and consultations are carried out. As such, this document is both a working document and a distillation of our members' priorities and aspirations.

Where we are now

Over the last 8 years, PPF has grown considerably, going from 3 part-time staff to 12 staff (representing f/t equivalent 8.5). Last year (2016-17) turnover was around £270,000. We rent two floors of a building in Merlin's Bridge; have over 300 members; and run groups catering for upwards of 70 people per week.

Our focus (as identified in the 2015-17 Manifesto) has been on:

- **Advocacy** – a 4-strong advocacy team delivering expert 1:1 advocacy to over 100 advocacy partners per year
- **Self-advocacy groups** – currently groups for women; men; work with parents with learning disabilities; a very popular drop-in; Young Tudor project for young people with autism; a gaming club; a small group in Ceredigion (our only out-of-county work currently); and a peer advocacy project for people with autism.
- **Training** – our Tudor project delivers living skills training, with a focus on developing independence, resilience, and moving towards volunteering/employment.
- **Campaigning** – with a themed Campaigns Group, run by members. The group has worked on Health in 2016-17 and is now focussing on Employment.
- **Working with others** – including delivering training and rendering documents accessible.
- A range of **projects** which by their nature are funding opportunistic – for example, a filming club and work around Hate Crime.

Our funding is, in the clear majority, from Grant Giving Trusts with a small (approx. 5%) element of earned income, some European Funding for our Living Skills project (approx. 10% total PPF income); and some one-off commissioned work from the statutory sector (again, currently under 5%). We are expert and creative in drawing down funding, and our funders are diverse. We are currently funded by:

- The Big Lottery (2 projects)
- Comic Relief
- BBC Children in Need
- Baily Thomas
- The Tudor Trust

- The Henry Smith Charity
- Porticus
- The Baring Foundation
- Awards For All
- Caring Communities (2 projects)
- People's Health Trust
- Active Inclusion (ESF)
- Lloyds Foundation

Our projections show that we are financially viable for the 2017-18 financial year.

We strive to be the recognised voice of people with learning disabilities and/or autism (PWLD/ASC) in Pembrokeshire, and are increasingly recognised as the “go to” organisation in our field.

Challenges in the near future

Although we are financially viable until March 2018, many of our major grants end within that time frame. The major challenge, therefore, is to replace these sources of income, with further grant funding and with commissioned income.

“Brexit” has also led to uncertainty, given that a portion of our income is ESF, as is continuing uncertainty about commissioning plans across our region, regional restructuring, and lack of core funding for PPF. The next 2 years will be primarily funding-focussed.

What we've done since the last manifesto (2015)

In our Manifesto Day, which was held on 23/2/17, we asked members to give us a "school report", summarising how we have done in the last 2 years.

Broadly our members were happy with what we had achieved but were clear that

- Our advocacy capacity was insufficient
- We did not run sufficient social activities as these were highly valued
- We did not work sufficiently in the North and South of Pembrokeshire
- We had not followed through on peer advocacy (although facilitators explained the difficulties of this)
- We did not employ members, or offer sufficient volunteering opportunities

These observations will be incorporated into the Plan below.

What our members asked for

There follows a slightly edited transcript of the Have Your Say Day on 23/2/17 which was attended by 55 members and involved a number of creative and accessible activities. The key points are incorporated into the Plan below.

One thing you like about PPF

- The people x 2
- What it enables members to do and the activities
- Comments around friendship and socialising and combatting isolation x 6
- the meetings (e.g. management committee)
- discussions had
- Games, Drama, group activities x 5
- Everything x 2
- Everyone is supportive
- How friendly everyone is
- Gaming Club and editing
- Everyone is treated equally
- Groups that have come down to The Avenue have been really good
- Friendly and welcoming – watched members grow in confidence
- The members!

One thing you'd change about PPF

- More activities x 4
- Have more time to do things
- More outings x 2
- More arts and crafts x 2
- Want to volunteer more
- More mixing with friends
- More money/funding x 3
- More info about PPF x 2
- More groups in south of county x 2
- More dancing
- More funding
- More money to look after our members and change opinions – we're important too!

Reactions to Statements (which were purposefully controversial)

PPF members does not let its members take control – Disagreed, PPF definitely does let us have our say

PPF doesn't spend money wisely – Disagreed, PPF spends money well

I feel I have a real say at PPF – Mix of opinions, I do feel I have a say, but would like more

PPF should do more – Mix of opinions, some thought PPF already do a lot, others gave some suggestions which have been incorporated below.

What members want PPF to do:

FOR MEMBERS

- More drama
- More on Facebook (e.g. more photos of events, info)
- Movie nights with popcorn and snacks
- More outings and trips
- More info about groups and activities x 2
- More film club work
- More volunteering
- Members have a diary with lots of pictures and a timetable to know where I need to be etc.
- Work with different organisations
- Counselling x 2
- A members group that is run by members for members to feedback to the management committee meetings
- Volunteering x 3
- More fundraising with PPF
- Art Club
- Let members know how they can get more involved

GROUPS and Drop-In (incorporating new ideas and social activities)

- Needle work skills x 2
- Evening groups x 3
- Practical 1:1 support
- Encouraging other friends to come
- Getting more staff involved
- Once a month, discos, games, karaoke, guest speaker, trips
- Men and women's groups – jewellery making, signing, films, arts, and crafts, having a big performance to work towards, pantomime at Christmas
- Members group – open to all members, discuss wants/needs/issues, take findings to management committee,
- PPF Healthy living group
- PPF Parenting group
- Info from PPF to Tenby Avenue
- Art group – engaging people without verbal skills x 2
- Group for people to get together and mingle
- Keep fit – cycling, walking, exercise, gym, swimming
- Rambling – outdoor activities
- Fun day – picnic, bowling, cricket, Heatherton
- Day trips – beach party, BBQ, Folly Farm, Oakwood
- Social gatherings – party, talent show, performing, discos, bingo, karaoke, quizzes
- PPF charity gigs
- PPF Beach clean
- Learning to drive
- Learning to read
- Relaxation day – spa/massage day
- Have drop-in two days a week
- Members able to volunteer at drop-in
- More arts and crafts
- Five a side football
- More jigsaw puzzles
- More games at drop-in; e.g. darts, boccia, etc.
- More dance classes
- More training – e.g. first aid, signing
- More HEALTHY baking
- Have drop-in twice a week and in different locations

ADVOCACY

- Tenby – take advocacy to further locations e.g. The Avenue in Tenby x 2
- I like that advocates can visit me at home
- Stronger advocacy – another advocate to take the stress load off (said by majority)
- Advocacy is the core of PPF
- Advocacy hubs in different areas of the county – part time or full time
- Advocate based in the north
- Could we get funding to develop advocacy team/promote in other areas – to reach isolated individuals
- More advocates available for short-term support
- PPF advocates are good!
- We are accessible
- Advocacy clinic at drop-in
- Six-month trial to promote/provide advocacy based in Newport?
- Members to be involved in advocacy training – talk about their journeys and what helped them along the way
- Concerned that people won't use peer advocacy in a formal manner, BUT peer advocacy is strong within the groups. (3 comments promoting peer advocacy)
- Advocacy team to work more closely with social services – mutual benefit
- Funding to help provide advocacy further out in the county
- Better partnerships with mental health advocacy providers
- Support with filling out forms x 2
- Helping people with every day stuff

CAMPAIGNING

Suggested issues include:

- Benefits
- Work on how PPF is run/spends its money
- Transport x 2
- Easy read
- Working with local AMs and MPs
- Direct payments.
- Employment and volunteering
- Raising awareness of different disabilities x 2

TRAINING

- Computer repair training
- Keyboard/computer skills training
- Budget training
- Social skills training
- To train a pet
- Craft training
- Training on how to look after babies and children
- Employability skills
- First aid
- Sports
- Wood work
- Sign language training
- Road Safety
- Fire Training
- Deliver more LD awareness training to other agencies (e.g. doctors, council, schools, hospitals)
- I would like to teach other groups about what it's like living with a LD and autism
- Help with reading and writing
- Social media training (using and safety)
- Stranger Danger
- Story writing
- Music
- More life skills
- Training on banking, socialising, communication

WITH OTHER PEOPLE

People our members asked us to work with included:

- Diverse Cymru – Direct payments
- Frame
- Shaw Trust/Job Centre
- Careers Wales – workshops
- Citizen’s Advice
- Team build with PPF and other organisations; e.g. Clynfyw
- PPF visit other organisations – recruit new people
- PPF and CPF working together
- Support agencies – PAVS, CAB, Diverse Cymru, Careers Wales
- Other LD group visits – e.g. Frame, Clynfyw

MOST POPULAR IDEAS AND NO. OF VOTES FOR “MOST IMPORTANT TO YOU”

- Entertainment/socialising
- Stronger links to support groups
- First Aid training
- New members group
- PPF healthy living group
- Creative opportunities
- More volunteering/training
- Satellite advocate in north and south
- Advocacy training (members getting involved)
- More drop-ins around county
- Letting members know how they can get more involved

Finally, we asked:

Something you could offer PPF:

- Volunteer
- Help with gaming/computer stuff
- Organising entertainment
- Teach guitar
- Teach chess at chess club
- Carry on doing my job to the best of my ability
- Keep groups going
- Be part of a healthy living group
- Get to volunteering on time
- Make a sports club
- Play more games and cooking
- Continue to provide advocacy
- Listen to everyone's voices
- Help people with their signing
- Be on time for volunteering
- Offer volunteering services
- Organise a social event
- Keep pushing ideas in management committee
- Carry on regardless
- Do more filming

Conclusion to member input

We are incredibly grateful to our members for their ideas and commitment. Although we can't do everything, we have tried to include as much as possible within the PPF Plan, with the provisos of other responsibilities outlined below.

The mood was very much around working in other areas of our remote rural community, as well as providing more activities which will combat social isolation. This fits in with the Pembrokeshire Learning Disability Strategic Plan (currently in draft).

Advocacy was also clearly seen as key to PPF, and we have an absolute mandate to continue and expand this.

The Day reinforced our mandate to work within the 4 key areas of advocacy, training, self-advocacy groups, and Campaigning. The

challenge now is to ensure these continue – and expand in the currently difficult climate.

NB ideas for specific activities are not necessarily included in the PPF Plan but will be fed to groups facilitators.

Other plans, targets, and responsibilities

Budgetary considerations

We make it clear to our members that we can't do everything! Our priorities must be to maintain current projects and staffing levels.

Funder required outcomes

All our funders specify their own outcomes dependent on the projects/activities they are funding, which include the number of people with whom we work, the activities undertaken, and the outcomes for participants.

PPF's constituted aims

PPF's constitution specifies work with PWLD/ASC, with a clear focus on advocacy, education (learning and training) and advice. We could not, for example, focus on social activities without a clear learning benefit.

Staff priorities

In consultation with staff, the Chief Officer has developed a series of priorities for 2017 – a mixture of organisational and developmental - as follows:

- Funding for existing staff roles
- Keep the ship afloat during staff absences
- Measure and broadcast our impact
- Earned income and commissioning
- Develop partnership working and collaborations
- Embed appraisals
- Embed policies and develop universal code of conduct
- Systems – IT; marketing; database; referrals; risk assessments
- “Moving On” as core of our Tudor project offer and bigger

- More work and development of reputation/ specialism (high functioning) autism
- Embed evaluation and monitoring, particularly regarding advocacy
- Develop volunteering structures
- Diversification, including geographic
- More effective marketing – including website

External opportunities and challenges

PPF has a positive and successful relationship with statutory services, is represented on the West Wales Regional Partnership Board, The Pembrokeshire Learning Disability Partnership Board, the Adult Services ASC Stakeholder Group, Hywel Dda Access Group, the Pembrokeshire Access Group, the Transport Access Group, Easy Read sub-group, and Pembrokeshire Voices for Equality, to name but a few.

However, representation is time-consuming and not remunerated, and although partnership working with the statutory sector is welcomed and essential, the plan for the coming 2 years needs to recognise this.

Additionally, of course, external issues such as cuts in the Social Care budget; local authority reorganisation (internal and cross-border); and commissioning restructuring produce both opportunities and challenges over which PPF has no power.

The Pembrokeshire Learning Disability Strategy

We are committed to working with Pembrokeshire County Council and Hywel Dda Health Board to deliver this, within the limits of our capacity. The PPF Manifesto echoes some of the Strategy's key themes of:

- **Communication and information**
- Where we live
- Social care
- Health Care
- Big Changes in Life
- Support for Carers
- **Friends and Leisure**
- **Learning new skills and getting work**
- **Transport**
- Direct Payments

With a focus on those highlighted in **red**.

A final note

We cannot do everything! One of the key challenges for the PPF staff team is explaining this to members – we often feel a victim of our own success.

What we'll do for the next 2 years ([The PPF Plan](#))

Overarching themes for PPF for 2017-19 are

- Resilience
- Living life fully
- Wellbeing
- Prevention
- Mental health
- Health
- Relationships

The PPF Plan 2017-19

Target and outline action needed

Secure funding for existing staff roles and projects

Chief Officer to prioritise funding bids as per PPF Funding Plan

Measure and broadcast our impact

Chief Officer working with WCVA Better Bids offering to develop strategic planning and social impact measurement

Develop earned income and commissioning

Sustainable Funding Officer post created

Develop partnership working and collaborations

Chief Officer to develop, including partnership working with AWW and Eiriol, and other People First groups via AWPF Development Worker

Embed systems and procedures including appraisals, policies, IT, database, referrals; risk assessments

Chief Officer responsibility

Develop universal code of conduct (for staff, volunteers, members)

Chief Officer responsibility

Develop Tudor project offer, working more closely with local authority

Focus on Moving On offering; continued work with Director of Social Services

Development of specialism in (high functioning) autism

Funding bids to focus; needs strategic planning. Advocacy, in particular, will be more focused on specialisms.

Develop PPF's offering within the Preventative Agenda.

All PPF strategic development will be framed within this agenda.

Embed evaluation and monitoring, particularly regarding advocacy

Advocacy Manager responsibility

Develop volunteering structures

Volunteer Coordinator to develop 1:1 supervision, enact Volunteer agreements etc.

Take advantage of opportunities for diversification, including geographic

Chief Officer to develop "vision" of where PPF is and where it can be (also links in with increased specialisms, above)

More effective marketing – including website

Ongoing responsibility for Projects Manager and Chief officer. Attempt to secure funding.

Facilitate members to develop social aspect of PPF

Sustainability Officer to develop (see Members' Group below)

Stronger links to other groups

Ongoing

Offer First Aid training for members

Projects Manager to action

Develop new member-led members group

Sustainability Officer to develop, at drop-in

Develop PPF healthy living group

Secure funding

Create more creative opportunities

Project Leads to investigate

IT training at Tudor project

Secure funding

Develop opportunities for members to volunteer

Currently Volunteering in Wales bid “in” to develop this area

Develop advocacy, drop-in and group work in north and south of county

Secure funding (Big Lottery?)

Members getting involved in Advocacy training

Advocacy manager responsibility

Improve member communication, including letting members know how they can get more involved

Staff team needs to develop

Work towards employing members

Ongoing

Provide more counselling for members

Secure funding

Develop an Art Club

Secure funding

Promote peer advocacy within group settings

Particular focus on Don't Leave Me Out group, but all project leads to develop befriending/support from member to member

More partnership working

Chief Officer in discussions with Dewis, Eiriol, AWW and AWWPF

Develop an advocacy clinic/work on everyday problems like form-filling

Secure funding

Develop PPF training to other organisations

Sustainability Officer responsibility

Improved Communication

All staff to develop their Easy Read and accessible communication skills

Working with the Local Authority and Health Board on the Pembrokeshire LD Strategy

Develop joint working/ PPF offers in line with priorities

Increased activities at drop-in and groups as per member ideas

Project Leads to focus on member ideas set out in manifesto, within capacity/budgetary limitations

It should be stressed that there will be other opportunistic and practical targets that arise throughout the life of this Plan.

It should also be stressed that this is not a full Business Plan and will be fleshed out in Team Meetings and at the PPF Management Committee.

- **And a little wish list**

Areas that PPF remains opportunistically open to working in, within our work for PWLD/ASC, other areas including:

- Domestic abuse
- Hate crime
- End of Life
- LGBT
- Sexual health
- Bereavement
- Ageing

These are all funding-dependent, but fit clearly in with our themes, and the priorities of both staff and members.

- **How we'll do it**

We will present this plan to our Management Committee and staff team. The staff team will develop an Action Plan.

We will also organise a members' meeting to go through our plans.

- **How we'll review it**

On an operational level, the Chef Officer, Projects Manager, and advocacy manager will be responsible for delivering the Action Plan arising out of this document.

We will present updates to the PPF Management Committee, and to the Staff Team (at Team days) 6-monthly.