

Community Focus Team at North West Leicestershire District Council – Updated November 2024

The Community Focus team works with parish and town councils, the voluntary and community sector, external partners and other district council services to build resilience and improve communities and services in North West Leicestershire. We offer support, advice and help to solve local problems by working with other district council teams and services in partnership with residents, groups and other service providers, such as Leicestershire County Council, Voluntary Action Leicestershire, Leicestershire and Rutland Association of Local Councils, RCC (Leicestershire and Rutland), and the National Forest Company, to name a few.

Objectives/aims

- The main point of contact with NWL town and parish councils, including regular engagement through a quarterly parish liaison meeting and monthly newsletters
- In partnership with food banks, emergency food providers across the district, and other stakeholders, delivery of the NWL Food Poverty Action Plan
- Build and support community resilience across the district, including weather resilience, training to strengthen parish and town councils and voluntary/community groups
- Administer and co-ordinate the ongoing district Small Grant, Zero Carbon Grant and Green Shoots, one-off grants such as the UK SPF Community Grant and Mental Health Community Grant and wider Council grants with Citizen Advice and Age UK Befriending Service
- Coordinate and deliver the Free Tree Scheme in partnership with the National Forest Company

As a team we will also consider support in:

- Supporting departments with engagement and consultation on various projects across the district
- Project managing additional grants (recently with Health and Wellbeing Mental Health Grants, LYN grant and UKSPF)

The Team

Emma Trahearn, Community Focus Team

Leader – districtwide

01530 454 567

emma.trahearn@nwleicestershire.gov.uk

Catherine Ridgway, Community Focus Officer

01530 454 740

catherine.ridgway@nwleicestershire.gov.uk

Gillian Squires, Community Focus Officer

01530 454 771

gillian.squires@nwleicestershire.gov.uk

VACANT POST BEING RECRUITED FOR, Community Focus Support Officer – district

wide (part time)

01530 454 541

TBC@nwleicestershire.gov.uk

Helen Crouch, Food Poverty Officer – districtwide

01530 454 641

helen.crouch@nwleicestershire.gov.uk

Molly Neeson, Communities Administration Support Officer. Supports three teams:

Community Focus, Community Safety and wider Leisure Services

01530 454 627

molly.neeson@nwleicestershire.gov.uk

The areas/parishes the Community Focus Officers cover.

Appleby Magna Parish Council	Cat Ridgway
Ashby de la Zouch Town Council	Catherine.ridgway@nwleicestershire.gov.uk
Ashby Woulds Town Council	01530 454 740
Chilcote Parish Meeting	
Ellistown & Battleflat Parish Council	
Heather Parish Council	
Ibstock Parish Council	
Measham Parish Council	
Normanton le Heath Parish Meeting	
Oakthorpe Donisthorpe Acresford Parish Council	
Packington Parish Council	
Ravenstone with Snibston Parish Council	
Snarestone Parish Council	
Stretton en le Field Parish Meeting	
Sweepstone Parish Council	

Belton Parish Council	Gillian Squires
Breedon Parish Council	Gillian.squires@nwleicestershire.gov.uk
Castle Donington Parish Council	01530 454 771
Charley Parish Council	
Coleorton Parish Council	
Hugglescote & Donington le Heath Parish Council	
Isley cum Langley Parish Meeting	
Kegworth Parish Council	
Lockington cum Hemington Parish Council	
Long Whatton & Diseworth Parish Council	
Osgathorpe Parish Council	
Staunton Harold Parish Meeting	
Swannington Parish Council	
Whitwick Parish Council	
Worthington Parish Council	

To note

Any projects, events or work within the unparished areas (Coalville, Thringstone, Greenhill, Agar Nook, Bardon) needs to be discussed with Emma Trahearn

emma.trahearn@nwleicestershire.gov.uk 01530 454 567.

Area: Supports internal Community Focus, Community Safety and wider Leisure Services

Officer: Molly Neeson - Communities Administration Support Officer

Contact: molly.neeson@nwleicestershire.gov.uk 01530 454 627

Community Focus	Supports with coordination of team meetings, partnership meetings and wider engagement events Minutes meetings Financial administration support – raising purchase orders, chasing invoices, BACS orders, setting new users to the system, updating budget spreadsheet. Administration support on project work. Monitoring general inbox
Community Safety	Supports with coordination of team meetings, partnership meetings and wider engagement events Minutes meetings Financial administration support – raising purchase orders, chasing invoices, BACS orders, setting new users to the system, updating budget spreadsheet. Administration support on project work. Monitoring general inboxes
Health and Wellbeing	Supports with partnership meetings and wider engagement events Minutes meetings
Leisure Services	Financial administration support – raising purchase orders, chasing invoices, BACS orders.

Area: Districtwide		
Officer: VACANT POST BEING RECRUITED FOR - Community Focus Support Officer		
Contact: TBC@nwleciestershire.gov.uk 01530 454 541		
Note this post is part time		
Grants	Small Grant	Supports projects that have a positive community impact
	Zero Grants	Environmental projects
	Green Shoots Scheme	Provide bulbs to parishes and community groups to brighten the local area
Partnership work	Free Tree Scheme	Working with the National Forest to provide free trees to NWL residents to expand the forest.
	Love Your Neighbourhood Grant	Working with Community Focus Officer and Environmental Protection Team to support the delivery of a grant to the communities in NWL, there is a focus on the environment.
General support	Engagement and support	Providing advice and information to support projects; increase their offer and look at other grant opportunities, training opportunities.

The Community Focus Support Officer has previously support with other grants to listed below. Most recently is the UKSPF Community Grant. The additional hours have been funded through the project.

Additional one-off grants	UK Shared Prosperity Fund Community	UKSPF Community Grant – to be delivered in 2023, 2024 and 2025
	Mental Health Community Grant	MHCG – delivered in 2024
	King’s Coronation Grant	KCG – delivered in 2023
	Grant Queen’s Platinum Jubilee	QPJ - delivered in 2022

Area: Districtwide

Officer: Food Poverty Officer, Helen Crouch

Contact: Helen.crouch@nwleciestershire.gov.uk 01530 454 641

Note Helen now only works 11 hours a week with NWLDC to complete projects; there is a legacy/sustainability to some elements of her work, finalise reports and update information sheets.

Aim: Address food poverty in a strategic and sustainable way with NWL

Objectives

- Tackle underlying food poverty in NWL
- Commit to measure levels of food poverty so we know if we are being effective
- To build on existing relationships with partner agencies
- Accessible for crisis/emergency (if prevention is not enough)

Tackle underlying food poverty in NWL

- Supporting the development of new community-based food initiatives and connecting with existing food provisions
- Develop pathways of support
- Education and engagement

Commit to measure levels of food poverty so we know if we are being effective

- See a reduction in reliance on food banks within 2 years

To build on existing relationships with partner agencies

- Support food waste initiatives by promoting food waste reduction projects
- Integrate relevant projects from LCC Public Health through the Health and Wellbeing Partnerships into the food banks
- Understand bordering food provisions across the district
- Strengthen communication across the districts between partners, users, and food provisions
- Engage with LCC food poverty agenda

Accessible for crisis/emergency (if prevention is not enough)

- Develop a more coordinated & easier referral process
- Work closely with the district's existing food banks and food providers to strengthen their governance and systems by reviewing processes and understand any problems