

Committee on Community Activities

Annual Report to Council 2005-06

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Community Relations Strategic Review 2005-06

The Committee on Community Activities initiates, supports and fosters mutually beneficial voluntary partnerships between the University and the community. Such partnerships are charitable, educational and voluntary activities, which use the University's resources (intellectual and other) to benefit a local, national or international community of interest.

Illustrative examples of community engagement by the University, Colleges and our staff and students include: a College lending its sports pitch to a community sports club; a group of students providing a befriending service for older people; a member of staff sitting on a national flood defence committee; a group of management students writing a business plan for a community organisation; an academic giving a lecture to a school class as part of the Cambridge Science Festival; students fundraising for schools in Kenya; or school pupils coming into the Engineering Department to build a model rocket launch pad.

The Committee on Community Activities focuses its support in particular on educational activities which harness the University's unique intellectual resources and which are therefore of the most benefit to the community and to the University itself, with particular regard to communities which might not otherwise have access to such resources.

The University's Committee on Community Activities co-ordinates this area of work, with the support of the Office of Community Affairs, and aims to:

1. Support departments, colleges, museums, and student societies to run their community and outreach activities effectively, e.g. through the allocation of grants from the Active Community Fund, through training and capacity building;
2. Promote, monitor and report on University community activity, and work with other universities to evaluate community activity;
3. Work with external community partners to initiate and support mutually beneficial University-community initiatives;
4. Raise the profile of community engagement across the University and secure for it the most favourable environment possible.

Progress against last year's objectives, and operational objectives for 2006-08, are described in the body of this report.

Progress against objectives in 2005-06

1 Consultation with stakeholder groups and decision making from a broad base

1.1 Objective: To continue to provide subsidised places on the Certificate in Working with Voluntary Organisations for University of Cambridge staff and students running community and outreach projects.

The Committee on Community Activities has provided subsidised places on the Institute of Continuing Education's Certificate in Working with Voluntary Organisations in 2005-06 for several staff and students involved in the management of outreach activities, to provide them with skills such as fundraising, management, marketing, budgeting and volunteer recruitment.

1.2 Objective: To provide training for the staff and volunteers of University outreach projects, where the training need cannot be met by the Certificate in Working with Voluntary Organisations.

We have been working with the Personnel Division on plans to offer child protection training and with CUSU on a proposal to provide training to committee members of student societies. The Societies Syndicate has agreed to fund the initiative and we will be helping CUSU to set up and deliver this scheme. The training will be open to all societies including those working with the community.

1.3 Objective: To consult student societies on whether it would be useful to set up a network for student groups running community activities.

CUSU has plans to support all societies through a societies network, and it is felt that a specific network for students running outreach activities is not necessary. Student participation in the 'Working with Schools' network has increased, and Community Affairs continues to undertake extensive one-to-one work with student groups, e.g. Students in Free Enterprise, Cambridge University Entrepreneurs, Cambridge University International Development Society, Cambridge University Southern Africa Fund for Education.

1.4 Objective: To continue to support the Personnel Division in implementing a work placement scheme for excluded individuals by 2006.

Community Affairs is working with the Personnel Division to undertake the preliminary research for this scheme, which will include identifying local agencies placing such individuals into work, and investigating the health and safety and insurance implications of such placements.

1.5 Objective: To continue to support the Finance Division in introducing payroll giving for University staff by 2006.

Following a request from the Committee on Community Activities, the Finance Division has agreed to include a payroll giving facility in the new payroll system (CHRIS).

1.6 Objective: To market the Community Giveaway Board more effectively to increase usage by University and not-for-profit groups.

Usage of the Board - www.giveaway.group.cam.ac.uk/ - still remains disappointingly low and more publicity is planned for 2006-07. It is hoped that the introduction of more stringent legislation on the disposal of goods will encourage more Colleges and Departments to use the Board.

1.7 Objective: To continue to work with voluntary and community organisations to set up mutually beneficial partnerships with the University.

Work this year to facilitate interactions with the voluntary & community sector has included:

- facilitating the donation of used items through the Community Giveaway Board;
- helping organisations to recruit volunteers from the University, e.g. Business Action on Homelessness, Bridges to Belarus, Cambridge Regrets, Harambee;
- supporting the ‘Skillshare’ project which informs staff and graduates about local volunteering opportunities;
- making grants from the Active Community Fund (see below);
- setting up links between University and College outreach initiatives and community organisations, e.g. a tour of community centres for University staff, a ‘speed networking’ event for City Council and University staff, a meeting with Cancer Research UK about their new schools education programme.

1.8 Objective: To look for opportunities where the objectives of the Committee on Community Activities match the objectives of central University offices, to set up initiatives of mutual benefit.

The Committee on Community Activities continues to work with University offices to promote community engagement, volunteering and outreach. For example, the Committee has worked closely with Staff Development this year which has information about volunteering on its website, is promoting the ‘Skillshare’ volunteering project to participants on certain courses, and is looking at the possibility of ‘community team challenges’ for members of staff. The Committee on Community Activities also assisted the Council for Lifelong Learning with its new strategy.

2 Focusing our community effort in key areas

2.1 Objective: To allocate grants from the Active Community Fund until Easter 2006, and to maintain the balance of social outreach, social consultancy and educational outreach projects, as well as continuing to evaluate funded projects.

In 2005-06, the Active Community Fund continued to support voluntary and community organisations who wanted to use Cambridge University students and staff as volunteers. In the first 4 years of the Active Community Fund, the Committee on Community Activities has:

- made 164 grants;
- supported 96 organisations, who used our grants to reach over 70,000 individuals;

- involved over 7,000 volunteers from the University.

We maintained the intended balance between social outreach (36% of grants), social consultancy and educational outreach projects (64%). The aim was to allocate over 50% of grants to social consultancy and educational outreach projects.

About 45% of grants go to voluntary and community organisations based outside of the University. The rest goes to student societies, museums, Departments, Colleges and other community projects based in the University. We have funded local, national and international community projects. All of the projects we fund involve volunteers from the University in their activities.

In 2005-06, the Committee has supported Departments, Colleges and Student Societies in their community endeavours, and external voluntary organisations to use volunteers from the University. Initiatives supported this year include a new student society to look after one of the city's nature reserves (the Cambridge Student Green Belt Society), continuing support for the Community Sport Project based at Fenner's, and funding for the Cambridge Museum of Technology. A full list of grants made from the Active Community Fund is in Appendix 1.

This year, we received a third tranche of funding from HEFCE's Higher Education Active Community Fund (now part of the Teaching Quality Enhancement Fund), which will run until July 2008.

2.2 Objective: To meet the targets set by the Higher Educational Funding Council for England for the use of the Higher Education Active Community Fund grant.

Under the terms of our HEFCE 'Active Community Fund' funding, we were required to create 185 new 'volunteering opportunities', and maintain 47 existing 'volunteering opportunities'. We created 295 new opportunities and maintained 306 existing opportunities.

2.3 Objective: To run an event in 2006 to showcase the organisations funded by the Active Community Fund, to celebrate the efforts of the volunteers and to give University and community representatives an opportunity to network.

We ran a combined event with the Offices of Communications and Publications in summer 2006. The event was attended by nearly 400 people and was an excellent opportunity for community groups, local statutory agencies, University and College representatives and journalists to mix.

2.4 Objective: To work across Departments and Colleges to support students and staff who want to implement community links, and to focus particularly on collaborative projects between different University units and on areas where the University can add value and has traditionally been under-involved.

Diverse work was undertaken in 2005-06 to support students and staff to implement community links, through training, information, networking and funding. A sample of the bodies supported includes:

- Humanitarian Centre
- Roots and Shoots

- Kettle's Yard
- RAG
- Student Community Action
- Leap Local
- Nanoscience Centre
- Faculty of Music
- Student Action for Refugees.

The Committee continues to oversee the 'Bridge the Gap' sponsored charity walk which welcomed 1,400 walkers into the grounds of eight Colleges and the Museum of Zoology in 2006, and raised over £30,000 for charity.

2.5 Objective: To fund Student Community Action to complete Criminal Record Checks for student and staff volunteers in 2005-06.

Student Community Action was funded in 2005-06 to criminal record check any staff member or student who wanted to volunteer for a community project. In this period, they undertook 600 checks. Where volunteers are coming into regular contact with children and vulnerable people, it is essential that they have a criminal record check. We have been working closely with the Personnel Division and the Education Section in this period on a University-wide child and vulnerable adult protection policy.

2.6 Objective: To work with Departments to increase the number of student placements and projects in not-for-profit organisations, whether formally part of Tripos or connected to skills gained through Tripos.

In 2005-06, we continued to facilitate student placements and projects with not-for-profit organisations and supported several projects in which students used skills from their course in the community, for example, Architecture sans Frontieres and Engineers without Borders. Architecture sans Frontieres, for example, undertook a project with the Mayfield Primary School in Cambridge to consult pupils, parents and teachers on designs for a new play area at the School.

2.7 Objective: To ensure a high profile for and good signposting of volunteering and community activities on the University website and in University publications, and to ensure that any information on such activities is relevant and up to date.

In 2005-06, we continued to audit the profile of volunteering and outreach in University publications and online, and to submit new content where appropriate. For example, we built links with the post-doctoral network PDOC which will now promote volunteering to their members.

2.8 Objective: To maintain and develop the 'Cambridge for All' electronic forum, for staff and students running outreach and access projects.

Membership of the 'Cambridge for All' community continues to grow and the forum is used to share information and best practice between staff and students working on outreach projects.

2.9 Objective: To continue to support the 'Working with Schools' group, chaired by Dr Pretty, which supports University projects working with primary and secondary schools.

The Office of Community Affairs continues to provide the secretariat for this working group, which reports to the Council for Lifelong Learning. 'Working with Schools' now has nearly 70 active members – all University and College representatives actively engaging with primary and/or secondary schools.

3 Measurement and reporting

3.1 Objective: To undertake a Community Engagement Survey in 2005-06, disseminating the results across the University and beyond.

This year, the Committee on Community Activities combined forces with the Outreach Steering Group to launch the 'Community, Outreach and Widening Participation Survey' in Spring 2006. The response rate was extremely high and the figures will be released in Winter 2006. There will be a report on the following areas: work with schools / colleges; other educational activities, e.g. public lectures, exhibitions; pro bono expertise, e.g. staff serving as school governors; social inclusion – practical services for disadvantaged people outside the University; goods and facilities; charitable fundraising and donations; work experience; support for student action.

3.2 Objective: To participate in the second Russell Group Higher Education Community Engagement Model benchmarking exercise.

In 2004, the Russell Group Community Engagement Sub Group worked with the Corporate Citizenship Company to adapt the 'London Benchmarking Group' community engagement model for use in the higher education sector, and piloted the model that year. That model is still used as the basis of the Community, Outreach and Widening Participation Survey (see 3.1 above). Despite the fact that several member universities are still using the model, the Russell Group Community Engagement Sub Group decided not to benchmark member universities this year since survey sample sizes remain drastically different (Cambridge's is by far the largest) making comparison difficult.

3.3 Objective: To deliver the Higher Education Community Engagement Conference in November 2005, at which the Higher Education Community Engagement Model will be disseminated.

The Higher Education Community Engagement Conference was organised by the Russell Group Community Engagement Sub Group and took place in Manchester in November 2005. The Conference was a good opportunity for the sector to debate some of the issues of a University engaging with 'communities' and is regularly quoted as being seminal in the field.

3.4 Objective: To look for opportunities for external recognition of University outreach activities, for example, by the press and by potential and current funders, students, employees, community partners, and through external awards.

Promotion of University outreach activities in 2005-06 included:

- a CD produced by the Working with Schools group to promote University resources for primary and secondary schools has been widely distributed;
- we entered two students in the Times Higher ‘Outstanding Contribution to the Local Community’ award, and a student for the Nationwide Award for Voluntary Endeavour. They were unsuccessful but Mudit Matanhelia, whom we nominated for a Year of the Volunteer Award, won a regional award for his role in Cambridge Hands on Science and was shortlisted for the national awards. We also worked with Student Community Action to award four students ‘Student Volunteering Gold Awards’;
- work on the ‘Cambridge for All’ web pages, with a sub group of the Working with Schools group. The pages now include sections for local residents, schools & colleges, University students & staff, companies, public engagement (understanding science) and will soon have a page on ‘facilities’ (weddings, sports, etc).

3.5 Objective: To maintain and improve the new ‘Cambridge for All Directory’ which is an online database of outreach and access initiatives.

The ‘Cambridge for All’ Directory - www.cam.ac.uk/cambforall/ - now lists over 160 projects at the University and Colleges with which schools, families and the general public can get involved. This is the first time that such a listing has been readily available and is as useful internally as it is externally. The Office of Community Affairs and the Cambridge Admissions Office maintain the Directory, which is currently hosted by CARET.

3.6 Objective: To work with the Press and Publications Office and other relevant units to develop the ‘Cambridge University Live’ proposal – an online portal providing easy access to videos about the University.

There are still ongoing discussions about providing appropriate video and audio material about the University and its research on the University website. A web review is being undertaken and CARET and the Office of Communications have launched a new joint film service and these will have an important bearing on the future direction of this area.

3.7 Objective: To support the development of a University report on its social, environmental and economic impact.

The Office of Community Affairs is supporting a new ‘Operational Impact Working Group’ which brings together University officers who manage and monitor the University’s social, economic or environmental impact. Community engagement is one of the sub areas of this new work.

3.8 Objective: To continue to be at the forefront of developing university-community engagement, and to participate in national discussions on developing metrics to measure such activity.

The University of Cambridge has been participating in a Higher Education Funding Council for England initiative to promote good practice in knowledge transfer. Cambridge is represented on the community engagement sub group. It is hoped that one outcome will be the formation of a network for HE community engagement professionals.

3.9 Objective: To collaborate with other HEIs in order to: share good practice in the area of university-community engagement; draw down extra resources; increase the profile of university-community engagement; gain a better understanding and valuation of community engagement by higher education institutions.

As well as work with the Russell Group (see 3.2, above), the University was a founder member of the Association of Universities in the East of England's Community Engagement Sub Group. The sub group organised a regional conference in 2006, and has commissioned a report on community engagement by universities in the region.

4 Leveraging funds from stakeholder groups

4.1 Objective: To run the Cambridge Business Community Action Network, to expand the membership and to offer the 'In Your Community' programme to member companies in 2005-06.

The University set up 'Cambridge Business Community Action Network' in 2002, and continues to provide the administration for the Network. CBCAN is a network of locally based employers interested in collaborating to promote social inclusion in Greater Cambridge. The University can show leadership as one of the city's largest employers, and benefits from the useful contacts that the Network affords. There are three networking meetings a year and one annual event. The annual event in 2006 took the format of 'speed networking', matching charitable organisations with companies, and led to some practical outcomes (e.g. £1,000 and a computer donated to a charity, potential donation to the Science Festival). We supported the Cambridgeshire Community Foundation to offer the 'In Your Community' programme – visits to community organisations by companies – but the sessions were not well attended.

4.2 Objective: To facilitate research into community investment in the Greater Cambridge Area, and to use the findings to set up mutually beneficial community partnerships with locally based companies.

We supported the Cambridgeshire Community Foundation to undertake research into corporate social responsibility in the Greater Cambridge area. Three quarters of organisations responded that they were active in terms of community investment, whether that be, for example, charitable donations, staff volunteering or pro bono work. The research suggested that centralised resources to make it easier for employers to work with their communities would be welcome, and the Community Foundation has established a pilot matching service based on this feedback. The Office of Community Affairs has signed up to this free service.

4.3 Objective: To inform University outreach projects of appropriate funding sources, and to organise fundraising workshops for such projects, where appropriate.

Funding opportunities, particularly from grant making trusts, have been regularly passed to outreach projects, with informal co-ordination of approaches to those funders. Through the Active Community Fund, the Community Relations Co-

ordinator maintains relationships with funders, for example, through the East of England Funders Forum, funding conferences and fairs, hosting meetings of the East Anglia Branch of the Institute of Fundraising.

4.4 Objective: To plan how to co-ordinate approaches to funders, so that the same funder does not receive multiple requests from the University into one stream, and so that other opportunities are not missed.

The Cambridge University Development Office is now represented on the Committee on Community Activities and one of their officers now has specific responsibility for 'outreach'. This has been extremely helpful in co-ordinating responses to funders.

4.5 Objective: To survey the Colleges on possible sources of College funding for students wanting to get involved in community activities, particularly over the long vacation.

The Committee on Community Activities included a question on College funding for student community work in the Community, Outreach and Widening Participation Survey. The information will be promoted to students as appropriate.

4.6 Objective: To work through the AUEE (Association of Universities in the East of England) Community Engagement Sub-Group to investigate funding opportunities.

The AUEE Community Engagement Sub Group hopes to receive funding from the East of England Development Agency and the Higher Education Funding Council for England to undertake some of the initiatives described in 3.9, above.

4.7 Objective: To represent the University on the Cambridge City Local Strategic Partnership, and the Investing in Communities sub group of the Greater Cambridge Partnership, in order to identify opportunities for University involvement, including funding opportunities.

The Head of Community Affairs continues to sit on the Cambridge City Local Strategic Partnership, and refers issues to relevant University offices (issues included planning and non-smoking policies in this period). The University is no longer represented on the Investing in Communities sub group since opportunities for University participation were limited.

Operational Objectives, 2006-08

The Committee on Community Activities will continue to oversee the use of the ‘Active Community Fund’ (now part of HEFCE’s Teaching Quality Enhancement Fund) and will also oversee extended work funded by the Higher Education Innovation Fund, which includes a new Arts, Humanities and Social Sciences Festival for 2008.

1. Community engagement

Internal support and co-ordination under the ‘community engagement’ heading is provided to student societies, Departments, Colleges and individual staff and students working with the community, whether the initiative concerned is educational or otherwise. ¹

Operational objectives 2006-08	
1.1 Support departments, colleges, museums, and student societies to run their community and outreach activities effectively.	
1.1.1	To allocate grants from the Active Community Fund until Easter 2007, and to maintain the balance of social outreach, social consultancy and educational outreach projects, as well as continuing to evaluate funded projects.
1.1.2	To meet the objectives set by the Higher Educational Funding Council for England for the use of the Higher Education Active Community Fund grant.
1.1.3	To review the Active Community Fund in 2007, in the light of the University’s proposed Lifelong Learning Strategy.
1.1.4	To continue to provide subsidised places on the Certificate in Working with Voluntary Organisations for University of Cambridge staff and students running community and outreach projects.
1.1.5	To provide training for the staff and volunteers of University outreach projects, where the training need cannot be met by the Certificate in Working with Voluntary Organisations.
1.1.6	To inform University outreach projects of appropriate funding sources, and to organise fundraising workshops for such projects, where appropriate.
1.1.7	To plan how to co-ordinate approaches to funders, so that the same funder does not receive multiple requests from the University into one stream, and so that other opportunities are not missed.
1.1.8	To work across Departments and Colleges to support students and staff who want to implement community links, and to focus particularly on

¹ There are many important initiatives which are not educational but which are still supported by the Office of Community Affairs, e.g. RAG, Contact befriending scheme for elderly people, Student Community Action’s ‘Big Siblings’ project which matches student volunteers with disabled children and their siblings.

	collaborative projects between different University units and on areas where the University can add value and has traditionally been under-involved.
1.1.9	To assist academics and students to find community partners for teaching and research activities.
1.1.10	To work with Departments to increase the number of student placements and projects in not-for-profit organisations, whether formally part of Tripos or connected to skills gained through Tripos.
1.1.11	To maintain and develop the 'Cambridge for All' electronic forum, for staff and students running outreach and access projects.
1.1.12	To fund Student Community Action to complete Criminal Record Checks for student and staff volunteers in 2006-08.
1.2. Work with external community partners to initiate and support mutually beneficial University-community initiatives.	
1.2.1	To continue to work with voluntary and community organisations to set up mutually beneficial partnerships with the University.
1.2.2	To facilitate links between 'researchers' and 'researched communities', for example, through the pro-active communication of relevant research through appropriate and accessible mechanisms.
1.2.3	To continue to operate the Community Giveaway Board and to market it more effectively to increase usage by University and not-for-profit groups.
1.2.4	To continue to run the Cambridge Business Community Action Network and to set up mutually beneficial community partnerships with locally based companies.
1.2.5	To continue to run the annual 'Bridge the Gap' walk in 2007 and 2008, continuing to promote good relations with the local community and to raise money for local charitable causes.
1.2.6	To maintain close links with local statutory bodies to look for opportunities for the University to play a role in combating local social exclusion.
1.2.7	To represent the University on the Cambridge City Local Strategic Partnership in order to identify opportunities for University involvement, including funding opportunities.
1.3. Promote, monitor and report on University community activity, and work with other universities to evaluate community activity.	
1.3.1	To undertake a Community Engagement Survey in 2007 and 2008, disseminating the results across the University and beyond.
1.3.2	To set up and maintain an intranet containing data, for example, on which initiatives are working with which community partners, in order to facilitate

	and professionalise relationships with external community partners.
1.3.4	To work with the Offices of Communications and Publications to identify PR and marketing opportunities arising out of community engagement activities.
1.3.5	To look for opportunities for external recognition of University outreach activities, for example, by the press and by potential and current funders, students, employees, community partners, and through external awards.
1.3.6	To ensure that University resources and initiatives available to the local community are appropriately publicised.
1.3.7	To continue to be at the forefront of developing university-community engagement, and to participate in national discussions on developing metrics to measure such activity.
1.3.8	To collaborate with other HEIs in order to: share good practice in the area of university-community engagement; draw down extra resources; increase the profile of university-community engagement; gain a better understanding and valuation of community engagement by higher education institutions.
1.3.9	To continue to participate in the Russell Group Higher Education Community Engagement Model benchmarking exercise, to map Cambridge's community activities against those of other universities.
1.3.10	To work through the AUEE (Association of Universities in the East of England) Community Engagement Sub-Group to investigate funding and collaboration opportunities.
1.4. Raise the profile of community engagement across the University and secure for it the most favourable environment possible.	
1.4.1	To support the development of a University report on its social, environmental and economic impact.
1.4.2	To ensure a high profile for and good signposting of volunteering and community activities on the University website and in University publications, and to ensure that any information on such activities is relevant and up to date.
1.4.3	To maintain and improve the 'Cambridge for All Directory' which is an online database of outreach and access initiatives.
1.4.4	To run an event in 2008 to showcase the organisations funded by the Active Community Fund, to celebrate the efforts of the volunteers and to give University and community representatives an opportunity to network.
1.4.5	To continue to ensure that, wherever possible, the objectives of the Committee on Community Activities match the objectives of central University offices, and in consequence, to set up initiatives of mutual benefit.
1.4.6	To survey the Colleges on possible sources of College funding for students wanting to get involved in community activities, particularly over the long vacation.

1.4.7	To continue to support the Personnel Division in implementing a work placement scheme for excluded individuals by 2007.
1.4.8	To continue to support the Finance Division in introducing payroll giving for University staff by 2007.

2. Public engagement activities (educational outreach)

Operational objectives 2006-08	
2.1	To conduct a full mapping of science, Arts, Humanities and Social Sciences outreach in Cambridge, with reference to the data collected through the Community Engagement Survey.
2.2	To conduct a survey of national and international public engagement activities, policies and funding streams, looking for opportunities and ideas for Cambridge's future involvement.
2.3	To keep up to date on public communication of science and arts policy, as set by government, research councils, etc. and to promote any opportunities for involvement across the University.
2.4	To work with Departments and student societies to address any imbalances in the University's public engagement provision which become apparent from the mapping (see 2.1, above), e.g. the relative lack of activities facilitating public debate on ethical issues surrounding cutting edge research; an imbalance between science and the arts; 'spikes' in the outreach calendar with periods of extensive outreach and other periods of little activity; skewed target audiences.
2.5	To work with ten Departments who currently have little educational outreach activity, but would like to establish such activity, to provide the necessary assistance to set up and maintain educational outreach activity.
2.6	To work with Departments and societies to set up and run new activities, particularly where there are opportunities for interdisciplinary activity.
2.7	To assist Departments and student societies who want to maintain or expand existing educational outreach projects, particularly in currently under-represented Schools and Departments.
2.8	To extend and publicise the information and advice services already provided to students, academics and outreach staff by the Cambridge Science Festival and Community Relations teams: and to continue to adopt other central co-ordination mechanisms for educational outreach activity where the need arises.
2.9	To continue to facilitate the sharing of best practice and the training of staff and volunteers in science and arts outreach.
2.10	To continue to co-operate with the 'Working with Schools' group, to assist in supporting University projects working with primary and secondary

	schools.
2.11	To look for external funding opportunities for educational outreach, publicise such opportunities across the University and to work with Departments and societies on cross-department/society funding applications in order to bring at least £30,000 extra into public engagement by July 2008.
2.12	To ensure that specific funding streams for outreach activity administered by research councils, the EU and other bodies, are fully utilised by Departments, by surveying opportunities and enquiring whether anyone is applying into such streams, and providing any fundraising assistance where necessary.
2.13	To work closely with CUDO to investigate whether the funding infrastructure for educational outreach at the University could be improved, and to implement such mechanisms where appropriate.
2.14	To support Departments and student societies to collaborate with external partners for mutual benefit by identifying new opportunities and by acting as a first point of contact for relevant external partners and for academics and students looking for community partners.
2.15	To work with community organisations to engage non-traditional stakeholders in educational outreach activities, in particular the socially excluded.
2.16	To work with Cambridge City Council and other local agencies to ascertain whether and how public engagement activities could be extended to deprived areas of Cambridge city.
2.17	To work with Research Services Division to look into the feasibility of arranging information sessions for academic staff in support of grants from Research Councils who are encouraging academics to build public engagement into their work.
2.18	To plan and implement the 'Rising Stars' (working title) scheme which will train post-graduates and young academics in skills such as creating hands-on experiments, radio broadcasting, delivering public lectures and family learning.
2.19	To assist participants on the 'Rising Stars' scheme to arrange public engagement activities, e.g. a series of debates for 6 th formers.
2.20	To pilot a 'brokerage' service, which would recruit and match students and academics with public engagement initiatives requiring, e.g. a speaker for a public lecture, a video conference for a school.
2.21	To work with the Offices of Communications and Publications to identify PR and marketing opportunities for science, Arts, Humanities and Social Sciences public engagement activities.
2.22	To work with the relevant University offices to continue to improve the web profile of Cambridge's public communication activities, focussing in particular on the provision of educational resources over the Internet.
2.23	To look for opportunities to use technology to increase the reach of public engagement activities, to reach at least 10,000 new individuals by July 2008.
2.24	To pilot an innovative business/University school outreach programme, taking science activities out into schools in partnership with businesses.
2.25	To maintain a close working relationship with the Council for Lifelong Learning and other University committees, and to regularly review these objectives in the light of new University strategy and policy.

3. Arts, Humanities and Social Sciences Festival

Operational objectives 2006-08	
3.1	To map existing Arts, Humanities and Social Science outreach at Cambridge (see 2.1, above).
3.2	To research the national landscape of Arts, Humanities and Social Sciences public engagement policy, activities and funding (see 2.2, above), and relevant local events such as the Cambridge Word Fest and the Cambridge Music Festival.
3.3	To consult University and College stakeholders on the Arts, Humanities and Social Sciences Festival proposal, e.g. chairs of the relevant schools, CRASSH.
3.4	To conduct discussions with national, regional and local policy makers, community organisations, funders and other stakeholders about Cambridge's proposal to stage an Arts, Humanities and Social Sciences Festival.
3.5	To ensure that existing Arts, Humanities and Social Sciences public engagement activities are properly supported by the Office of Community Affairs (see section 2, above).
3.6	To work with Departments and societies to pilot new Arts, Humanities and Social Sciences public engagement activities, in preparation for the Festival.
3.7	To work with the Development Office and other relevant offices to fundraise from companies, government and trusts for the Arts, Humanities and Social Sciences Festival.
3.8	To plan themes and activities for the 2008 Festival, with participating Departments, Colleges and student societies.
3.9	To establish a network of 'co-ordinators' in Departments and to support them to deliver their Departmental contribution to the Festival.
3.10	To work with local primary and secondary schools to create a pre-event road show with academics visiting schools and talking about interesting topics such as literature, art, culture and providing hands-on activities.
3.11	To arrange suitable venues for the 2008 Festival and to conduct full health and safety checks and risk assessments.
3.12	To recruit and train volunteer stewards for the Festival.
3.13	To market the Festival to the public, the press and other stakeholders, and to produce a printed and online programme of activities.
3.14	To stage a pilot Festival in 2008 (exact timing to be decided following consultation with University stakeholders – see 3.3 above)
3.15	To conduct a full evaluation of the Festival, surveying members of the public and University stakeholders.
3.16	To decide, based on the Festival evaluation, internal consultation, external opportunities and sustainability considerations, whether future Festivals will be held.

Appendix 1

Projects supported by the University of Cambridge's Active Community Fund

Grant recipient	Project involving University of Cambridge volunteers
1. ACE Nursery School	Establishment of a new nursery school.
2. Centre of African Studies	Activities for Black History Month.
3. Aidworld (2 grants)	Staff and student volunteers from the University work on projects to improve IT in developing countries.
4. Alliance Francaise	Student volunteers will help to tutor children at a local school in French.
5. Alzheimer's Society	Advisory drop-in centre for people needing advice and information on dementia.
6. Museum of Archaeology and Anthropology	National Archaeology Day activities for the community.
7. Architecture sans Frontieres (2 grants)	Architectural volunteering placements with NGOs and a local school, and training for students interested in such placements.
8. Arthur Rank Hospice	Arts project for terminally ill patients.
9. Cambridge University Basic Life Support Society	Student volunteers visit local schools to teach children about emergency life support techniques.
10. Black Women's Support Group	Saturday school for excluded young people from black and ethnic minorities.
11. Botanic Gardens (2 grants)	Family events for the Science Festival.
12. Bright Sparks (2 grants)	Projects to bring disadvantaged groups from the local community into University museums.
13. Britten Sinfonia (2 grants)	Music projects for excluded young people and people with learning and physical disabilities.
14. Cambridge Chinese School	To train volunteers to run classes and other activities.
15. Cambridge University Student Union & STIMULUS	Partnership for Progression mentoring programme for school pupils.
16. CAMFED (3 grants)	Global citizenship workshops in primary schools and other activities.
17. CAM Mind (2 grants)	Outing to London for a group from a local sheltered housing unit.
18. CAMPUS children's holidays	Holidays and activities for socially excluded children.
19. Castle Project	Sporting activities for disadvantaged young people.



Grant recipient	Project involving University of Cambridge volunteers
20. Department of Chemistry (2 grants)	Chemistry Science Festival open days.
21. City Life Church (2 grants)	Summer Blast 2003 and 2004 - a week of free community activities in King's Hedges.
22. Connections Bus Project	To send a bus out regularly to villages to work with excluded young people.
23. CONTACT (2 grants)	Students befriend elderly, housebound and infirm people.
24. Institute of Continuing Education (2 grants)	Community landscape and 'Talking Science' community projects.
25. Cross Border Arts	Funky Flamingo Club for people with learning disabilities.
26. DHiverse (2 grants)	School educational outreach programme and an advice and information project for people living with HIV in Cambridgeshire.
27. Downing College – Learning Links	Video conferencing project linking Cambridge academics with isolated schools in the South West.
28. Duke of Edinburgh's Award	Running the 'Certificate of Award Leadership' that trains PGCE students in the Duke of Edinburgh's Award and allows them to run it in schools.
29. East Anglia's Children's Hospices	Variety of fundraising and other activities, including help in charity shops and with children's outings.
30. Department of Engineering (4 grants)	Programme of outreach activities, which primarily involves outreach to schools by student volunteers.
31. Engineers without Borders (5 grants)	EWB sends engineering students on placements in developing countries to supply partner NGOs with technically competent help.
32. English Lang Scholarships for Tibetans (4 grants)	'Workshops' 2003, 2005 and 2007, which use a volunteer team to set up and run educational activities for Tibetans in exile.
33. Cambridge University Entrepreneurs (3 grants)	Ethically oriented business plan competition for students.
34. Escape Artists (2 grants)	Cambridge Cantata project – series of workshops with disadvantaged groups, culminating in a performance at King's College Chapel.
35. Cambridge University First Aid Society	The Society provides First Aid cover at various events in Cambridge and promotes an active interest in First Aid in the University.



Grant recipient	Project involving University of Cambridge volunteers
36. FOCUS Interaction Programme	Recruiting and training volunteers to support 'community challenges', delivered by excluded young people.
37. Goodnight Child Sitting Service	Sitting service for parents with disabled children.
38. Cambridge Green Belt Project (2 grants)	Volunteers from the University take part in conservation teams.
39. Cambridge Hands on Science (5 grants)	2003, 2004 and 2005 Science Tours and a Christmas hands-on lecture series to schools.
40. Harambee Centre (2 grants)	International students go into schools to talk about life in 'Southern countries'; and student volunteers promote understanding and action on global issues.
41. Haverhill Association of Voluntary Organisations	Training in computer skills for the housebound, elderly and disabled in the local area
42. Cambridge University Hellenic Society	Greek Culture Day for the local community.
43. Humanitarian Centre	New centre to support humanitarian activities in Cambridge.
44. Ice Cats (2 grants)	Ice hockey coaching for disadvantaged children.
45. Cambridge Independent Advice Centre	Law students help to man the Cambridge County Court Housing Desk.
46. Inter Varsity Folk Dance Festival	Volunteer training for this national festival.
47. Karen Hilltribes Trust	Volunteers install water systems in NW Thailand.
48. Kenya Project (2 grants)	Volunteers in rural secondary schools in Western Kenya.
49. Kettle's Yard	Educational outreach project to accompany an exhibition.
50. Lawyers without Borders (2 grants)	Internships for law students in international NGOs.
51. Leap Local	Responsible tourism project.
52. Linkline	Publicity materials to help recruit more male volunteers for the helpline.
53. Institute for Manufacturing (2 grants)	To support students wishing to undertake 'service learning' projects overseas.
54. Cambridge Museum of Technology	To support volunteers in improving the museum's displays and environment.
55. Cambridge Music Festival	Student involvement in large public music festival.
56. The Naked Scientists (2 grants)	Radio and web-based show on the public understanding of science.
57. North Cambridge Churches	Outreach activities in North Cambridge.



Grant recipient	Project involving University of Cambridge volunteers
58. NRIC	Student volunteers answer school pupils' maths queries online.
59. Cambridge Online	The advancement of education and relief of disability and sickness through computer skills
60. Parents First!	Work with parents in need and their children.
61. Peace Child International	Student volunteers go into schools to talk about sustainable development.
62. Petersfield Live at Home Scheme	Service which befriends and provides information and social activities for vulnerable and isolated older people.
63. Physical Education Department (3 grants)	Projects include a coaching scheme for community sports clubs and Science Festival activities.
64. Physics Outreach	Projects to encourage interest in physics in 11-19 year olds.
65. Cambridge Preservation Society (3 grants)	Staff and student volunteers provide a range of manual and expert help to set up a new countryside reserve.
66. Queen Edith Primary School PSFA	Project building towards a history day at the school involving a wide range of activities
67. RAG	Volunteer training to enable RAG to better fundraise for charitable causes.
68. RAG/SCA/CCVS	Recruitment of volunteers through a mailshot across the University.
69. RedR Cambridge (2 grants)	Training for students in practical engineering skills that can be used on placements with NGOs in developing countries.
70. Cambridge Refugee Support Group	Linguists and international students provide a translation and interpretation service.
71. Romsey Mill (3 grants)	Initiatives for excluded young people, including a summer school, summer holiday events, a youth café and in-school help with literacy.
72. St John Ambulance Cambs	Foot care service for homeless people in Cambridge.
73. St John's – Coleridge Tutoring Scheme	Volunteer tutors for the Coleridge School Homework Club.
74. SATRO (2 grants)	Volunteers are science ambassadors, and run workshops and events.
75. Science and Education Experiments for Kids (SEEK) (3 grants)	Introducing children aged 9-11 to the fun and excitement of science and engineering.
76. Cambridge Science Festival (2 grants)	Programme of free, fun, science-related activities open to the general public.



Grant recipient	Project involving University of Cambridge volunteers
77. Cambridge University Science Productions (2 grants)	Public communication of science.
78. Cambridge University Scout and Guide Club (2 grants)	“Forward 2004” – an incident hike for local guide and scout units; and ‘Marathon Challenge 2006’ – a night-time incident hike.
79. Cambridge District Scout Council	Training and recruitment of volunteers.
80. Sedgwick Museum of Earth Sciences	Online ‘ask the expert’ service.
81. Shelter Centre (3 grants)	Variety of projects involving student volunteers, including setting up library on transitional settlement, developing training materials, developing standards for emergency family shelters.
82. Cambridge University Southern Africa Fund for Education	Art competition to design the outside of a classroom made of a shipping container.
83. Speaking Up (3 grants)	‘Next Steps’ programme to provide training courses for people with learning disabilities; training of volunteers to work with adults with learning difficulties to achieve their goals in a ‘learn to do’ project, e.g. teaching them to swim; and providing mentors for young people with learning disabilities.
84. Student Action for Refugees	Social, cultural and sporting activities for refugees and asylum seekers.
85. STIMULUS (3 grants)	Stimulus takes students out to schools to help in maths, science, technology and ICT lessons.
86. Student Community Action (6 grants)	Criminal Record Bureau checks for University staff and student volunteers; publicity to recruit more students to SCA projects and other voluntary work locally; children’s outing; homework project.
87. Student Community Action/Cambridge Volunteer Centre (3 grants)	To facilitate volunteering by University students and staff.
88. Cambridge University Students’ Pro Bono Society	The Society places volunteers into local voluntary organisations providing legal advice, such as the CAB and Victim Support.



Grant recipient	Project involving University of Cambridge volunteers
89. Students Supporting Street Kids	Fundraising and activities for street kids.
90. The Time Truck (3 grants)	Time Truck brings geology to primary school children in the region by means of mobile displays, hands-on workshops and family days.
91. Turning Red Lights Green (3 grants)	To build a sensory garden for people with learning difficulties; to set up a new social enterprise; and to run social groups for young people with social communication disorders.
92. Umbrella Autism	Support for families affected by autism.
93. Victim Support	University volunteers work with victims of crime.
94. Volunteers Plus	Helps volunteers with extra support needs to volunteer.
95. Winged Fellowship Trust	Activity breaks for disabled people and their carers.
96. Youth Action	To provide literature to staff to encourage them to get involved with youth projects.



Appendix 2

Members of the Committee on Community Activities

Representative of	Name
1. Colleges Committee	David Yates (CHAIR)
2. University	Kate Pretty (Pro Vice Chancellor)
3. General Board	Rob Wallach
4. Council	Liba Taub
5. CUSU	Mark Ferguson Harriet Boulding
6. Graduate Union	Beth Bowers
7. UAS	Christopher Padfield
8. Physical Education	Karen Pearce
9. Joint Museums' Committee	Margaret Greeves
10. Co-opted	David Good (CMI)
11. Co-opted	Julia Hawkins (Millennium Maths)
12. Co-opted	Terry Ndee (Development Office)
13. Co-opted	Alison Walsham (Careers Service)
14. Co-opted	Kira Penney (Personnel Division)
15. Secretary	Penny Wilson (Secretary of the Committee and Head of Community Affairs)