

Toolkit Guide Two:

Establishing the reasons for using the Toolkit

Before you and your group begin the toolkit process it is important to establish the reason why you wish to evaluate your community facility(s). There can be a number of reasons and by exploring the reasons at the start this will clear the way for working well together. Some members of the steering group may already have ideas about outcomes and a way forward, whilst others can just see the problems without knowing how to go about tackling them.

There may be people who do not see any problems or the need to do this toolkit at all and they do not want to participate in the toolkit process

The systematic approach of the toolkit will assist you in bringing out the issues, thoughts and ideas that are already there, and manage them effectively.

The following activity can be done by all the individuals and then discussed in a larger group (the questions are prompts to aid discussion)

Topic 1 - What are your motivations for assessing the usage, gaps and future potential of your community facilities?

Tick the box of all the reasons which apply. Then score them 1-5 with five being the most important)

		Tick	Score
1	will provide us with information about our facilities so that we can make more informed decisions		
2	will provide us with information about how our facilities are used so that we can even out the distribution of use and identify the gaps		
3	will provide us with information about the clients and users of the community facilities so that we can target services and activities		
4	will provide us with information about the current financial viability of the community facility so that we have a clear picture of whether the financial resources are being used effectively		
5	will bring community leaders to work together for the long term survival of the facility		
6	will help the community to make better use of the community facilities		
7	will provide the community with access to information about funding to carry out our ideas		
8	will help us to find out whether the individual facility is sustainable		
9	will help us to see where collaboration is possible		
10	will highlight which facilities need support besides financial		
11	will help us know where the blocks to developing our facilities are		
12	will help us know what other support is available		
13	will help to provide information for the decision makers in the community		

Topic 2 - what may stop people getting involved in assessing the usage, gaps and future potential of your community facilities?

		Tick	Score
1	It will mean giving up time to do the toolkit		
2	It could mean working with people we don't know/or don't get on with		
3	It could meant having to share information we don't want to share		
4	It could mean having to learn new skills		
5	It could mean closing or losing existing facility		
6	Would prefer to find alternative method of finding our information and making decisions		
7	Would like someone else to do this work		

Key information - what the scores indicate

The scores of each individual will help to establish where the focus is for them and for each of the others

It may be:

- Sharing information
- Financial concerns
- Collaboration
- Targeting services and activities to the users of the facilities
- Providing information to influence the decision-makers in the community

Have a discussion about what the implications of the scores means for the steering group. Do any of the reasons cancel each other out?

What can be done to keep a balance?

The issues that arise out of this exercise should not mutually exclude each other. It may just show that members of the group have different motivations, and this may highlight that individuals may be more effective at carrying out some tasks than others.

