



Evaluation Report

October 2007

1. Background

The idea of having a free and shared resource of learning equipment arose from a Community Learning Support Group meeting held by volcom in March 2001. It was founded on the basis that the social capital within the community of Hull is sufficient to allow the resource to work on a basis of mutual trust. The equipment is loaned for free to enable access for all, but must be returned clean, undamaged, and with the required paperwork.

The Common Treasury resource was then set up in 2003, when Hull City Council (Adult Education) received Neighbourhood Learning in Deprived Communities funding to set up and run the learning resource. The money bought laptops, whiteboards, cameras, games, and more! Statutory, voluntary and community groups loan equipment for a short time for special events and training activities.

Volcom later received ownership of the Common Treasury and has successfully managed the resource since 1 April 2004. We have bought new equipment and additional consumables; replenished worn or broken items, and provided spares for popular items; and improved storage to comply with H&S risk assessments. Volcom has tracked new learners and those that have received training, as a result of groups running events and activities.

We have promoted the Common Treasury resource to voluntary and community groups through our mailing list, the Residents.net network, and volcom's infomail service to some 300 groups. We want to reach more schools, so have worked with our partners at the LEA and accessed their mailing lists. Our high-quality printed catalogue still represents our main vehicle for promotion of the resource. It clearly shows groups what the project has to offer. The insert of additional items and conditions of loan is easily updated. Many groups are still referred to the Common Treasury by word-of-mouth recommendations and through our website.

2. Progress

The Common Treasury remains a free service, to allow access for all groups. Without taking a payment or deposit, a high level of responsibility has to be demonstrated by the groups and a high level of trust from volcom. With experience, we have developed a more rigorous checking in/out process and continuously inform groups about the conditions of loaning equipment. We therefore encounter fewer day-to-day problems such as forgetting to return paperwork, and returning equipment dirty, damaged or with parts missing. We will continue to review our systems and group feedback to ensure the service remains effective and as simple as possible.

We have been able to use existing staff resources to manage the equipment. This has mainly involved promoting the resource, dealing with customers and bookings, and providing equipment demonstrations where necessary. Staff use a booking system (see appendix A) and gather loan/return forms and registers (see appendix B). The paperwork informs us of how the resource can enable or contribute to their events and

activities, and shows us the number of learners that are benefiting from the use of the equipment.

Volcom has advertised and held free training on multimedia, showing people how to use the digital cameras and printers, the video handycam, and the SMART board with Microsoft PowerPoint. The courses proved most popular with retired people from voluntary and community groups, who were available to attend during the working day and had the means of transport to get to volcom's offices.

Through our experience of running the resource and from ongoing (verbal) feedback from groups, we have recently addressed the following areas:

- We operate a membership system to check that the resource is being used by eligible groups. Groups have to prove that they are an established group (e.g. provide a letterhead) and bring their membership card for each loan.
- Clear collection and drop-off time are established, and have been reduced to mornings only, due to fewer staff being available for bookings. However, this reduction has not impacted on the number of loans, and in fact the whole system runs more smoothly.
- Computerised forms are completed at the time of booking. This reduces time and effort by the lender when they collect the equipment.
- Equipment that comes with additional items (e.g. digital cameras have batteries and leads, etc.) are itemised to improve the checking in/out process.
- We used further capital funding to purchase additional games that had been requested and replace gazebos that are in high demand.

3. Impact and Distance Travelled

The Common Treasury resource promotes e-learning, and as managers of the resource, volcom is exposed to technology that can be used for learning and within the workplace. Staff need to understand the use and application of high-tech equipment in order to demonstrate its use to others. The resource has:

- Developed the capacity of community organisations to deliver their own learning events and carry out new activities, often building around social events. For example, St John's Church on Newland held a family fun day and Lonsdale Community Centre held a healthy living event. This has encouraged the take up of learning opportunities through community-based learning.
- Helped voluntary organisations and social enterprises run their businesses by providing the resources they need and otherwise couldn't afford, or store.

- Given people the confidence to use digital equipment including video cameras and digital cameras. Our demonstrations and support encourages organisations to think more creatively about how they can use the Treasury resource in their learning delivery.
- The Institute for Learning loaned display boards for a conference on healthy eating and learning. This organisation is part of Hull University, which explores, supports and promotes learning for all, with a particular commitment to serving the educational needs of the local region.
- The Residents.net network of community groups, which are residents associations, sheltered housing and hostel organisations, communities of interest, faith or geography. Through this group, the Common Treasury has ensured learning in relation to neighbourhood renewal has reached into all communities within the city.

Key beneficiaries of this capacity building project are voluntary and community organisations, rather than individuals. Examples are as follows:

- Hull Hostel Forum began by borrowing laptops to teach in hostels and then went on to secure a range of funding streams to continue this delivery (e.g. Click IT project). It continues to deliver learning to homeless people in Acid Pro (music-making), which involves the learner achieving basic skills qualifications in literacy and numeracy. Hull Hostel Forum was recently awarded a grant by Homeless Link to buy their own laptops to deliver learning - they can now work independently from the Common Treasury resource.
- International Christian Fellowship began by working with us on delivering training on a computer package called Equal Skills to its members. The Common Treasury has allowed the group to progress learners on to ECDL, and laptops and ECDL CDs are now loaned on a regular basis.
- Artlink Exchange, arc and Creative Projects (from the arts sector) are some of the top loaners of the project, working with young people to secure the Arts Award.

Our analysis of loans from May 2005 to October 2007 shows us that the most frequent users of the Common Treasury are arc; Artlink Exchange; Creative Projects; DOC; Hull Hostel Forum; Tall Orders; Volcom; and the WAM (Women And Media) Project. The frequency of loans is between 20 and 71. The games, laptops, digital cameras and video projectors remain the most popular items for loan (see appendix C for graphs). An overview of this analysis can be found in appendix D.

The geographical spread of groups that loan equipment is plotted on a map of the city and is shown in appendix E. Most loans are concentrated around the city centre, where volcom's offices are located. A sample list of groups and their events is included in appendix F.

Appendix A – Booking System


The screenshot displays the 'Easy Resource Planner' application window. The title bar reads 'Easy Resource Planner - [Z:\Common Treasury.erp *]'. The menu bar includes 'File', 'Edit', 'Data', 'View', and 'Help'. Below the menu is a toolbar with icons for file operations and a 'Day' dropdown menu. The main area is a calendar grid for August and September 2007. The left column lists resources, and the grid cells show red bars representing bookings with labels such as 'ECHG - English Churches Housing Group', 'Hull CVS', 'Hull Hostel Forum', 'Hull Womens Centre', 'Volcom', 'Baby Jinx', 'Dot Heptor', and 'Hull & East Rit'. The bottom of the window shows a Windows taskbar with the start button, several open applications, and the system clock showing 'Wed 19/09/2007' and '10:47'.

Resource	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Reflector / Diffuser																															
SMARTboard Interactive Whiteboard 1																															
SMARTboard Interactive Whiteboard 2																															
SMARTboard Interactive Whiteboard 3																															
Sony Ericson Mobile Phone 1																															
Sony Ericson Mobile Phone 2																															
Sony Vaio Laptop 01																															
Sony Vaio Laptop 02																															
Sony Vaio Laptop 03																															
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Sony Vaio Laptop 13																															

Appendix B – Loan Forms

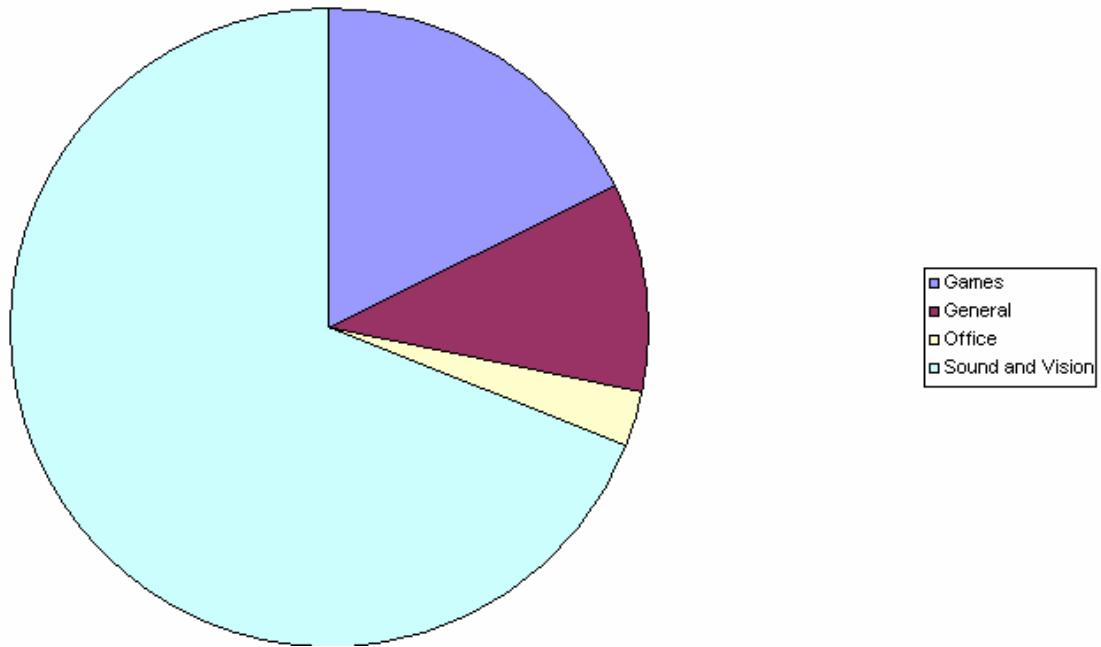
voluntary [] community [] other []	<h1 style="margin: 0;">LOAN FORM</h1> 	ref:
.....		
NAME OF ORGANISATION: _____		
ADDRESS: _____		
CONTACT NAME(S): _____		
CONTACT NUMBER(S): _____		
DATE REQUIRED: _____ TO: _____		
EVENT NAME: _____ DATE OF EVENT: _____		
ITEMS BORROWED: _____		
PARTS MISSING: 		
<p><u>CONDITIONS OF LOAN - PLEASE READ.</u></p> <p>THE NAMED PERSON FROM THE ORGANISATION MUST BE PRESENT WHEN COLLECTING AND RETURNING EQUIPMENT. (BETWEEN OFFICE HOURS 9AM - 12PM).</p> <p>VOLCOM'S INSURANCE DOES NOT COVER THE TRANSPORT OR USE OF EQUIPMENT OUTSIDE ITS OFFICES.</p> <p>YOU ARE RESPONSIBLE FOR:</p> <ul style="list-style-type: none"> - CHECKING ELECTRICAL ITEMS BEFORE USE - THE SAFE AND APPROPRIATE USE OF EQUIPMENT - THE REPAIR AND REPLACEMENT OF ANY ITEMS LOST, DAMAGED OR STOLEN - OBTAINING PUBLIC LIABILITY INSURANCE, WHERE APPROPRIATE. 		

Appendix B – Loan Forms

RETURN FORM		ref:
		
.....	
NAME OF ORGANISATION:	_____	
CONTACT NAME(S):	_____	
DATE REQUIRED:	_____	TO: _____
ITEMS BORROWED:	_____	
PARTS MISSING:	_____	
<u>CONDITIONS OF LOAN</u>		
ANY LOSS, DAMAGE OR THEFT OF EQUIPMENT MUST BE COVERED BY THE ORGANISATION TAKING OUT THE LOAN.		
YOU ARE RESPONSIBLE FOR THE REPAIR AND REPLACEMENT OF EQUIPMENT AND FOR THE CHECKING OF ELECTRICAL ITEMS BEFORE USE.		
THE NAMED PERSON FROM THE ORGANISATION MUST BE PRESENT WHEN COLLECTING AND RETURNING EQUIPMENT.		
YOU MUST ALSO:		
- COLLECT AND RETURN EQUIPMENT BETWEEN 9AM - 12PM.		

Appendix C – Data Analysis

Pie Chart demonstrating the CT loans from May 2005 - Oct 2007



Appendix D – Overview of Analysis

Summary of Common Treasury Analysis

There are a total of 268 volunteer and community organisations in Hull who have loaned items from the Common Treasury, since May 2005 – however there have been a total of 331 organisations that have used the Common Treasury.

There have been a total of 3529 loans since May 2005.

Jan – Oct 2007 has had 1115 loans which is approximately 4 loans per day.

Sound & Vision Equipment

The type of equipment loaned most are the sound and vision equipment and more precisely laptops – over 1000 since May 05.

Digital Cameras are also a very popular piece of equipment with 389 loans since May 05. They were most commonly loaned by Artlink, arc, and the Wam Project.

The video projectors are also very popular with 321 loans since May 05.

Handy cam is also a very popular item with 163 loans since May 05

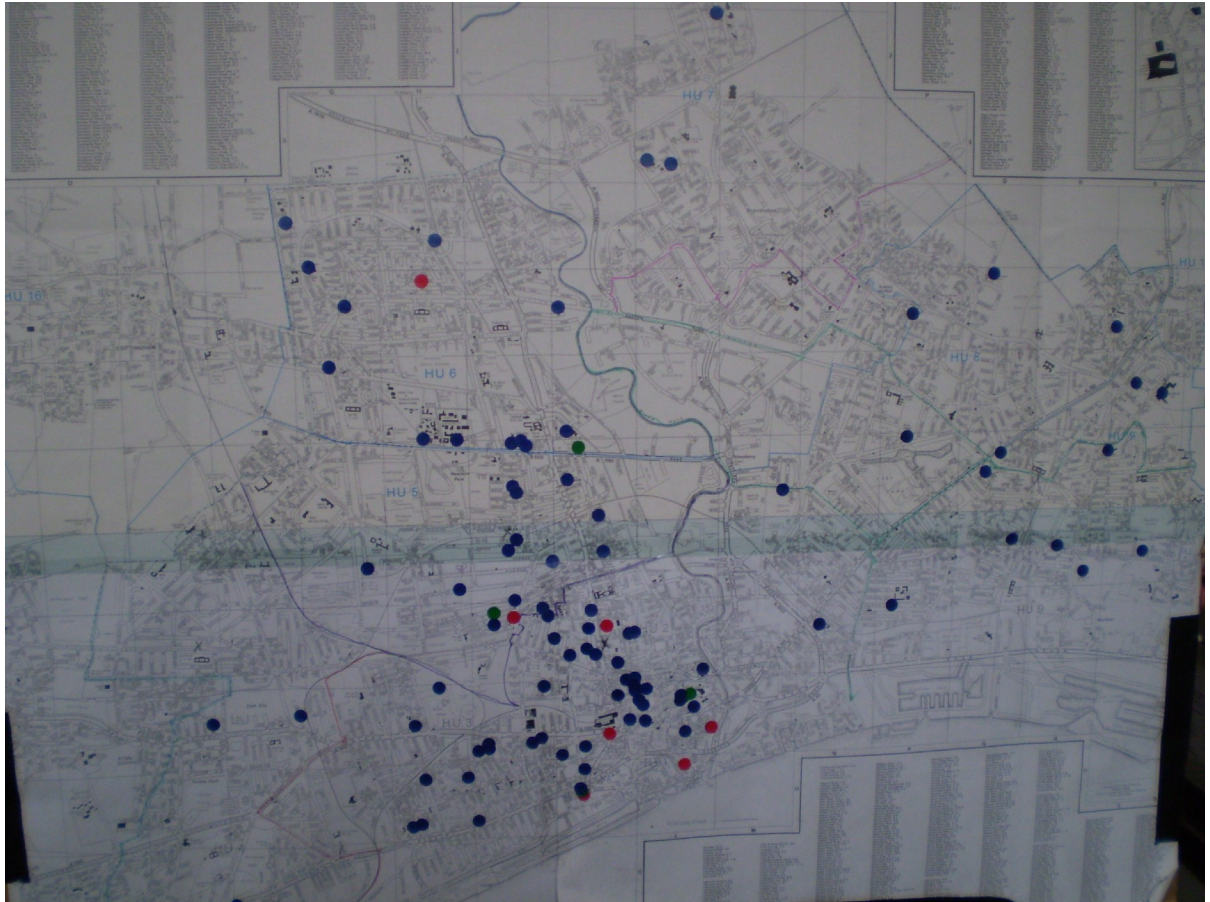
Games

The loan of games is the next popular type of equipment loaned, with 629 loans since May 05.

The top 4 most popular games that the Common Treasury supply are the Badge maker, giant Connect 4, giant Jenga, and giant Snakes & Ladders. These were loaned over 60 times since May 05.

The top loaners have been arc, Artlink, Creative Projects, DOC, Hull Hostel Forum, Tall Orders, Volcom, and the WAM (Women And Media) Project, with a frequency of over 20 – 71 loans since May 2005.

Appendix E – Loans Across the City



Appendix F – Groups and Events

This list shows some of the groups in Hull that have loaned equipment for one-off events and/or re-occurring activities:

Organisation	Event title
24th Boys Brigade	Christmas Carol Service
Acorn Fitness Club	Fitness Club
Anlaby St Mark's Scouts Group	Annual Meeting
arc	waste management
arc	talk
ARKH	Refuge Week
ARKH	Volunteer Group
ARKH	Heat Pumps Seminar
ARKH	Befriending Training
Artlink Exchange	Artlink Interview
Artlink Exchange	Kelvin Photography
Artlink Exchange	Crossover
Baby Jinx	Project feenix Documentary
Bransholme Family Focus	promotion
CAB	Social Policy Training
Caduceus Café	End of Year Ball
Central Mental Health Team	Silby Street Social Group
Changes, The Learning Shop	Taste Your Future
Chinese Church	Student Farewell Party
Circle Fellowship of Churches	Holiday Angles
Citizen's Advice Bureau	Hull CAB
Congo Lese Community	English Class
Creative Connexions	Self Awareness
Creative Projects	IT Workshop
Creatrix	Media
Credo	Workshop
CVS	Acid Pro
Derringham Bank	Guide Sleepover
DOC	Wilberforce Film Project
DOC	Sculcoates Family History
DOC	Hull Mela
DOC	Snowy Scully
DOC	Human Cost of Mining
DOC	Confidence & Motivation
DOC	Electric Car
East Riding Social Services	Focus Group
Ernest	Tokyo Mission
Ernest	Ernest Tour
Faith in Education	Combustion
Family Mediation	Family Mediation
Friends of St Nicholas Primary School	Environmental Club
Friends of St Nicholas Primary School	Summer Fair
Friends of St Nicholas PS	Christmas Fayre
Griffin Primary School	Miss Dorothy.com

Gullnaz Productions
Gullnaz Productions
HANA Ltd
HANWAG
Home Sweet Home
Howw House
Hull & East Riding Mind
Hull Blokes
Hull Boys Brigade
Hull Christian Fellowship
Hull Churches Home From Hospital
Hull East of the River Credit Union
Hull Fostering & Adoption
Hull Hostel Forum
Hull Hostel Forum
Hull Music Works
Hull Peace Network
Hull Peace Network
Hull Peace Network
Hull Peace Network
Hull Peace Network
Hull University
Hull Women's Centre
Humber Pre School Alliance
Humbercare
Humbercare
Humbercare
Humberside Fire & Rescue
Hurat
Inactive Hull
Jubily Church Hull
Kelvin Hall
Kings Church
Kings Church
Kings Church
Kingston Project
Kingston Scout Group
Libraries Connect Project
Longhill Consortium
Longhill Consortium
Longhill Link Up Trust
Longhill Link up Trust
Lonsdale Community Centre
Lonsdale Community Centre
Malet Lambert
Marfleet Parish
Methodist N Hull Family
Mobile Music Project
N Bransholme Community Centre
Preston Road NDC

Filming Video
Filming
HANA Away Day
Home Survey
Home Sweet Home
Careers day
Art Project
Christmas Show
Weekend Camp
Pray Evening
Red Cross Talk
Induction of Hercu Volunteers
Family Fun Day
Acid Pro
Click IT
Chill Out
Education in Project
Aida Camp
GMV Evidence Food
Hull Mela
Last Man Out
Staff Party
Spurn Point Trip
Ok to be myself
Badge making session
Women's Group
Client Have Your Say Day
20th Anniversary Celebration
Laminating
Active Hull
Not Dull
Framing Venice
Christmas Presentation
AGM
India Evening
Short Film
Yorkshire Agoonoree
Children's Art Program
Longhill Festival
Neighbourhood management
Christmas Fayre
Longhill Christmas Fayre
Healthy Living Event
Congolese Welcome Event
No Smoking Day
Lordmare Show
project AGM
Workshop
Federation Quiz Night
Walking with Wilberforce

RAPP
Recycling Unlimited
Samaritans
Scrap Store
Search
Sheilds ltd
Shinobi
Special Sporting School
Spring Bank Community Association
St John Newland
St John's Church
St John's Church Newland
St John's Church Newland
St Richards Primary School
St Stephen's Church
Sure Start Marvil House
Sure Start Newland & Avenue
Sure Start Northern
The Wam Project
The Warren
The Warren
The Warren
Thornton Neighbourhood
Management
Trinity House School
Visual Image
Voices of Play
WAM
West Hull Women's Centre
Wilberforce Women
YHWRC

Children's Home
brochure
Driffield Show
Meeting
Conference
Nebosh Exams
Shinobi
Year of Arts - Drama Show
Office
Pathfinders
Riverside Food & Fun
Family Fun Day
Oswestry Camp
William Wilberforce Display
Adult & Youth Reflection
Family Fun Day
Opening Day
Primary School 40th Birthday
V Wam
World Music Event
CHYP/HYPP
Warren Residential

Multicultural event
KS3 Art Show
cracktown Christmas Show
Northern Play Partnership
Digital Photography
CV Writing
Hull Business Women's Club
Warden Training