

Community Kitchen How-to Guide



This guide offers more detailed information and advice for those who may be interested in adopting or adapting the initiative in their local area.

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Title	Community Kitchen
Organisation	Fa'Side Community Kitchen
Category	Promising Practice
Poverty Impact	Mitigation
Introduction to the Project	
<p>Fa'side Community Kitchen (FCK) is a COVID legacy, volunteer led charity. The community-based group began offering hot meals and emergency food provisions to local residents of Fa'side in East Lothian during the first COVID lockdown. Today FCK has a local base within Fa'side bowling club two days a week. Hot and nutritious meals and social interaction are provided at no cost to a diverse community populace. Free transport to the community kitchen events is provided to those community members who require it through volunteer drivers.</p>	

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Initial Idea

Who had the initial idea?
Ruth Davie from Fundamental Foods
How did the idea for the project come about?
Ruth recognised that social isolation and food poverty was a major issue during COVID. To address the issues of food poverty, isolation, and the missing aspect of socialisation, Ruth and other community members began delivering ready-made meals to those community members most impacted by the lockdown.
Did you draw on any published reports / papers / research evidence or practice you had seen elsewhere to inform your plans? <i>If so, please add details to the box below.</i>
The Pennypit Community Development Trust provided essential information on establishing the project and recruiting volunteers for FCK Project.
Who was involved in developing the initial idea of the project?
Ruth Davie, the local Community Council, East Lothian Council's collective Communities Officer, and local residents.



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Were those with lived experience of poverty involved in developing the initial idea of the project?	
Yes, due to the diversity of the primary volunteer base.	
What funding was used, if any, to support the development of the initial idea of the project?	
Small sums of community funding, inclusive of public donations	
What in-kind resources were needed when developing the initial idea of the project?	
Facilities	Base from which meals could be cooked and provided.
Equipment	Kitchen, electrical equipment, food serving and cooking wears.
Local Knowledge	Third party organisations, local councils and associated agencies, local charities, community members.
Food and Drink	Cross agency collaboration and swapping of food and cooking materials. Local business support, nutritional advice, knowledge and health and safety information from the Pennypit Community Development Trust
What, if any, barriers did you have to overcome when developing the initial idea of the project?	
Finding a base from which to operate and offer services from. Obtaining a business bank account was problematic during COVID.	
What, if anything, was helpful when developing the initial idea of the project?	
Open lines of communication with established charity organisations and community members.	
What was the timeline between the initial idea and the start of the project?	
2020-21	

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Who made the decision to introduce the project?

Joint decision between Fa'side Community Council, East Lothian Council, and the Pennypit Community Development Trust.

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Early Development of the Project

Did you run a pilot project or carry out a feasibility study?

No

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Accessing the Service and Engaging with Service Users

Is there a referral process? If yes, how does the referral process work (self-referral, referred by other agencies, identified from an existing database)

No.

How are potential clients made aware of the project?

Social media, local advertising (leaflets and posters) open days, word of mouth, Council partner agencies, and charities.

How do you keep in touch with service users? Do your service users have a preferred method of contact?

Social media and telephone, although social media is currently the most popular method of contact and communication for both staff and service users.

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Working with People with Lived Experience of Poverty

Are those with lived experience of poverty involved in delivering the project? *If so, please describe below.*

Yes, service users often become volunteers and unofficial promoters of the service. Feedback from service users also influences how the service is delivered and what it offers.

Are people with lived experience of poverty involved in managing the project or project governance? *If so, please describe below.*

Cannot be clarified in any detail

Are people with lived experience of poverty involved in any other aspect of the project? *If so, please describe below.*

Yes. Volunteers come from a diverse array of backgrounds and often have been/are service user who promote the project through social media and word of mouth.

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Leadership, Governance and Partnership Working

Who is responsible for managing the project?
Ruth Davie
Is this the only responsibility of the person managing the project? <i>If not please describe the manager's wider roles and responsibilities.</i>
No, as manager is responsible for representing FCK and sister projects to a community-based committee and its core support partner Pennypit Trust.
Is there a Project Steering Group? <i>If yes, who is involved in this and how does it work.</i>
No
If there is no Steering Group, what governance arrangements are in place to review strategy and performance?
Service user feedback is provided through questionnaires and fed back to Ruth Davie and FCK Committee members.

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Links to Wider Policies, Strategies and Statutory Requirements

Is the project part of a wider anti-poverty strategy? <i>If so, please give details.</i>
Not known.
Is the project part of any other strategy? <i>If so, please give details.</i>
Volunteer agencies such as FCK are vital in supporting East Lothian's wider Anti-poverty and Health and Wellbeing Strategy.
Is the project delivering a service that is a statutory commitment. <i>If so, please give details.</i>
No.

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Funding

Who funds the project? <i>Please give details.</i>
Third partner funding such a lottery grants and local community donations.
How much does the project cost?
N/A.
Is future funding based on pre-agreed outcomes or outputs being delivered?
No.

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Staffing and Resources

Which paid staff are involved in delivering the project?	
Kerry Taylor, Ruth Davie, Joyce Thomson, and Duncan McBride.	
Are volunteers involved in delivering the project? <i>Please describe their role and their contribution.</i>	
Yes. Volunteers help with driving, cooking, delivering services, social events, leisure events, and promotion of the service. Community contributions are invaluable in helping to deliver and sustain the project.	
What in-kind resources do you need to deliver your project?	
Facilities	Base for delivery including a kitchen, office space (Volunteer Centre East Lothian).
Equipment	Donated and bought goods: cutlery, electrical equipment, cooking utensils, tables and chairs, volunteer transport, and IT equipment.
Local Knowledge	Labour, food and drink provision, subject specific knowledge in: benefits, citizens' rights, volunteering opportunities and professional advice (Health and wellbeing, nutritional, and funding advice).
Food and Drink	Lunches and lunch ingredients, validated nutritional advice and knowledge.
For each of the in-kind resources listed above, who provides it?	
Facilities	Bowling Club, Volunteer Centre East Lothian.
Equipment	Bowling Club, Volunteer Centre East Lothian.
Local Knowledge	Local residents, volunteers, East Lothian Community and Local Council. Associated Council sub-agencies, such as the Health and Wellbeing Board. Local charity groups such as the Pennypit Trust, local schools, and local businesses.

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Food and Drink	Pennypit Community Development Trust and local food providers.
Did you have to buy or develop new IT systems, software (databases, apps) or technology to deliver your project? <i>Please describe below.</i>	
No	
Was additional staff training required to deliver your project? <i>If so, please describe.</i>	
Yes, health and safety and food hygiene training up to standard official requirements when dealing with food preparation and provision.	

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Monitoring and Evaluation

What information, if any, do you collect about your project?	
Number of users	Service user numbers recorded.
Profile of users	Not collected.
Experience of users	Service experience.
Anything else	Costs and spending recorded for end of year accounts.
How often is data collected? Who collects the data?	
Service experiences are collected by service staff at end of every sitting. No knowledge of economic data collection.	
Do you have baseline data on what things were like before the start of the project or before users started the project? <i>Please describe the type of baseline data that you have.</i>	
Baseline data on service users before charity status awarded.	
Do you produce an annual report? <i>Please provide details of what this includes.</i>	
Financial report to HMRC.	
In what ways, if at all, do you use the data that you collect to adapt the service that you provide?	
Data from service users used to improve/strengthen existing services.	
Have you employed an external organisation to formally evaluate your project? <i>If yes, please provide details.</i>	
No.	



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Do you intend to employ an external organisation to evaluate the service that you provide in the future? *If yes, please provide details.*

Not planned.

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Reach and Impact

What difference has the project made?
Brought the community closer together and has helped individuals to alleviate social isolation and food poverty.
How do you know this? What evidence demonstrates impact (metrics, interviews, feedback)?
Staff and service user feedback.
To what extent have the aims of the project been achieved?
The aims are ongoing
How, if at all, have conditions changed since the project was introduced?
N/A
Has the project had any unexpected or unintended outcomes? <i>If so, whether positive or negative, please describe.</i>
the project has led to identification and diversification of services, as well as a closer working relationship with other charity groups.
In your opinion, is the project having an impact on tackling child poverty? If so, please describe in what ways.
Yes, FCK provides a holistic and visible asset to reducing child poverty through the provision of a warm meal, social interaction, and family advice and support related to poverty alleviation. Parental benefit advice is provided as is mental health and wellbeing advice/referrals, visible alleviation of social isolation, and food/fuel poverty.

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Learning from Experience

What is working well?
Community engagement and cross agency communication.
What, if anything, is working less well?
No challenges or barriers identified.
What are the key learning points that you'd like to share with other practitioners? For example, is there anything that you would do differently?
Unsure
What plans do you have to develop or expand the project in the future?
Build on existing aims.
How easily do you think your project could be replicated in another setting?
Very easily.

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