

Voluntary Centre  
Services  
North Kesteven

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Delivering support  
services to the voluntary  
and community sector  
and supporting  
volunteering



Voluntary Centre Services North Kesteven and Volunteer Centre North Kesteven are services of Urban Challenge Ltd.

Registered Charity No 1072949.  
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Registered in England No 3438413



Supported by  
The National Lottery  
through the Big Lottery Fund

## Training Updates

### Monitoring and Evaluation

Thur 12 Nov 10.00 am -1.00 pm

Short course to introduce the concepts and approaches to monitoring and evaluation, its benefits and pitfalls. We will also look at M & E as an important organisational learning and management tool.

### Effective Volunteer Recruitment

Weds 18 Nov 10.00 am – 3.30 pm  
(Includes lunch)

Discuss why people volunteer, what puts them off and what organisations can do to recruit more volunteers. Explore ways to make your recruitment information and publicity material more effective.

### Managing Time

Weds 9 Dec 10.00 am – 1.00 pm

An introduction to simple methods and techniques for taking control of workload and other pressures on our time. Recognise the factors that steal time, and explore how to deal with interruptions and say no.

### Jargon

We all come across jargon at times and some of us may even use it in our jobs. Here is a light hearted look at some definitions.

**Best practice** – whatever somebody, usually a government official, says is good at the time. Alternatively, a hypothetical situation that will never be achieved but which is 'developing' or which is being 'rolled out'.

**Infrastructure** – not bridges, roads, sewers, rail lines or anything of the type. Rather complicated collections of organisations and people doing and saying stuff to each other. Those organisations that provide 'support' at 'second-tier level' to those at the

### How to win contracts in the public sector

Weds 24 Feb 1.00 - 4.00 pm

Is tendering right for your organisation? Look at the difference between grants and contracts and an introduction to business case

### Safer Food Better Business

Tues 23 March 9.30am -12.30pm

Margaret Biggin from NKDC will provide an overview of the legislation relating to preparation and provision of food for public consumption. She will help separate the myths from the facts.

### Supporting and managing volunteers (to be confirmed)

### Basic First Aid (to be confirmed)

Owing to the popularity of the recent first aid course we are hoping to arrange another sooner rather than later. Watch this space and the training brochure for further information.

'front-line' (no, not the army) or the 'coal-face' (no, not the miners) or 'on the ground' (no, not everybody except people in aircraft and tall buildings). Clear?

**Sustainability** – often used when Government is telling us that they're not going to give us money to do what we've been doing anymore, so we're going to have to find it from somewhere else.

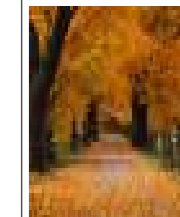
**Stakeholder** – not a vampire-killer or somebody putting up a tent. Actually just about anybody who might have an interest in or opinion about what you're doing.

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Voluntary  
CENTRE Services  
North Kesteven



## VCS Review and Refresh

Voluntary Centre Services wishes to strengthen and develop the voluntary and Community Sector across North Kesteven. It aims to bring together people from community and voluntary organisations to share skills, information experience, good practice, resources and to work collectively on issues of common or minority interest. Therefore It can link you to similar projects/services so that we can all learn from each other and hopefully not duplicate what's happening in your area, but replicate good practice. We also seek to maintain and develop relationships with other partners, especially within the statutory (public) sector and serve as a channel of communication, as well as providing both formal and networking opportunities.

The meetings are held every two months and are open to any voluntary and community group operating in North Kesteven from self help groups and sports clubs to larger and not for profit organisations who wish to be pro-active in contributing to the development of the quality of life for the community it serves. The next Review and Refresh networking event is on 7 January 2010 starting with lunch at 1.00 pm and finishing at 3.00 pm.

## Small charity constitution

National Association for Voluntary and Community Action, the Charity Commission and many other third sector organisations have developed a small charities constitution. The new constitution is designed to provide a concise, practical framework for charities with an income of under £5,000. It uses clear, direct language that is easy to understand, is only 700 words long and covers all the

At the last meeting it was agreed that a group would go away to plan a series of events, someone else is investigating social networking sites as a means of promoting groups and members were invited to have a stand at a forthcoming event: so we are not just a come and chat group.

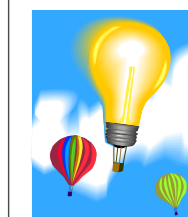
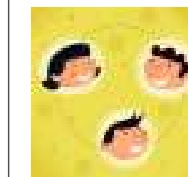
Why not come and join us at the next event and find out how this can help your group; see what you can offer the group; or just to learn about forthcoming events or funding opportunities and training that might be relevant to you.

In addition we are looking to have a networking group near you in the next year aimed specifically at voluntary and community groups run entirely by volunteers. It will possibly include funding, training opportunities, consultations (see p6) as well as an opportunity to share good practice and support and learn from others. A survey will be sent out shortly so we will appreciate your time in completing and returning to us. In the meantime if you are interested in attending or have any thoughts and ideas on what could be included please get in touch.

requirements for a very small charity which does not own land or employ staff.

[www.navca.org.uk/publications/smallcharityconst](http://www.navca.org.uk/publications/smallcharityconst)

Tim at VCS NK can also assist with this or other sample constitutions as well as group management and structures.



### Vetting and Barring Scheme – new guidance

With the introduction of this Scheme to protect children and vulnerable adults - the first phase of which commenced on 12th October 2009 - guidance has been made available which covers the changes that came into effect from this date.

These changes are:

- It is now a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts - including most NHS jobs, Prison Service, education and childcare. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work;
- The three former barred lists (POCA, POVA and List 99) are being replaced by two new ISA-barred lists;
- Employers, local authorities, professional regulators and other bodies have a duty to refer to the ISA information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm.

New employees, volunteers and those

#### Police funds

We have provided details of this fund previously but there is now a deadline for applications. We have therefore reproduced the details of the fund for your information.

Community groups are invited to apply for funding in support of charitable causes, projects or events. The scheme makes available grants of up to £500 to help towards any charitable or worthwhile cause. This money will come from the Police Property Act Fund.

The Police Property Act Fund is an account whereby allocations are received from the sale of recovered stolen goods or property that has been found or seized.

Anyone living in Lincolnshire is entitled to apply for funding. Applications which help to further any of the following areas are particularly welcome.

changing jobs in regulated activity do not need to start applying for ISA-registration until July 2010 and ISA-registration does not become mandatory for these workers until November 2010. All other staff will be phased into the scheme from 2011. Further information on how to apply for registration will be provided in due course.

The guidance includes more detail on the scope of the Vetting and Barring Scheme, with examples of what is (and isn't) 'regulated activity' and 'controlled activity'.

The guidance is available from [http://www.isa.gov.org/PDF/VBS\\_Guidance.pdf](http://www.isa.gov.org/PDF/VBS_Guidance.pdf)

NB: Criminal records, the vetting and barring scheme and safeguarding are becoming increasingly important for organisations. This page on NAVCA's website signposts to key sources of information. [www.navca.org.uk/localvs/crb](http://www.navca.org.uk/localvs/crb)

NAVCA has also published a webpage on the changes to the system which took place on 12 October. [www.navca.org.uk/localvs/crb/changes12oct.htm](http://www.navca.org.uk/localvs/crb/changes12oct.htm)

Reduction of crime  
Reduction of anti social behaviour  
Partnership working  
Social/Project Development  
Community Cohesion  
Disability Hardship

An explanation of these areas, along with an application form, is available on the Lincolnshire Police website under the 'Initiatives' - 'Grants for Pilot Scheme' section on the main page. Alternatively, contact Gill Finn at Police HQ.

The deadline for applications is 30<sup>th</sup> November 2009. No applications will be accepted after this period. Decisions on whether applications will receive support should be made within 14 days of their receipt.

Telephone: 01522 558146 (8.30am – 4.00pm Mon - Fri) or mail to [gillian.finn@lincs.pnn.police.uk](mailto:gillian.finn@lincs.pnn.police.uk)



### People's Postcode Trust

People's Postcode Trust offers funding to small organisations, community groups and registered charities. Support is available for 3-month projects ranging from £500 to £10,000.

Set up by People's Postcode Lottery, the main objective of People's Postcode Trust is to help with one or more of the following purposes:

- To prevent poverty, sickness and distress for the benefit of the public;
- To promote, maintain, improve and advance health;
- To advance citizenship or community development;
- To advance public participation in sport;
- To promote, improve and advance human rights, conflict resolution or reconciliation;

#### Gift Aid

A recent report by Charities Aid Foundation and National Council for Voluntary Organisations estimates that almost £750 million is lost to the sector in unclaimed Gift Aid. Although this refers to potential additional income that could be earned, it does include donations which have been given with Gift Aid Declarations but where the Gift Aid has simply not been processed or claimed.

This is like charities getting donations with Gift Aid Declarations where the money has been banked but the Gift Aid Declarations are put in a shoe box and pushed under a desk. (This has in fact been witnessed at one charity).

This state of affairs is compounded by the

#### Brokering volunteers for charity economic analysis projects

A new charity, Pro Bono Economics, has been launched this week "to broker economists into the charitable sector to help on short and medium-term assignments, typically addressing questions around measurement, results and impact. ... Quantitative evaluations by economists can help in measuring (wider social and economic) benefits and in determining the most effective ways of channelling support to achieve them." See <http://www.probonoeconomics.com>.

- To promote and advance environmental protection or improvement.

Please read the guidance notes at [http://www.postcodetrust.org.uk/guidance\\_notes.php](http://www.postcodetrust.org.uk/guidance_notes.php) carefully before completing an [application form](#). If you have any questions please contact the team by emailing [info@postcodetrust.org.uk](mailto:info@postcodetrust.org.uk) or call 0131 555 7288.

People's Postcode Trust achieves its objective through funds from People's Postcode Lottery <http://www.postcodelottery.co.uk/>

Trustees make decisions on a quarterly basis and the next round takes place at the end of January 2010. This round will open on the 1st November 2009 and close on the 18th January 2010.

fact that as of 1 April 2010 the window of opportunity in which to back claim Gift Aid reduces from six to four years. This Cinderella-like scenario means at the stroke of midnight on 31st March 2010 (which is less than six months away), two years of potential Gift Aid will simply be swallowed back into HMRC's coffers and lost to the charity sector for good.

As a rough estimate, based on the figure quoted, at least several hundreds of millions of the £1.5 billion unclaimed Gift Aid will be lost overnight. No wonder that the Government has not made more noise about this: it is not often they can save themselves this sort of money, simply by keeping quiet.

#### Event Licence

Don't forget if you are planning a one off event (eg. Christmas, spring or even summer fairs) where you intend to have alcohol or regulated entertainment (music, singing, dancing) then you need a Temporary Event Notice.

Contact North Kesteven District Council licensing team 01529 414141 or email [licensingteam@n-kesteven.gov.uk](mailto:licensingteam@n-kesteven.gov.uk)



*giftaid it*





### Telecare Training Days

Are you a:

community care officer, technical assistant, community matron, discharge liaison officer, occupational therapist, complex case manager, social worker, rehabilitation assistant, voluntary sector co-ordinator... or any one else that works alongside the elderly or individuals with complex needs.

The forthcoming free training days will allow you to see and hear how the service is aiming to use technology to support individuals to remain safely within their own home.

Training will take place on the following dates:

12 <sup>th</sup> November	Louth
20 <sup>th</sup> November	Sleaford
26 <sup>th</sup> November	Grantham
27 <sup>th</sup> November	Skegness
4 <sup>th</sup> December	Boston
10 <sup>th</sup> December	Lincoln

### North Kesteven Local Strategic Partnership and the Sustainable Community Strategy

The North Kesteven Local Strategic Partnership (NKLSP) is the body responsible for developing the Sustainable Community Strategy for the District. NKLSP is made up of a variety of individuals, businesses and agencies from the public, private, community and voluntary sectors all working together with a shared aim: to make North Kesteven a better place to live, work and visit.

The strategy gives communities the opportunity to express their views, needs and local priorities and helps all organisations in the District to align their work. This will include large corporate bodies like the District and County Councils; Lincolnshire Police; Lincolnshire Fire and Rescue; as well as voluntary organisations and groups like community associations and sports clubs.

The Strategy is based on the main outcomes of the ShapeNK consultation which was carried out in the autumn of 2007.

A date for training in Spalding will be arranged in the near future. Please register if you would be interested in joining this session.

Places limited to 30 per day.

Each day will start from 9.15am through to 4pm.

To express an interest please contact [telecare@lincolnshire.gov.uk](mailto:telecare@lincolnshire.gov.uk).

Please mark preferred date/venue in the subject box

On allocation of a place you will receive further details.

If you have any queries please ring 01522 554163 or email [graham.wilson@lincolnshire.gov.uk](mailto:graham.wilson@lincolnshire.gov.uk)

It has five key priorities for the District which are:

Community Wellbeing; Managing Change; A Vibrant Economy; A Sustainable Future and Better Transport.

Theme groups, consisting of members of the LSP and representatives of the wider community have been established for each of the Strategy's five priorities and these groups meet quarterly. It is the role of each of the five theme groups to oversee the implementation of the actions; monitor progress against the actions; and provide reports back to the wider partnership.

For further information on becoming a member of the North Kesteven Local Strategic Partnership or supporting the actions within the strategy in your community, please contact Susan Ross on 01529 414155 or visit: [www.n-kesteven.gov.uk/lsp](http://www.n-kesteven.gov.uk/lsp)



### Hate Crime Presentations

Lincolnshire Criminal Justice Board is working on a project designed to deliver "hate crime" presentations to community groups across Lincolnshire. Most people will have seen the shocking cases on TV and in the press where older people, those with disabilities or from other minority groups have been targeted, sometimes with tragic results.

The presentations last about an hour and can be tailored to suit each individual group. They cover a host of questions about hate crime such as:

*What is hate crime?*

*How do I report it?*

*Will the police take me seriously?*

*What support will I receive if I make a complaint?*

*What support is available for victims?*

They endeavour to have a police officer and representative from Victim Support present at each presentation. These events are made as friendly, informal and interactive as possible and they have been very well received by the groups who have already been spoken to.

For further information or to book an event please contact

Lesley Chester  
[Lpc.lincolnshire@btconnect.com](mailto:Lpc.lincolnshire@btconnect.com) or ring 07720 459 107

### Funding for young people's media projects

Mediabox is a fund that offers disadvantaged 13-19 year olds (up to 25 if they have a disability) the opportunity to create their own media projects. It is designed to enable young people to gain new skills, express themselves and get their voices heard.

Mediabox offers a variety of grants ranging from £500 to £40,000 for the creation of

youth-led media projects.

The next round of applications opens on Monday 25th January 2010, with a deadline of 2.00pm on Tuesday 9th March 2010.

For more details visit <http://www.media-box.co.uk/about/what-is-mediabox> or Tel: 0121 224 7511  
Email: [info@media-box.co.uk](mailto:info@media-box.co.uk)

### Updating National Occupational Standards for trustees

*Skills - Third Sector* has launched a consultation on the National Occupational Standards for Trustees as part of the Standards monitoring process. The consultation will check that the standards are still 'fit for purpose' and reflect good

practice in Trusteeship across the UK. Visit [www.skills-thirdsector.org.uk](http://www.skills-thirdsector.org.uk) and click on National Occupational Standards page to find the Standards and the questionnaire or ring 0845 450 3860.

### Jenny

We would like to offer a personal thank you to our volunteer Jenny who, after being with us since our opening, has decided to move onto more personal hobbies and pastimes. Jenny has been responsible for most of the

newsletters you have received throughout his period and has been involved in the production and design and in particular the wonderfully imaginative graphics that we use.

### Free Computers

Burton Pedwardine Parish Council have two 15" LCD computer monitors available. They are hoping to ensure they go somewhere useful rather than to the tip. If anyone is

interested please contact Craig at [contact@burtonpedwardine.org.uk](mailto:contact@burtonpedwardine.org.uk) or telephone 01529 460437.



### Third Sector CAF / TAC (Common Assessment Framework / Team around the Child) Training

#### Every Child Matters In Lincolnshire



The Common Assessment Framework (CAF) is a standard approach to conducting an assessment of the needs of a child or young person and deciding how those needs should be met. It has been developed for use by all agencies so that they can communicate and work more effectively together. In Lincolnshire a detailed assessment form has been developed which provides a tool to enable all practitioners to record information and identify needs at an early stage.

The TAC (Team around the Child) process provides an opportunity for professionals from a wide range of agencies to work together to meet the needs of children, young people and their families efficiently and effectively. This is achieved by involving the families in multi-agency meetings, which share information and compile detailed action plans for each child or young person, and appoint a specific worker to take on the role of Lead Professional.

At the end of the training participants will:

- Understand the role of CAF/TAC in meeting the needs of children and young people.
- Be able to undertake an assessment using the CAF form and understand the

principles of analysing risk and assessing need.

- Gain information and understanding on the roles and responsibilities of individuals and agencies working within the TAC process.
- Develop skills and knowledge to improve effectiveness of a multi-agency approach.
- Understand the role and responsibilities of the Lead Professional.
- Gain knowledge about the law and policies in relation to information sharing.

Horncastle College –  
Monday 9<sup>th</sup> November 2009,  
9.00am - 1.00pm

Springfield House, Grantham –  
Thursday 12<sup>th</sup> November 2009,  
12.00 – 4.00pm

Boston Family Centre –  
Monday 30<sup>th</sup> November 2009  
9.30am – 12.30pm

YMCA, Lincoln –  
Thursday 10<sup>th</sup> December 2009  
9.30am – 12.30pm

For more information contact Children's  
Links on 0845 373 0645

- Check that your volunteering vacancies are registered with the Volunteer Centre on our database, and the information we hold is up to date
- Bring a display or exhibition stand to the event
- Make a short presentation at the event

Call 01529 308450 or email  
[caty@volunteercentrenk.org.uk](mailto:caty@volunteercentrenk.org.uk) to make sure  
you don't miss out on this **free** promotional  
opportunity.



### Volunteering Fair

On 26<sup>th</sup> November VCS NK will be running the Make a Difference Fair at North Kesteven District Council, aimed at council staff. If your group involves volunteers and you want to make sure that your volunteering opportunities are promoted to district and county council employees, please contact Caty at VCS NK for more details.

To make sure your organisation is represented, you could:

- Supply us with leaflets or other promotional material

## Looking for volunteers?

Do you want to recruit:

- More people?
- New people?
- People to do different things?

### Find out how to:

- **Attract people with the skills you need**
- **Improve the effectiveness of recruitment materials**
- **Make the most of people's motivations**
- **Overcome barriers that stop people volunteering**
- **Use low-cost methods to promote opportunities**

## One-day workshop Effective Volunteer Recruitment

**Wednesday 18th November 2009**  
**10.00 - 3.30 (includes lunch)**

**Venue:**  
**26 Carre Street**  
**Sleaford**  
**NG34 7TR**

**Book your free place now!**  
**Call 01529 308450 or email**  
**[info@volunteercentrenk.org.uk](mailto:info@volunteercentrenk.org.uk)**



Voluntary Centre Services North Kesteven and  
Volunteer Centre North Kesteven are services of Urban Challenge Ltd.  
Registered charity no. 1072949. Registered company no. 3438413

### Volunteering Opportunities

Are you planning a Christmas event?

Do you need volunteers?

Then register your opportunity with VCS NK  
and let us try to find the right person to  
support your group.

Contact Steph on the usual number.