

PLEASE FEEL FREE TO FORWARD/COPY THIS E-NEWSLETTER TO YOUR COLLEAGUES OR PARTNERS WHO MAY BENEFIT FROM OR HAVE AN INTEREST IN THE INFORMATION. NOTE: VIEWS EXPRESSED DO NOT NECESSARILY REPRESENT THE POLICY, VIEWS OR POSITION OF THE SUFFOLK ASSOCIATION OF VOLUNTARY ORGANISATIONS. COMMENTS/ CONTRIBUTIONS WELCOMED: E-MAIL [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk)

# PIVO:TAL

October 2007

Issue 21



Produced by Suffolk Association of Voluntary Organisations  
Charity reg.: 1091039

Our legal status: company limited by guarantee.  
Registered Number: 4354379 Web: [www.savo.co.uk](http://www.savo.co.uk)  
Email: [admin@savo.co.uk](mailto:admin@savo.co.uk)

---

Welcome to the latest PIVO:TAL newsletter from SAVO's Partnership Team.

This edition is a "design in progress" as we will be (hopefully) moving to using new technology via our recently launched and re-branded SAVO website. If you haven't seen the new site, please check it out at [www.savo.vo.uk](http://www.savo.vo.uk).

PIVO:TAL has been split into Local, Regional and National news items, views and information, of interest to the Voluntary and Community Sector and Public Sector partners. For the latest updates, you can look at the News section on our website: [www.savo.co.uk](http://www.savo.co.uk).

We are always interested in news articles and information. Please send me an email [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk)

---

## LOCAL

### Launch of Compact in Suffolk



The Compact in Suffolk is a way of managing the relationship between the public sector and voluntary & community sector - in essence a good practice toolkit. The last of the Five Codes of Good Practice that underpin the main Compact document, the Funding and Procurement Code, is now complete and will be part of a launch event taking place on the 7<sup>th</sup> November at 11:30 am Bury St Edmunds Cathedral. This is taking place as

part of Suffolk's National Compact Week event (1-8 November). Further details on the Compact in Suffolk are available on the SAVO website [www.savoco.co.uk](http://www.savoco.co.uk) under Representation and Partnership. This includes a list of all the organisations that have already signed up to a Compact Way of Working. For more information contact Laura Hack: Tel: 01473 275197 Email: [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk)

### **Draft Social Enterprise Strategy for Suffolk**

There is an opportunity to comment on a draft Social Enterprise Strategy that Suffolk County Council is co-ordinating. The draft Strategy has recently undergone a first phase Equality Impact Assessment screening process, so please do comment, or pass this message on to existing social enterprises and community organisations planning to become social enterprises. Any comments should be returned to Cheryl by 5pm on **16th November 2007**. A copy of the draft strategy can be accessed by either contacting [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk) or via Cheryl Paget, Economic Development Project Officer, Suffolk County Council Tel: 01473 260793 E-mail: [cheryl.paget@suffolkcc.gov.uk](mailto:cheryl.paget@suffolkcc.gov.uk)

---



### **Local Area Agreement Scrutiny Panel community members needed**

Suffolk County Council are currently recruiting three independent community members for their Local Area Agreement Scrutiny Panel. They are very keen to get full representation of the diverse population of Suffolk.

#### **What is the Joint Scrutiny Panel?**

The Joint Scrutiny Panel (JSP) will be made up of thirteen members who will review the decisions and performance of the LAA. Of these seven will be local councillors and six will be Independent Community Members. When used to its best advantage, active scrutiny will identify matters of public concern involving the work and performance of the LAA and investigate, provoke and advise.

There is a Code of Conduct for the JSP, which is a key aspect of the ethical framework and all members of the Joint Scrutiny Panel will be honour-bound to observe the Code. A copy of the code will be sent to you if you are invited for interview.

#### **What will my commitment be?**

It is likely that the JSP will meet four times a year at venues across Suffolk and you will also be expected to prepare in advance of the meeting, by taking part in site visits, relevant development and training and by reading published agenda and papers.

There may also be additional work involved in each scrutiny, such as meetings with people affected by decisions or performance of the LAA to obtain additional information, ideas and opinions. The JSP may also set up Working Parties to look at particular issues and you

would have the chance to volunteer for these. The extent and scope of this additional work will depend on the type of scrutiny undertaken and it would be for individuals to decide their level of involvement.

Independent Community Members serve for up to four years, but there is the option to extend the period to six years without the need for the member to formally reapply. You will be able to claim a financial loss allowance and travel and subsistence expenses for attendance at meetings.

Further information

For further information about the Local Area Agreement: [www.onesuffolk.co.uk/laa](http://www.onesuffolk.co.uk/laa)

For general queries and questions please contact Sarah Harvey on 01473 265553 [sarah.harvey@suffolkcc.gov.uk](mailto:sarah.harvey@suffolkcc.gov.uk)

### **National Indicators for Local Area Agreements**

These are the nearly 200 indicators that are the basis of the second Local Area Agreement - of which 35 are going to be chosen as Suffolk targets (although all the rest are going to be reported against)

<http://www.communities.gov.uk/documents/localgovernment/pdf/505713>

### **Draft Suffolk Climate Change Action Plan**

Download the draft Suffolk Climate Action plan here:

[http://www.greensuffolk.org/what\\_are\\_we\\_doing/climate\\_change/consultation\\_on\\_suffolk\\_climate\\_action\\_plan](http://www.greensuffolk.org/what_are_we_doing/climate_change/consultation_on_suffolk_climate_action_plan)

### **Pro Bono week comes to Suffolk - Wednesday 14 November**

ISCRE is working in partnership with the Law Society during National Pro Bono week. 'Pro Bono' is basically lawyers helping voluntary organisations as specialist volunteers. It is a great opportunity for all voluntary sector organisations/groups representing people who for a range of reasons need legal advice and guidance as access to justice for those most vulnerable is a real issue in Suffolk. At this event you will be able to speak with Trainee Solicitors etc and tell them about the people you support/represent and encourage them to take up 'pro bono' work for and with you. The event is also to promote to Law Firms the benefits of their staff undertaking pro bono work.

Places are limited. Contact Jane Basham, Director, Ipswich and Suffolk Council for Racial Equality: Mobile: 07979 552163, Tel: 01473 408111

Have you heard about the community information directory Suffolk InfoLink?  
[www.suffolk.gov.uk/infolink](http://www.suffolk.gov.uk/infolink)



Suffolk InfoLink contains information about organisations, activities and services offered across the county and already has over 4,000 organisations listed on it. The directory is currently undergoing a massive expansion. Suffolk County Council are approaching new providers and expanding the range of organisations listed to include many more voluntary, statutory and commercial

services.

These improvements will ensure Suffolk InfoLink becomes the main searching and signposting tool for local people, and will also offer organisers of local activities a free platform to promote their services.

Organisations on InfoLink will have control over their own records providing greater content and flexibility. Your entry can include a link to a web site and have email addresses and contacts of the activity organisers. An image and a document can also be attached to the record.

There will be a rolling programme of annual updates, which will be supported by Suffolk County Council staff, but organisers can update their own records at any time, using a unique user name and password.

SCC can use the InfoLink software to produce printed directories and reports tailored to your needs. The same system can also be used to find out how often different records have been accessed; and how users have searched for information - all of which is great marketing information.

With your help, SCC can ensure that Suffolk InfoLink plays an important role in providing information for people about services in their community. It is all available for free at [www.suffolk.gov.uk/infolink](http://www.suffolk.gov.uk/infolink)

For more information contact: [Infolink@libher.suffolkcc.gov.uk](mailto:Infolink@libher.suffolkcc.gov.uk) Janet Bayliss Tel 01473 265457 or Jessica Wilkes Mellor Tel 01473 265302.



invite you to come and Meet the Funders on **Tuesday 6<sup>th</sup> November 2007, 10am- 4pm** at Stoke By Nayland Village Hall

If your organisation operates within Babergh, meet the Funders can give you the chance to come and meet the

people who can help you find those vital funds.  
Funders present include:

- **Babergh Communities Together**  
One to one funding and development information and guidance
- **Babergh District Council**  
Community Grant Programme
- **Big Lottery Fund**  
Including; Awards for All, Community Assets Programme, Reaching Communities
- **Heritage Lottery Fund**
- **Suffolk ACRE**  
Biffaward  
Parish Plan Grants
- **Suffolk County Council**  
External Funding Team, Single Gateway, Youth Opportunity and Capital Funding
- **The Suffolk Foundation**

All of these organisations will have stands at this Meet the Funders event and will be happy to talk to you about your particular funding needs. Places are free. Tel **0845 2606340** or **0845 370 6340** to book.

---

## **Older People's Mental Health Consultation**

A consultation is currently being held for the proposed changes to older people's mental health services in the Gt. Yarmouth and Waveney area. The document is available on-line at [www.gywpct.nhs.uk](http://www.gywpct.nhs.uk)

## **Faith and Culture**

Suffolk Inter-Faith Resource (SIFRE) are organising a series of free lunchtime seminars in Ipswich (Endeavour House), Bury St Edmunds (Shire Hall) and Lowestoft Library, exploring the perspectives of people from religious and cultural backgrounds. The seminars will help people to be more informed and sensitive to other people's positions and principles. Over the coming months there will be talks by Humanists, Sikhs, Hindus, Latter-day Saints, Migrant Workers and others. For a full programme of events email [humanresources@csduk.com](mailto:humanresources@csduk.com) or Tel 08456 053000.

## **Counselling Skills Courses**

Ipswich Concern Counselling Centre will be running two series of courses starting in January - an *Introduction to Counselling Skills* (6 weekly sessions on Thursday mornings starting 31<sup>st</sup> January) and *Using Counselling Skills when Working with Children and Young People* (8 weekly sessions on Tuesday evenings starting 15<sup>th</sup> January). The latter course will look at some of the underlying emotional issues, which have an impact on schools and those working with children and young people. Both complete courses cost £150 each. Further details can be obtained from Carolyn Hart on 01473 212788.

## Business Skills Training in Suffolk

A **FREE** course is being held in Suffolk for Social Enterprises and Voluntary Organisations. It is appropriate for decision makers within organisations. The programme is over 3 non-consecutive days.



Content includes:

- Direction of the Social Enterprise/Voluntary organisation
- Organisational Development Planning
- Learning
- Training Needs Analysis
- Evaluation
- Training Policy
- Managing People and Performance
- Investors In People
- Progression Routes.

Optua are hosting a session in Suffolk soon and have some spare places, contact Colin Poole [colin.poole@optua.org.uk](mailto:colin.poole@optua.org.uk) for information.

---

## REGIONAL

### Skills for Life Conference

A conference on helping learners to progress in Skills for Life is being held in Cambridge on 30<sup>th</sup> November. A chance to influence policy and inform practice, as well as find out about the national strategy. E-mail [neil.goodall@niace.org.uk](mailto:neil.goodall@niace.org.uk) for more information.

### ACAS Courses in the East of England

ACAS run a wide range of employment-related courses in venues across the region. Their knowledge and expertise in matters relating to employment law and practices allows you a unique opportunity to understand the full implications of work-related issues. Over the next few months they will be running courses on **Managing Absence** (20<sup>th</sup> November, Bury St Edmunds), **Dealing with Discipline and Grievances** (4<sup>th</sup> December, Colchester) and **Employment Law Update** (30<sup>th</sup> January, Ipswich). Courses cost £85 + VAT. Further details from [www.acas.org.uk/training](http://www.acas.org.uk/training)

## Successful Procurement and Negotiation Seminars

Acevo and the DTA will be delivering a series of regional seminars on behalf of the Finance Hub on successful procurement and negotiation. The seminars will be based on the following four draft briefings which will be published in September:

- Best practice in negotiation
- Best practice in tendering/bidding
- Best practice in impact reporting
- VAT issues in establishing delivery partnerships and consortia.

The seminars will be held by experts in their field and will give you the knowledge and skills to diversify your organisation's income revenue. The seminars will also give you the opportunity to explore the sector's need for support and information in the four areas above, comment on the briefings and discuss best practice with your peers, commissioners and third sector leaders. Briefings will be updated and published in a final report following the seminars, based on delegate feedback.

If you would like to book a place, either visit the acevo website [www.acevo.org.uk/events](http://www.acevo.org.uk/events) to book online or click on the link below to download a booking form:

[https://www.acevo.org.uk/UserFiles/File/Procurement\\_NegotiationSeminarsFlyer.pdf](https://www.acevo.org.uk/UserFiles/File/Procurement_NegotiationSeminarsFlyer.pdf)

## Help with winning and delivering contracts

Four briefings on various issues around being more effective in winning and delivering contracts have been produced by Acevo with Development Trusts Association. They are:

- Tendering and Bidding Briefing: Give your tender a winning chance
- Impact Briefing: Putting impact at the heart of the tendering process
- Negotiation Briefing: Effective negotiating to secure better outcomes
- VAT Briefing: VAT made simple when working in partnership

To download these documents go to:

[http://www.acevo.org.uk/index.cfm/display\\_page/Sucessful\\_Procurement2](http://www.acevo.org.uk/index.cfm/display_page/Sucessful_Procurement2)

---

## NATIONAL

- **Campaigning**

### Charity Commission to clarify guidance on political campaigning by charities

The Charity Commission is to revise its guidance on political campaigning for charities to clarify the freedom to campaign that already exists under the current law. To read an article about this in more detail go to:

[http://www.charityfinance.co.uk/charity\\_news\\_alert/issue48/commission.asp](http://www.charityfinance.co.uk/charity_news_alert/issue48/commission.asp)

## **Just 10 minutes of your time is needed to help improve standards of campaigning**

What makes a good campaigner? There are lots of opinions, but is there a common view? Can we learn from each other, and stop reinventing the wheel when developing job descriptions or training programmes? Or are our needs so diverse that there is little overlap from one organisation to another? This short research project, commissioned by the Workforce Hub and conducted by BOND (British Overseas NGOs for Development) and the Campaigning Effectiveness Programme aims to answer these questions and identify if good campaigners need certain minimum knowledge, skills and attitudes that can be set out as National Occupational Standards (NOS). You can take part by completing a short on-line survey. **To take part in the survey, please go to:**

[www.bond.org.uk/emailings/survey/campaigning/campaignersurvey.htm](http://www.bond.org.uk/emailings/survey/campaigning/campaignersurvey.htm)

- **Consultation**

### **Big Lottery Fund consults on BASIS spending**

The Big Lottery Fund has launched a consultation on funding priorities for the second round of its BASIS grant scheme. The BASIS programme is aiming to improve the infrastructure support available to the sector, with 202 organisations being invited to apply. Approximately £5m will be available for between five and eight nationwide projects, with applicants including NAVCA, Scope and NCVO. The consultation is accepting replies by email, post or via [www.biglotteryfund.co.uk](http://www.biglotteryfund.co.uk). Responses by 16 November 2007.

### **LINKs**

Consultation on the regulations for Local Involvement Networks (LINKs) Legislation is currently before Parliament to establish Local Involvement Networks across England. LINKs are intended to replace patient forums. A consultation document outlining draft versions of the regulations relating to LINKs, explaining more about them, and asking for views and comments on them is now available. The consultation period ends 21 December 2007.

[www.dh.gov.uk/en/Consultations/Liveconsultations/DH\\_078794](http://www.dh.gov.uk/en/Consultations/Liveconsultations/DH_078794)

### **East of England NHS makes 12 pledges for better patient care - Consultation launched on NHS priorities for next three years**

The NHS in the east of England has announced its plans to consult on its new vision for the NHS across the whole of the region for the next three years. This vision, entitled Improving Lives; Saving Lives, sets a series of measurable and challenging pledges to make health and health care better in our area.

The consultation will be an opportunity for everyone to have a say on what the NHS in our region should prioritise in the coming years. It will be a chance for patients, the public and NHS staff to comment on their pledges, make suggestions about changes and hold their local NHS to account for those priorities.

To read the full article, go to [www.eoe.nhs.uk/improving/index.html](http://www.eoe.nhs.uk/improving/index.html)

- **Funding**

### **Why grants are important for a healthy local VCS**

A study of four local authorities' policies commissioned by the Finance Hub and produced by NAVCA explores the grant funding relationship between local government and the voluntary and community sector (VCS) as part of the local funding mix.

It provides snapshot examples of the grant funding relationship and grant funding practice of four very different local authorities, each of which recognises a need for, and has demonstrated a degree of commitment to, on-going grant provision.

These examples attempt to shed light on the nature of this commitment, the drivers for it and the perceived outcomes of it. The intention is to provoke discussion at national level and amongst local partners who are seeking to address VCS funding issues responsibly.

You can download the report at

<http://www.financehub.org.uk/grantfundingcasestudies.aspa>

### **Online guides to giving**

Arts and Business, the charity promoting private investment into the arts, has launched an online tax guide on how to give efficiently and effectively. It includes a section for organisations on enhancing their fundraising, and note that they use 'arts' to embrace all cultural activity.

For more information go to <http://www.aandb.org.uk/taxguide>

### **Ethical investment for charities**

Eiris, the ethical investment research organisation, has created a web site aimed specifically at charities and their supporters, to encourage socially responsible investment. It covers what socially responsible investment is, reasons for doing it and how to go about it. For more information go to <http://www.charitysri.org>

### **Community Development Foundation**

CDF is administering Round 3 of a grants scheme for local communities to increase race equality and community cohesion within their own communities. The grants scheme, Connecting Communities Plus, Community Grants, welcomes applications from small, locally run and managed voluntary and community organisations, often run by volunteers, who want to improve opportunities for people locally and to improve relations between people of different ethnic and/or faith backgrounds. Deadline: 8 January 2008

Guidance notes and application forms are available to download at [www.cdf.org.uk](http://www.cdf.org.uk) Tel: 01223 400343 Email: [ccplus@cdf.org.uk](mailto:ccplus@cdf.org.uk)

## **Funding to Support Community Based Heritage Projects**

Your Heritage provides grants of £5,000 and £50,000 to support community-focused heritage projects. To qualify for a grant, projects should conserve and enhance the UK's diverse heritage or encourage communities to identify, look after and celebrate their heritage or both.

<http://www.hlf.org.uk/English/HowToApply/OurGrantGivingProgrammes/YourHeritage/default.htm>

### **Booklet explores project outcomes**

Charities Evaluation Services has produced a booklet explaining what outcomes are and how to go about identifying and assessing them. 'Your project and its outcomes' is a plain language guide containing step-by-step advice and case studies. It can be downloaded from [www.ces-vol.org.uk/index.cfm?pg=165](http://www.ces-vol.org.uk/index.cfm?pg=165).

### **Publication explores assessing and funding the capacity of voluntary and community organisations**

The Association of Charitable Foundations, the UK Workforce Hub and the Governance Hub have produced a new publication called 'Is it seaworthy? Assessing and funding the capacity of voluntary and community organisations'. The guide is aimed at funders to help them develop a greater understanding of the importance of funding governance, planning and human resources, so that they can use their finances wisely and that the organisations they fund are equipped to effectively deliver the services or projects. The report is available to download free, or can be purchased in hardcopy for £5. See [www.ncvo-vol.org.uk/isitseaworthy](http://www.ncvo-vol.org.uk/isitseaworthy).

### **Funding advisers network feasibility study**

Last year research by Sheffield Hallam University found strong support among funding advisers for a national network. Now a new survey has been commissioned by the Finance Hub to find out what they would like the potential new network to do. The provisionally titled Funding Advisers National Network could be established by Spring 2008. For further details and a link to the survey, where you can feed in your views, visit [www.financehub.org.uk/fann.aspa?nodeid=487](http://www.financehub.org.uk/fann.aspa?nodeid=487).

### **Lloyds TSB Foundation launches new website**

Lloyds TSB Foundation has unveiled a new website with a clear step-by-step guide to its application process for grants. It incorporates a six-step walkthrough application guide including:

- an eligibility check
- types of organisations and work which are or are not funded
- different funding programmes
- downloadable application form and guidelines
- an application checklist.

The Foundation wants to ensure that applicants have the right tools needed to make a successful bid at their fingertips. Research had previously shown that one in three people downloading the application form had not also downloaded the guidelines for applicants. The new website also contains details of their local grants teams. Visit [www.lloydstsbfoundations.org.uk](http://www.lloydstsbfoundations.org.uk) for further information.

Funding coming up from the Big Lottery @ <http://www.biglotteryfund.org.uk>

#### [Advice Plus](#)

**Area:** England

**Round Two will open in November 2007**

**Minimum grant:** £10,000 **Maximum grant:** £500,000

**Description:** Legal advice services give information, guidance and support to individuals and groups so that they can consider, understand and resolve problems related to their rights.

#### [Awards for All England](#)

**Area:** England

**Closing date:** See programme details on the website

**Minimum grant:** £300 **Maximum grant:** £10,000

**Description:** We can fund projects that enable people to take part in art, sport, heritage and community activities, as well as projects that promote education, the environment and health.

#### [Community Assets](#)

**Area:** England

**Closing date:** See programme details on the website

**Minimum grant:** £150,000 **Maximum grant:** £1 million

**Description:** The Big Lottery Fund is delivering the Community Assets programme on behalf of the Office of the Third Sector. This is not Lottery funding.

#### [Fair Share](#)

**Area:** UK

**Closing date:** 31 December 2013

**Minimum grant:** £5,000 (with some flexibility) **Maximum grant:** £250,000 (with some flexibility)

**Description:** Jointly funded by the New Opportunities Fund and Community Fund, Fair Share is targeting 77 areas across the UK.

#### [Family Learning](#)

**Area:** England

**Closing date:** 29 August 2008

**Minimum grant:** £10,000 **Maximum grant:** £500,000

**Description:** Family Learning will help parents to understand more about how their children learn.

#### [International Communities](#)

**Area:** UK

**Closing date:** 30 April 2008

**Minimum grant:** £50,000 **Maximum grant:** £500,000

**Description:** Aiming to fund effective projects that tackle the causes of poverty and deprivation and bring about a long term difference to the lives of disadvantaged people.

#### [International Strategic](#)

**Area:** UK

**Closing date:** 15 February 2008

**Minimum grant:** £1 million **Maximum grant:** £5 million

**Description:** The International programme is Big Lottery Fund's way of helping disadvantaged communities overseas.

#### [Parks for People](#)

**Area:** England

**Closing date:** See programme details on the website

**Minimum grant:** £250,000 **Maximum grant:** £5 million

**Description:** This three-year joint initiative between the Heritage Lottery Fund and the Big Lottery Fund (BIG) helps with the restoration and regeneration of public parks and gardens.

#### [Playful Ideas](#)

**Area:** England

**Closing date:** 31 December 2007

**Minimum grant:** £10,000 **Maximum grant:** £250,000

**Description:** The Playful Ideas programme will support projects that focus on innovation and new ways of providing for children's play.

#### [Reaching Communities: England](#)

**Area:** England

**Closing date:** See programme details on the website

**Minimum grant:** £10,000 **Maximum grant:** £500,000

**Description:** Reaching Communities, is a demand led England wide programme that will provide funding to help improve local communities and the lives of people most in need.

#### [Research programme](#)

**Area:** UK

**Closing date:** See programme details on the website

**Minimum grant:** **Maximum grant:**

**Description:** The programme will be open for applications by the end of 2007. The Big Lottery Fund will provide up to £25 million in the UK.

#### [Young People's Fund: Grants to individuals](#)

**Area:** England

**Closing date:** 1 November 2007

**Minimum grant:** £250 **Maximum grant:** £5,000

**Description:** The 'Grants to Individuals' strand of the Young People's Fund will fund young people's ideas for projects that will make a difference in their community.

- **Governance**

### **Update on finding new trustees**

The Charity Commission has updated its publication, 'Finding new trustees -what charities need to know'. <http://www.charitycommission.gov.uk/publications/cc30.asp>.

### **NICE, the national organisation for clinical excellence, is seeking patient and public involvement**

The [Patient and Public Involvement Programme](#) and the [Centre for Public Health Excellence](#) are looking for applications from members of the public (including those involved in community groups or voluntary organisations) to sit on the group developing guidance on personal, social and health education, focusing on sexual health and alcohol use. The Group will start work in December 2007 and finish in 2009, with the guidance due to be published in September 2009: <http://www.nice.org.uk/page.aspx?o=453741>

### **Charity merger guidance**

The Institute of Chartered Secretaries and Administrators has published sixteen new guidance notes on charity mergers. They provide a number of model documents, guidelines for trustees and a 'heads up' for the issues that need to be considered, along with the powers available under the Charities Act 2006.

These are available as pdf downloads from:

[http://www.icsa.org.uk/index.php?option=com\\_content&task=view&id=461&Itemid=0](http://www.icsa.org.uk/index.php?option=com_content&task=view&id=461&Itemid=0)

### **Pointers to meeting trustee standards**

'Meeting the Standards' is a guide from the Governance Hub to help trustees attain the competences set out in the Trustee and Management Committee National Occupational Standards. It gives starting points for the individual unit aims of the standards, and a list of resource documents and web sites which have some relevance.

The PDF can be downloaded from:

[http://www.governancehub.org.uk/docs/Meeting\\_the\\_Standards\\_FINAL.pdf](http://www.governancehub.org.uk/docs/Meeting_the_Standards_FINAL.pdf)

### **Larger charity boards more white and male**

A new survey has found that larger charities have a lower representation of both women and black and minority ethnic trustees on their management committees than smaller ones. Women make up 45% of smaller organisations, but only 29% of larger ones, and BME figures are twelve against seven per cent. More information on the BoardCount 2007 report, based on 450 board members across 70 organisations can be found at <http://www.plazapublishing.co.uk/boardscount.html>

## **Regulator explains Community Interest Companies**

The Futurebuilders England website has a new article written by Julie Court, Acting Regulator of Community Interest Companies, explaining what a CIC is and some of the advantages of this fairly new legal structure for third sector organisations. For more information go to [http://www.futurebuilders-england.org.uk/content/News/SectorSpotlightArticles/article\\_36\\_490.aspx?iid=81](http://www.futurebuilders-england.org.uk/content/News/SectorSpotlightArticles/article_36_490.aspx?iid=81)

## **Commission to cease random visits to charities**

The Charity Commission is to stop making random review visits to charities as part of its efforts to reduce spending in light of expected cuts in the forthcoming Comprehensive Spending Review. It also proposes establishing a “proactive monitoring unit”, which will make visits to charities that it identifies as being in particular “risk categories” in order to offer them advice on complying with charity law: [http://www.charityfinance.co.uk/charity\\_news\\_alert/issue48/randomvisits.asp](http://www.charityfinance.co.uk/charity_news_alert/issue48/randomvisits.asp)

## **New form for charity registration**

A new streamlined application form for charities wishing to register with the Charity Commission will appear on 1st October, and the old style won't be accepted after 30th November. For more information go to:

<http://www.charitycommission.gov.uk/registration/newregform.asp>

## **Guide to governance and organisational structures**

Co-operatives UK, commissioned by the Governance Hub, has produced a publication explaining the common organisational and legal structures available to voluntary and community organisations. This includes the newer forms outlined in the Charities Act 2006: Community Interest Companies and Charitable Incorporated Organisations. Download the guide from [www.governancehub.org.uk/resources/The%20Board%20In%20Control/BL-Strategic%20Dir ection/596](http://www.governancehub.org.uk/resources/The%20Board%20In%20Control/BL-Strategic%20Direction/596).

## **News from the Charity Commission**

The Charity Commission has launched a new service enabling you to complete your charity's Annual Return or Update online. It can also be used to keep your Register details up to date, submit your trustee annual report and accounts, or just to write to the Commission. The Charity Commission says the service is free, fast and available 24 hours a day, with immediate email confirmation that your information has been received. To access the online service visit [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) and click the relevant link in the Online Services box.

- **Health and Safety**

### **Child protection update**

Voluntary Arts Network has a new briefing paper, 'Child Protection Part III - An Update', covering the changes in the law around working or volunteering with children, since their earlier briefings in 2004. This can be downloaded from

<http://www.voluntaryarts.org/uploaded/map6082.pdf>

If you want to download the previous parts go to: <http://digbig.com/4trpf>

### **Health and safety for disabled people**

The Health and Safety Executive has new material around health and safety for disabled people at work, including issues around risk assessment, at <http://www.hse.gov.uk/disability/index.htm>

There's an Easy to Read guide, produced with the Disability Rights Commission, in pdf format, 730kb, from <http://www.hse.gov.uk/disability/easyread.pdf>

- **Human Resources**

### **Example Carers Policy**

People Management magazine has an article on employers' responses to the new right for carers to request flexible working, which vary from formal policies to a more case-by-case approach. It includes the approach of leading children's cancer charity CLIC Sargent which is promoting its updated policies as a template of best practice. <http://digbig.com/4ttcc>

### **Updated advice on holiday entitlement and pay**

Employment advisory body ACAS has updated its advice leaflet on holidays and holiday pay following the changes to statutory entitlement from 1st October 2007.

For more information and to download the leaflet go to: <http://www.acas.org.uk/index.aspx?articleid=806>

### **Changes to flexible working rights for foster carers**

From 1 October 2007, private foster carers and people with residence orders will be able to request flexible working. Previously only those who had adopted children placed by an adoption agency were covered by the legislation.

The regulations also add foster carers and the spouse, partner and civil partner of a private foster carer (or someone with a residence order) to the list of people who are entitled to request flexible working to care for a child.

## **Managing substance misuse at work**

Personnel professionals' body, the CIPD has a new downloadable guide, which includes sample policy statements, entitled 'Managing drug and alcohol misuse at work: a guide for people management professionals'. To download the guide, go to:

[http://www.cipd.co.uk/subjects/health/drugs/\\_drgalcmgsd.htm](http://www.cipd.co.uk/subjects/health/drugs/_drgalcmgsd.htm)

- **Training**

### **Online training in equality and diversity**

An e-training series of Equality and Diversity toolkits, with video tutorials alongside interactive serious games, has been developed by the Institute of Digital Learning at the University of Wales, Newport. 'Addressing Barriers: Enhancing Services' aims to provide frontline workers with access to appropriate knowledge and guidance to ensure equality opportunities in organisations' client centred service delivery.

To access the toolkits go to <http://equal.newport.ac.uk>

- **Volunteering**

### **Skills through Volunteering**

Skills through Volunteering is a new nationwide campaign from Media Trust and Community Channel which aims to encourage people (aged 25 to 40) with no qualifications to look at gaining skills through volunteering. Running to the end of October, the campaign includes taster sessions with organisations such as Red Cross, Timebanks UK, Victim Support, Mencap and The Food Chain. More information at: <http://www.communitychannel.org/inourhands>.

- **General**

### **Sharing personal information between organisations**

The final version of the framework code of practice for sharing personal information between organisations has now been published by the Information Commissioner. You can download this from <http://digbig.com/4tskd>

### **Codes for premises**

A new user-friendly guide to a newly updated Code for Leasing Business Premises has been produced as the result of collaboration between commercial property professionals and industry bodies representing both landlords and tenants. It includes a useful checklist when negotiating a new lease or a renewal. For more information go to <http://www.leasingbusinesspremises.co.uk>

A new Code of Practice on Service Charges in Commercial Property has been produced by the Royal Institute of Chartered Surveyors which aims to make service charges more transparent and fair. For more information go to <http://www.servicechargecode.co.uk>

## Translation tools

FreePint, the information professionals' newsletter, has produced a round-up of useful language translation web sites. This can be read at:

<http://www.freepint.com/issues/270907.htm#favourites>

## Carbon Footprint

Calculate your carbon footprint on Defra's website. It measures how much carbon dioxide you create and how much you contribute to climate change and then measures you against the national average. <http://actonco2.direct.gov.uk/index.html>