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**VOLUNTARY ORGANISATIONS are**  
**PIVOTAL**  
**TO SUFFOLK**

July 2006

<p><b>FAST &gt;&gt; FORWARD</b></p>	<p><b>ISSUE 16 Welcome...</b></p>
<p>Zoom through this e-newsletter to the area of your choice:</p> <ul style="list-style-type: none"> <li>• The Compact in Suffolk 2</li> <li>• Public Service Delivery 3</li> <li>• Children and Young People 5</li> <li>• Common Assessment Framework 6</li> <li>• Optua ACS Services Survey 7</li> <li>• Funding 8</li> <li>• Suffolk Materials Exchange 10</li> <li>• Sport 11</li> <li>• Training 12</li> <li>• News in Brief 15</li> <li>• Volunteering 18</li> <li>• Recruitment 19</li> </ul> <p>Produced by Suffolk Association of Voluntary Organisations</p> <p>Charity reg.: 1091039  Web: <a href="http://www.savo.co.uk">www.savo.co.uk</a>  Email: <a href="mailto:laura.hack@savo.co.uk">laura.hack@savo.co.uk</a></p>	<p>To the Summer 2006 PIVOTAL. This edition focuses on what's happening both locally and nationally in Public Service Delivery and the Compact, news and updates around legislation and training courses, plus details of the new funding streams from the Big Lottery.</p> <p>A quick reminder that I am always after articles and news items to include in the next issue so please feel free to email anything to me. It is also useful to be able to keep the email list up-to-date, so tell me of any changes, additions or if you want to unsubscribe (as if!)</p> <p>Laura Hack, Editor</p>

## The Compact in Suffolk

The Suffolk Compact is an agreement between the voluntary and community sector and public sector partners to improve relationships for mutual advantage. The Compact should be integral to any policies, agreements, plans and action undertaken between the voluntary and community sector and public bodies.

The Suffolk Compact was developed in 2001 and is now being reviewed by the Suffolk Compact Steering Group, starting with the Codes of Good Practice that bolt onto the main document. The five Codes are in draft format and we are now coming to the end of a twelve-week consultation around these to complete the final versions. It's not too late to take part in this consultation and you can offer as much detail as you wish and give your views on one or all of the Codes. You can view the full consultation on-line at [www.savo.co.uk](http://www.savo.co.uk)

We will be asking groups and organisations to sign up to the new Compact for Suffolk later in the year. The Compact in Suffolk will be launched in National Compact Week (November 2006).

**Watch this space for more details!**

### Compact Plus

Compact Plus is an initiative to strengthen the Compact. A scheme to underpin compliance nationally and with Local Compacts will be introduced by the Compact Commissioner. Compact Plus could be badged, certificated, awarded, or used as a trading standard, according to research undertaken by Ian Mackenzie for the Cabinet Office and Compact Working Group. An on-line facility is now available for national and local public and voluntary organisations to say which of four visions for accreditation would work.

See the accreditation visions at [www.thecompact.org.uk](http://www.thecompact.org.uk)

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### Compact Champions

The Compact in Suffolk Steering Group are looking for people to Champion the Compact within their organisation. If you work with the Voluntary and Community Sector on a regular basis you would be an ideal candidate. Contact the Steering Group via Laura Hack:

[Laura.hack@savo.co.uk](mailto:Laura.hack@savo.co.uk)

Tel: 01473 275197

**Public Service Delivery**

There has been a recent drive within the VCS and Public Sector around Public Service Delivery. The Government's goal is to deliver world-class public services through investment and reform, while ensuring efficiency and value for money. ChangeUp is one example of the Government putting money into the sector to capacity build the VCS infrastructure to ensure that it is ready to help front-line organisations meet this goal. Voluntary and community organisations, social enterprises and the wider third sector are already playing an important role in the delivery of public services but have the potential to contribute even more to the pursuit of our ambitious goals for public services.

There are many frustrations on both sides for a number of reasons and to counteract these, Suffolk ACRE are leading on a project to create a model for better Public Service Delivery. The concept of a Managed Network of providers will:

- Renew vision, purpose and motivation within VCS and Public Sector
- Identify clear roles and responsibilities
- Develop greater levels of accountability
- Develop greater levels of trust and mutual respect
- Share ambitions and achievement of mutually agreed goals between the VCS and Public Sector organisations

**To find out more contact Suffolk ACRE on 01473 242500**

**Guide to public service procurement process**

'Before Signing On The Dotted Line', a complete guide to the public service procurement process from finding the contract to preparing your tender, was published on the 11th July by the Public Service Delivery Network. It is available from NCVO's web site.

[www.ncvo-vol.org.uk/press/releases/index.asp?id=293](http://www.ncvo-vol.org.uk/press/releases/index.asp?id=293)

**NCVO has recently published a policy position paper on public services.**

This paper sets out the approach that is needed to ensure that voluntary and community organisations are able to transform public services, which plays to the strengths of the sector in identifying need, shaping services and delivering services.

The paper is available on from the website at:

[www.ncvo-vol.org.uk/transformation](http://www.ncvo-vol.org.uk/transformation)

## Public Service Delivery

### Delivering public services gets high-level support

High level government commitment to the role of the voluntary sector in public service reform was demonstrated at the recent Three Sector Summit, organised by chief executive's body ACEVO with the CBI and National Consumer Council (the Future Services Network,

<http://www.futureservicesnetwork.org>) with the presence of the prime minister and four ministers.

Tony Blair said that they wanted to sort out long term funding and things that they need to do "to harness the energy, and potential, and creativity of the sector". He also said "And the reason why I wanted to come along today was to say this is for us a priority. The reason we have a Minister with the very specific and special responsibility is because we consider it a priority, and we want to in a sense up our game across the whole of this area and do it in a very decisive way over the time to come." PM's press notice at <http://www.number10.gov.uk/output/Page9715.asp>, record of his speech and a 'Q and A' at

<http://www.number10.gov.uk/output/Page9714.asp>.

Third Sector Minister Ed Miliband announced that there will be a public service innovation team established in his Office of the Third Sector, as part of disseminating the sector's service delivery successes more widely. His speech is at [http://www.cabinetoffice.gov.uk/about\\_the\\_cabinet\\_office/speeches/index.asp](http://www.cabinetoffice.gov.uk/about_the_cabinet_office/speeches/index.asp)

The Prime Minister announced that the Department of Health will undertake a radical review of community equipment and wheelchair services, the Transforming Community Equipment Services Project, where the likes of the RNIB, RNID or Red Cross could act as procurement agents. <http://digbig.com/4kqgy>.

The Department of Health is to set up a Social Enterprise Unit to encourage innovation and entrepreneurialism in health and social care, <http://digbig.com/4kqra>.

The Local Government Minister outlined measures to strengthen the sector's relationship with local government, <http://www.communities.gov.uk/index.asp?id=1002882&PressNoticeID=2181>.

There will be a Central-Local Government-Third Sector Engagement Board and Third Sector magazine reports that the Minister Phil Woolas wants small, local voluntary and community groups to be involved here, to "feed in the reality of life at the coalface".

The Work and Pensions Minister also committed to a level playing field for public, private and voluntary sector providers on welfare services.

<http://www.dwp.gov.uk/aboutus/2006/22-06-06.asp>.

## Children and Young People

The DfES has published "Making It Happen" - a clear and concise booklet to support the development and implementation of more effective front-line integrated working practice across the children's workforce. It includes information on information sharing, multi-agency working, the common assessment framework and the lead professional role.

Source: Every Child Matters website  
[www.everychildmatters.gov.uk/resources-and-practice/IG00130/](http://www.everychildmatters.gov.uk/resources-and-practice/IG00130/)

The Government has launched a review of policy on children and young people, which will inform decisions in next year's Comprehensive Spending Review on what further steps can be taken to improve the life chances of children and young people. Three sub-reviews will focus on disabled children, youth services and families at risk.

Source: HM Treasury Press Release  
[www.gnn.gov.uk/Content/Detail.asp?ReleaseID=212315&NewsAreaID=2](http://www.gnn.gov.uk/Content/Detail.asp?ReleaseID=212315&NewsAreaID=2)

*Taken from: NSPCC Library & Information Service's CASPAR Email*

### Welcome to the new Youth and Connexions Service!

On 5th April 2006 Connexions Suffolk became one of the first Connexions Partnerships in the country to fully integrate with the local authority youth service and other services. The new Youth and Connexions Service is now part of the county council's Directorate for Children and Young People's Services.

The move anticipates legislation in the Education Bill (outlined in Youth Matters: Next Steps) to make services for young people more joined up under a Children's Trust arrangement. A new integrated management team will take forward the work of what will now be called the Suffolk Youth and Connexions Service. The team includes managers of the statutory youth service and Connexions with Bud Simpkin, Chief Executive of Young Suffolk, representing the voluntary and community youth sector.

Contact Bud @ Young Suffolk at:  
[ceo@suffolkonline.net](mailto:ceo@suffolkonline.net)

**Common Assessment Framework**

The Common Assessment Framework (CAF) is a holistic first assessment of a child or young person with a need that cannot be met by the agency currently providing services. The ultimate aim is that by early identification of need and intervention, we can improve outcomes for children and young people and their families and reduce the need for higher-level services. CAF is a national initiative coming from Every Child Matters and depends on sharing information between agencies providing services for children and young people and their families. CAF will reduce duplication and the need for families to repeat their stories and so improve their experiences of services. Further information on CAF can be found at: [www.Suffolk.gov.uk/cyp](http://www.Suffolk.gov.uk/cyp) search for CAF or

[www.ecm.gov.uk/deliveringservices/caf](http://www.ecm.gov.uk/deliveringservices/caf)

The Common Assessment Framework (CAF) is a key part of delivering frontline services that are integrated and focused around the needs of children and young people. The CAF is a standardised approach to conducting an assessment of a child's additional needs and planning how those needs should be met.

The Felixstowe cluster are implementing CAF in September - training dates below.

September	26, 28,
October	3, 4, 5, 10, 11, 12

For further information on CAF, contact Alice Redfearn on

[alice.Redfearn@cexec.suffolkcc.gov.uk](mailto:alice.Redfearn@cexec.suffolkcc.gov.uk)

or

[commonassessmentframework@cyp.suffolkcc.gov.uk](mailto:commonassessmentframework@cyp.suffolkcc.gov.uk)

CAF will be a statutory requirement by the end of 2008 and Suffolk has now agreed the roll out plan which is summarised below. By rolling out CAF in this structured way support and expertise can be concentrated in the clusters as they start to use it.

North Lowestoft Haverhill	May 2006
Felixstowe	September 2006
Forest Heath South Lowestoft Woodbridge/Kesgrave	January 2007
Bury St Edmunds Waveney/Blyth Ipswich East	June 2007
Sudbury Framlingham/Leiston Ipswich South	September 2007
Thurston High Suffolk South Suffolk	October 2007
Stowmarket Ipswich West Ipswich North	January 2008

## Optua ACS Services Survey

### Optua seeks views of disabled people

Suffolk disability charity Optua is asking disabled people to tell them about their experiences in receiving services from Adult & Community Services (Social Services) and the National Health Services in Suffolk, especially if their services such as home care, respite care or day services have been reduced recently.

Optua would like to gather as much information as possible as research for its Annual Conference in November. The focus of the conference this year is the Government Green Paper 'Independence, Well-being and Choice' which sets out the Government's vision for adult social care over the next 10 to 15 years, and what effect it might have on the lives of disabled people.

Optua is keen to find out how the funding difficulties in health and adult community services in Suffolk could affect the delivery of this vision so this information can be fed back to those attending the conference.

Anyone who is willing to give their views can fill in a simple survey which is available from Optua's main office on 01473 836777 or it can also be downloaded via the news section of the website at [www.optua.org.uk](http://www.optua.org.uk) and emailed to [enquiries@optua.org.uk](mailto:enquiries@optua.org.uk).

Linda Hoggarth, Chairman of Optua, said: "Every year at our conference in November we discuss a key issue that affects disabled people. This year we want to focus on the Government's vision for improving adult social care and what impact local changes to services will have. Many people feel that the current financial position, where services are facing serious financial difficulties, will prevent the Green Paper's vision being put into practice and will actually reduce the independence, well-being and choice of disabled people."

"We want to find out the real picture in Suffolk so we want to hear from as many disabled people as possible. There will be representatives from the county council and health organisations at our conference so your views will be heard by the people who commission the services that directly affect you!" The survey can be filled in by disabled people, family carers or someone representing an organisation. It is anonymous so no-one has to give their name or address if they do not want to.

Optua's conference is being held on Friday 3<sup>rd</sup> November at the Courtyard by Marriott Hotel, Ransome's Europark, Ipswich. Anyone interested in coming along to the conference can contact Optua on 01473 836777.

### Contact:

James Powell  
Public Relations Manager, Optua  
01473 836746

## Funding

### GlaxoSmithKline IMPACT Awards 2007

The GlaxoSmithKline Community Health IMPACT Awards recognise and reward charities in the UK who are doing excellent work to improve people's health. The annual awards are funded by GlaxoSmithKline and run in association with the King's Fund.

#### Key features of the awards

- The awards are open to registered charities who are at least three years old, who work in a health-related field in the UK and have a total annual income of less than £1 million.
- The overall winner will receive £30,000, with nine further winners receiving £20,000 each. Up to 10 highly commended organisations will receive £5,000.
- You do not need to present a new project. The awards are designed to recognise success and achievements in existing work.
- The charities decide best how to use the award money.

The main changes from the 2006 awards are that the maximum total annual income for eligible organisations has been increased to £1 million and organisations do not need to supply references prior to shortlisting.

[http://www.kingsfund.org.uk/funding/gsk\\_impact\\_awards/index.html](http://www.kingsfund.org.uk/funding/gsk_impact_awards/index.html)

The application deadline is 5.00pm on Thursday 19 October 2006



Are you a small Voluntary/Community group based in Suffolk seeking funding for either a new or existing project?

Does the project directly or indirectly improve employment or training prospects?

If so, you could be eligible for funding from the European Social Fund Global Grants within Suffolk Single Gateway grant.

A few of the projects recently funded are: rural outreach services; self-help support groups and community based training projects.

For further information please visit:

<http://www.suffolk.gov.uk/BusinessAndConsumer/RegenerationAndCommunityDevelopment/Funding/SuffolkSingleGateway/>

or telephone 01473 264653 for an information pack.

## Funding: Big Lottery News

### Grants for Community Buildings

A Community Buildings programme with fifty million pounds to invest in physical hubs for communities, such as community centres and village halls, has been launched by the Big Lottery Fund. Grants of between £50,000 and £500,000 are available to improve, replace or introduce a building into a community that provides services and activities to meet the needs of a range of people, in England. Press release at <http://digbig.com/4kxkm>, or start at [www.biglotteryfund.org.uk/apply-uk](http://www.biglotteryfund.org.uk/apply-uk).

**Children's Play**, launched on 28 March 2006. Details are available from [http://www.biglotteryfund.org.uk/prog\\_childrens\\_play](http://www.biglotteryfund.org.uk/prog_childrens_play)

**Parks for People**, the first joint programme from the Big Lottery Fund and the Heritage Lottery Fund was launched on 17 January 2006. Details are available from: [http://www.biglotteryfund.org.uk/prog\\_parks\\_people.htm](http://www.biglotteryfund.org.uk/prog_parks_people.htm)

**Advice Plus**, launched on 29 June 2006. Details are available from [http://www.biglotteryfund.org.uk/prog\\_advice\\_plus](http://www.biglotteryfund.org.uk/prog_advice_plus)

**Breathing Places**, designed to complements the BBC's Breathing Places campaign, launched on 12 June 2006.

[http://www.biglotteryfund.org.uk/prog\\_breathingplaces](http://www.biglotteryfund.org.uk/prog_breathingplaces)

**Well-being**, the programme targeted at improving the health of communities, launched on 12 April 2006. Details are available from

[http://www.biglotteryfund.org.uk/prog\\_well\\_being](http://www.biglotteryfund.org.uk/prog_well_being)

**Awards for All**, relaunches throughout the UK, details are available from <http://www.awardsforall.org.uk/>

**Basis**, the voluntary and community infrastructure programme, was launched on 31 March 2006. Details are available from

[http://www.biglotteryfund.org.uk/prog\\_basis](http://www.biglotteryfund.org.uk/prog_basis)

**Reaching communities**, the main demand-led programme, was launched on 07 December 2005. Details are available from

[http://www.biglotteryfund.org.uk/prog\\_reaching\\_communities](http://www.biglotteryfund.org.uk/prog_reaching_communities)

## Suffolk Materials Exchange

### Suffolk Materials Exchange

[www.eastex.org.uk/suffolk](http://www.eastex.org.uk/suffolk)

The Suffolk Materials Exchange is a **FREE** online service that allows **businesses, Voluntary and Community Sector organisations and schools** to circulate surplus materials. The Exchange actively exploits the principle that one organisation's waste is another's raw material allowing unwanted materials to be passed on or sourced efficiently.

### What materials can be placed on the exchange?

There is a vast range of materials that can be sourced or supplied through Eastex falling into the categories listed below:

### What are the user benefits?

- Find free or cheaper sources of raw materials or equipment from anywhere in the region
- Reduce expenditure on waste disposal
- Improve your environmental and social performance

### Duty of Care

It is everyone's responsibility to ensure that waste generated is handled safely and in accordance with the law. Full details of Duty of Care and other waste regulations can be found at [www.netregs.gov.uk](http://www.netregs.gov.uk)

### How to Register

1. Go to your local exchange at [www.eastex.org.uk/suffolk](http://www.eastex.org.uk/suffolk)
2. Click on the 'REGISTER' option
3. Fill out the simple form for full use of the Exchange

### How to find materials

1. Log in under 'MEMBERS' or Register online
2. Click 'SEARCH' and make a selection
3. View contact details associated with the chosen records
4. Make contact and arrange collection

### How to advertise materials

1. Log in under 'MEMBERS' or Register online
2. Click 'ADD A RECORD'
3. Submit details of your offering

### How to delete materials

1. Log in under 'MEMBERS' or Register online
2. Click 'DELETE A RECORD'
3. Click on the item you want to remove

We have Suffolk Materials Exchange flyers detailing all of this information and more which we can provide and encourage you to circulate. The more registrations there are on the Exchange the more materials we can keep out of landfill, saving you money. We encourage members to register and keep an eye on the exchange for new records. Remember, this is all FREE!

Contact: Anna Martin on 01502 584061 or [anna@zwc.org.uk](mailto:anna@zwc.org.uk)

**See advert for post on page 19!**

## Sport

### 2006 Redrow Suffolk Youth Games

Over 1000 young people representing Suffolk's sporting future converged on Bury St Edmunds recently for the seventh staging of the Suffolk Youth Games. The competition in all ten sports was keen with standards of performance the best to date. This was ably demonstrated to all, in particular in the last event of the day, the Tag Rugby final, which went to extra time. Mid Suffolk emerged as worthy winners by the narrowest of margins over a gallant Forest Heath side. The big crowd, which had assembled were entertained by a thrilling spectacle where the level of skill, commitment and fair play was an example for all.

Honorary Games Patron, David Sheepshanks, Chairman of Ipswich Town Football Club, at the Opening Ceremony, set the tone for what was to prove a memorable day's sport with an emphasis on everyone giving of their best in a fair and sporting way.

Waveney won the overall Team award for the second consecutive year with Ipswich and Mid Suffolk in second and third places respectively. Success was shared across all seven districts taking part.

Joint Games hosts St Edmundsbury Borough Council, Abbeycroft Leisure and King Edward School laid on an excellent range of facilities. Sporting Champion, Jayant Mistry, taking time out from his worldwide schedule, was a big hit with both participants and spectators. The 2005 Wimbledon Wheelchair Tennis Champion took part in a demonstration with some of the competitors to the enjoyment of all present.

All the people who contributed to the success of the day must be congratulated. The numerous volunteers were brilliant both in running the sports events and with the general organisation. Among these were a number of student volunteers from King Edward School who were getting their first taste of volunteering at a major event. Their commitment and enthusiasm added greatly to the occasion.

The Youth Games programme is designed to get more young people taking part regularly in club sport. In the weeks leading in to the Games, recruitment and coaching programmes were run by local clubs and coaches linking to nearby schools. Local management across the range of sports and with respect to logistical arrangements was provided by the respective local authority Sports Development Officers. This led to a team approach within each local community.

**For further information please contact Tracy Brownlow at:**  
Tel 01379 677307 or 07901 857732  
Email [tracybrownlow@btconnect.com](mailto:tracybrownlow@btconnect.com)

## Training

### Learning and Skills Council recruiting for voluntary sector work

The Learning and Skills Council (LSC) is recruiting people to join its national strategy committee, which will help continue to shape the direction of its work with the voluntary and community sector.

It is calling for people with knowledge or experience in one or more of the following areas: learning and skills consortia arrangements; national or regional VCS organisations delivering learning and skills; National Adult and Continuing Education interests; VCS workforce development interests; volunteers and priority learners' interests (such as offender learners or learners with learning difficulties or disabilities).

Visit the UK Workforce Hub website <http://www.ukworkforcehub.org.uk/DisplayPage.asp?pageid=9684>

to download documents, including a job profile and an application form.

### New volunteer management qualification

The Institute of Leadership & Management (ILM) has launched a suite of management qualifications for the voluntary sector. The qualifications are designed for people who manage volunteers, and will help them plan and organise their volunteer workforce.

The qualifications come after the Voluntary Sector National Training Organisation (VSNTO), now the Workforce Hub, found a sector skills shortage in management training for those managing volunteers.

The new qualifications start at level 3 for those who manage individual volunteers, or groups of volunteers directly on a day-to-day basis.

They have been mapped to the National Occupational Standards in Management of Volunteers.

Email [customer@i-l-m.com](mailto:customer@i-l-m.com) for more details of the new qualifications.

## Training

### Majority of trustees ill equipped for role

The majority of charity trustees feel they are not fully equipped for their role despite being responsible for more than £39 billion of charity cash, according to a survey for the Governance Hub.

More than 80% of trustees say they took on their role in order to contribute to a good cause, but 94% say they do not have the skills they need to carry out their job. The survey found that 45% required additional skills in charity law and compliance, and 41% had gaps in their knowledge about governance, fundraising and marketing and communications. More than two-thirds of trustees said time constraints are the biggest obstacle to improving governance arrangements, and two-fifths of organisations do not have any budget for governance costs. As a result, just 46% of trustees have a formal induction while 22% of organisations fail even to supply role descriptions.

Jolanta Lasota, head of the Governance Hub, said the hub was launching a new campaign, Make Every Move Count, to ensure that boards are aware of and are using the tools available to skill up trustees.

"Good governance is essential for the health and success of an organisation, and boards need to focus on developing their governance arrangements," she said.

(Source: [charitytimes@charitytimes.com](mailto:charitytimes@charitytimes.com))

'Learning to Drive' is a national e-learning initiative for Trustee Training. The initiative is being developed by SAVO with the support of the Governance Hub.

The people who embark on the 'Learning to Drive' programme may:

- Be new to trusteeship or may be considering becoming a trustee
- Want to get greater experience or sharpen their skills
- Want to advance their knowledge, skills or expertise
- Want an accredited course
- Be trainers, facilitators, advisors, tutors, supporters or groups who want to improve their induction and support of trustees

View these websites for more info:

[www.governancehub.org.uk/Home/eLearning.shtml](http://www.governancehub.org.uk/Home/eLearning.shtml) or [www.savo.co.uk](http://www.savo.co.uk)

If you, or anyone you know, may be interested in becoming an e-tutor for **Learning to Drive**, please let me know as soon as possible and I will send you further details.

**Michelle Patmore**

**Trustees Together Project Leader**

[michelle.patmore@savo.co.uk](mailto:michelle.patmore@savo.co.uk)

## Training

### Alliance for sector providers of adult learning and training

The National Institute of Adult Continuing Education is consulting on developing a National Alliance for voluntary and community organisations that provide adult learning and training in England.

NIACE has funding from the UK Workforce Hub to pilot such a body.

Deadline for replies is 21st September.

Online questionnaire at:

[www.niace.org.uk/Research/Volsector/VCS-NLA/Default.htm](http://www.niace.org.uk/Research/Volsector/VCS-NLA/Default.htm), or

email: [lorraine.casey@niace.org.uk](mailto:lorraine.casey@niace.org.uk)

### Resources and information for managers of volunteers, mapped against National Occupational Standards

A guide to the resources available to managers of volunteers has been produced. It's designed to help managers of volunteers find the resources they need, and includes links to useful websites and references to books, organisations, toolkits and documents.

Download a free copy from:  
[www.ukworkforcehub.org.uk/DisplayPage.asp?pageid=8699](http://www.ukworkforcehub.org.uk/DisplayPage.asp?pageid=8699)

### New Voluntary Sector Management Qualification

Charitytraining.com is offering a BTEC Professional Certificate in Voluntary Sector Management, supported by the awarding body EDEXCEL. The qualification has been specifically designed to meet the development needs of charity professionals and is the first of its kind within the UK.

Charitytraining.com have an in-house funding specialist, who can help organisations identify and apply for funding.

For more information, visit [www.charitytraining.com](http://www.charitytraining.com)

or call 01778 344 113.

### Free good employment factsheets

The UK Workforce Hub has produced **FREE** factsheets on good employment practice. They are particularly useful for voluntary organisations without dedicated Human Resources (HR) expertise and trustees taking on responsibilities for employment for the first time.

The factsheets are available from:

[www.ukworkforcehub.org.uk](http://www.ukworkforcehub.org.uk)  
<http://www.ukworkforcehub.org.uk>

They are based on the *Good Employment Guide for the Voluntary Sector*, which is available from Central Books.

## News in brief

### Microsoft donations

The new CTXchange programme from Charity Technology Trust enables UK-based registered charities to request a wide range of Microsoft product donations for a small administrative fee. This is an enhancement of Microsoft's existing donation programme and CTXchange combines it with one from networking equipment company Cisco.

<http://www.ctxchange.org>.

### Risk assessment simplified

'Five Steps to Risk Assessment', from the Health and Safety Executive, has been revised and simplified to make it easier for ordinary people, not just health and safety experts, to undertake assessments and put them into practice. In plain English with examples.

[www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm).

### Employing and serving disabled people

A new site from The Employers' Forum on Disability aims to provide the tools needed to build a business case for employing disabled people and serving disabled customers. The Realising Potential web site, at:

[www.realising-potential.org](http://www.realising-potential.org), accompanies a publication of the same name.

### Calculating the charity search factors

GuideStar UK, the online database of charities, has introduced 'The Giving Formula' to help people track down the charities they want to support. Basically it has 3 dimensions - geographic scope, activity type (e.g. health, environment grouped into Personal, Emotional, Social, Environmental) and Proactive (campaigning and research)/ Reactive (providing services). It might be a good idea to see how this impacts on searching for your charity.

[http://www.guidestar.org.uk/gf\\_formula.aspx](http://www.guidestar.org.uk/gf_formula.aspx). (Note: still only covers England and Wales registered charities.)

### Checking financial information before it is released

A finance preview facility for the online database of charities run by GuideStar has finished a successful trial period. It is now available to any (England and Wales) registered charity to check the accuracy of the latest financial data entered onto the system before it is made available to the public, with an automatic email alert sent to the charity to notify them when new data is received. See press release at <http://www.guidestar.org.uk/press.aspx>.

**News in brief**

**DTI consultation on public and bank holidays**

The Department of Trade and Industry has launched a public consultation on proposals to extend statutory holiday entitlement to include permanent bank and public holidays. Under the proposals, a worker's statutory entitlement to paid annual leave would increase from 4 weeks per year to 5.6 weeks (pro rata for part-timers) up to a maximum of 28 days.

Under Reg 13 of the Working Time Regulations 1998 a worker is entitled to four weeks paid annual leave. In practice, many employers offer paid bank holidays in addition to this as part of contractual holiday entitlement. However, there is no provision in the Regulations excluding bank or public holidays from the statutory entitlement and employers can require workers to take a day of statutory leave on New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day.

The proposal is to increase the statutory entitlement by an extra eight days paid leave per year to a worker working five days a week. Although an employer would still be able to require a worker to take a day's leave on a bank or public holiday, there would be no statutory right for a worker to insist on taking leave on these days where the employer does not agree.

The consultation, which ends on 22 September 2006, seeks views on how best to implement the changes, and will be followed in December by a Government response and draft regulations.  
[www.dti.gov.uk/consultations/page30026.html](http://www.dti.gov.uk/consultations/page30026.html)

**Get active and well informed with Age Concern Suffolk!**

Following the opening of Saxon House on the Suffolk Business Park, Bury St Edmunds, at the beginning of the year, Age Concern Suffolk have been busy developing activities for older people in West Suffolk at their new, purpose built centre.

"Since Saxon House opened its doors we have been developing a range of active ageing activities" said Daphne Savage, Chief Executive of Age Concern Suffolk. "There are now opportunities to learn computing, take part in yoga and tai chi on a regular basis and new activities are being developed all the time."

"Saxon House also houses our two day service facilities (The Oasis Day Centre and Links Day Centre) and provides office space for Age Concern's West Suffolk services and staff." continued Mrs Savage. "Conference and training rooms are available for hire and there is also an opportunity for other organisations to book our active age suite."

**Age Concern contacts in Bury St Edmunds are as follows:-**

St Johns Centre Information Desk, St Johns Street, tel 01284 757750

Saxon House Centre, 7 Hillside Business Park, Kempson Way, Bury St Edmunds tel 01284 757740

## News in brief

Optua Leisure is holding a Disability Sport Showcase Day on Saturday September 16th at Northgate High School where anyone with a physical, sensory or learning disability can take part in a range of paralympic sports including archery, football, wheelchair basketball, wheelchair tennis, table tennis, athletics, cycling, boccia, goalball and sitting volleyball.

The event is free and will be taking place from 11am to 5pm. If you are interested you can call Optua Leisure on 01473 836770 or email [leisure@optua.org.uk](mailto:leisure@optua.org.uk). You can also download a flyer on their website at [www.optua.org.uk](http://www.optua.org.uk)

The showcase event is part of Optua's plans to develop a Disability Sport Academy and is aimed at introducing more disabled people to paralympic sports. In 2012 the Paralympics comes to London and disabled people from Suffolk could be taking part if they get involved now!

You can contact Optua Leisure for more information about the Academy or opportunities to take part in disability sport in Suffolk.

## *STITCH @ WORKWISE*

Workwise in Bury St Edmunds have developed a new corporate embroidery service:

EMBROIDERED T-SHIRTS, POLO SHIRTS, FLEECES, SWEAT SHIRTS & CAPS, PROMOTIONAL DESIGNS FOR WORK, CLUBS & PUBS: FREE EMBROIDERY SAMPLE WITH QUOTE

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BURY ST EDMUNDS  
SUFFOLK  
IP33 3NR

TEL: 01284 762298

FAX: 01284 765920

Email: [marion@workwise.org.uk](mailto:marion@workwise.org.uk)

Please support them and **spread the word.**

## Volunteering

### Lunch Expenses for Unemployed Volunteers

Volunteering England has launched a campaign around the Department of Work and Pensions guidance in its recent document covering volunteers on benefits, which seems to rule out these volunteers claiming lunch expenses (see newsletter 252). It is encouraging volunteers and volunteer-involving organisations to ask MPs to put their names to an Early Day Motion (EDM) tabled by Diane Abbott.

<http://digbig.com/4kxkw>.

### Volunteering in later life

A new report into volunteering in later life is based on research by Age Concern Newcastle and Newcastle University. They say that the study offers important new insights into how and why older people choose to volunteer. News item at <http://digbig.com/4kxtf> or download 'Volunteering, Self-Help and Citizenship in Later Life' (pdf, 572kb) from

<http://www.acnewcastle.org/about/campaigns/>.

### Finding New Trustees

The Charity Commission has produced a 'start to finish' guide to help charities recruit new trustees effectively and increase the range of skills and experience on their board. 'Finding New Trustees - What charities need to know',

[www.charitycommission.gov.uk/publications/cc30.asp](http://www.charitycommission.gov.uk/publications/cc30.asp).

### Campaign against age discrimination in volunteering

Volunteering England and Volunteering in the Third Age (VITA) are calling for support for their campaign against old age discrimination in volunteering.

They want to ensure that anyone who wants to can volunteer, regardless of their age.

The organisations are asking volunteer-involving organisations to sign up to some or all of three commitments: visit Volunteering England's website [www.volunteering.org.uk/campaignsandpolicies/agediscrimination](http://www.volunteering.org.uk/campaignsandpolicies/agediscrimination)

for more details and to sign up.

**Recruitment**

**Materials Exchange Co-ordinator for Suffolk**

Are you interested in resource efficiency and in helping businesses divert their waste from landfill?

The Eastern Region Materials Exchange is a free online service that helps individuals and organisations access information about redundant stock and surplus raw materials. Your role will be to

- champion the use of the Materials Exchange
- actively seek to maximise the number of registrations and exchanges of material
- manage and monitor the process and report progress.

You will need an understanding of environmental issues relating to waste and recycling, experience of working in or with the business community and computer literacy skills.

You are self motivated and able to work on your own and with others; you possess excellent networking and communication skills and hold an HND or equivalent level qualification in a relevant subject.

The project is due to be completed at the end of March 2008. You will be based in Lowestoft or Bury St Edmunds at the offices of Suffolk Connect.

The post will be 30 hours per week and can be job shared. Salary £21- £23,000 pro rata. Interview date Tuesday 22<sup>nd</sup> August. Closing date for applications 14<sup>th</sup> August.

For further details about the project or to apply contact Maxine Narburgh at Suffolk CONNECT.

<http://www.eastex.org.uk/suffolk/index.asp>

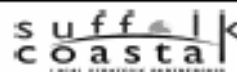
Suffolk CONNECT, 12 Grove Road, Lowestoft, Suffolk, NR32 1EB

T: 01502 584061

M: 07919 882701

E: [suffolkconnect.waveney@virgin.net](mailto:suffolkconnect.waveney@virgin.net)

**Voluntary and Community Development Co-ordinator**



Liaising and working with local voluntary and community groups to help build capacity, identify gaps and co-ordinate advice and support to the sector. Post funded by the Suffolk Coastal LSP.

**£8,200 per annum (15 hpw)**

**Closing date: 4 August 2006**

**Full details and application form:**

**Suffolk Association of Voluntary Organisations**

Charity Reg. 1091039

**Dickson House, 43a Woodbridge Road East, Ipswich IP4 5QN**

**[enquiries@savo.co.uk](mailto:enquiries@savo.co.uk)**

**Tel: 01473 273273**

**Working towards equality of opportunity.**

*An Investor in People*