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## **General**

### **SAVO and the Big Society in Suffolk**

Suffolk has been in the national news recently in light of Suffolk County Council's £42.5m budget cuts for 2011/12 and its New Strategic Direction. The impact of budget cuts are being seen already and the next few months will be a bumpy ride for everyone within Suffolk, not least the Voluntary and Community Sector. Suffolk County Council sent out letters last year telling VCS organisations to expect up to 20% cuts to grants, reviews are taking place as to provision of services and there are big changes imposed from central government on current funding streams.

However, there are also opportunities... work is taking place on divestment of services such as country parks, youth clubs and libraries, Public Sector organisations are losing skilled staff, some of whom wish to offer themselves as volunteers and trustees; Cameron's Big Society wants to put power into communities... Change is never easy and the VCS is particularly susceptible to it by the very nature of the frontline work we do with the parts of society that require our services.

Here at SAVO, we are working in the midst of this accelerated change to support and champion the VCS and act as a 'critical friend' to the Public Sector, particularly around Divestment and budgetary cuts. We are also spreading the message to the VCS that, in order to weather the storm, having a clear strategic direction, well trained and valued staff and volunteers, robust monitoring systems and governance procedures in place can aid organisations to become more secure for the future.

### **Watch out for the D Word! - Musings from SAVO's Chief Executive**

SAVO's New Suffolk Sound is a good medium to fire off a few thoughts on what Oliver Hardy would have called 'The Fine Mess We're in!' - not least because matters seem to be changing by the week, the day, even the hour.

So, first thought: Don't Panic!

Although ideas and plans are being batted about more freely than in a wild game of scrum badminton (a special Moore family game), it does take time for these to convert into action. Moreover, with the cold light of day poured over them, the more excessive thoughts are being moderated. As Divestment opportunities (or challenges if you prefer) arise, really get involved in giving your thoughts, ideas and reactions. I am certainly convinced they are being heard and what will emerge will be the stronger for it.

Second, don't be an Ostrich.

Change is going to happen and - I feel - we ought to welcome the fact that Suffolk has the courage to look adversity in the face. Although there is going to be pain involved in making savings and keeping within budgets, the principle of offering more responsibilities and services into the safekeeping of communities is right. It will fail if we hide under the blanket and hope it all goes away - if this happens, we'll find alien organisations, companies and agencies from outside Suffolk muscling in with solutions that don't match the needs of those we serve.

A third thought is to start making new friends fast.

The strongest solutions that I see emerging are those that involve collaborations and partnerships. I equally know that these are not easy relationships to run - they require trust, honesty and sometimes putting your own interests on the back-burner for the greater good. So, find those people, those groups that you have a natural affinity for, can ally with and start sharing ideas, aspirations and perhaps a coffee or two.

Finally, don't shoot the messenger.

It seems to me that quite a few of the County Council's officers and indeed elected members are looking a little battered and bruised. Being a vegetarian, I don't like the smell of scapegoating at the best of times, but it does seem to me that we've got a good set of committed people trying to make the best of a bad job. Help them make that a good job by helping shape the Suffolk we want to emerge.

So, clichés apart, I thoroughly recommend digging out an old vinyl (or downloading from the ether) that song made famous by that old crooner Bing and his chums the Andrews Sisters - 'Acc-en-tuate the pos-i-tive, e-eliminate the neg-ative, and don't mess with Mister Inbetween.' An anthem for Suffolk?

Jonathan Moore

### Tribute to a Volunteering Champion

On a cold day in January, a group of people gathered by a bench in Severalls, Newmarket to celebrate the life of Gill Robinson, who until her death last year was the Suffolk Volunteering Federation Manager at SAVO. Gill's bench was bought through donations from friends, family and colleagues and is inscribed 'Newmarket and volunteering in Suffolk was her lifeblood - make them yours'. Moving tributes were made by representatives from organisations she supported, including Families Need Fathers, and people took the opportunity to talk about fond memories they had of Gill and her passion for the Sector.

### The Big Society & Technology

The phrase and political football that is "The Big Society" is all around us at the moment. The coalition government and in particular our Prime Minister David Cameron has set his stall on this vision for the future. Without a doubt, technology has the ability to aid in the empowering of local people and the localism agenda is something where technology can play a part in.

How is that possible, you might ask?

1. Buy IT services from local IT suppliers. This will often provide you as an individual, charity or business a far greater quality of service compared to national mega suppliers and will support your local community business, maintaining the sustainability of these for the future.
2. Use social media tools such as Twitter, Facebook, Digg etc to spread the word about your community issues. This has the potential to gain local and national support and ultimately help to get your issue in the spotlight.
3. Use central 'hubs' such as village halls, pubs etc and install technology in them such as projectors, wireless internet, computer suites to generate income for your community and empower individuals to become more technology aware via training.

Suffolk Online is a technology expert that offers internet connections, email, website hosting, website design, application development and IT support and PC repair services to business and third sector organisations.

If you would like to discuss ways that Suffolk Online could help you empower your local community visit [www.suffolkonline.net](http://www.suffolkonline.net) or call Matthew Morling on 01473 345321

### Suffolk County Council Consultations

Changes to be made to libraries, youth services and country parks are now out for consultation and offers are being invited to run divested services as well as voicing concerns and ideas.

More information on the libraries visit

<http://www.suffolk.gov.uk/CouncilAndDemocracy/Consultations/LibrariesConsultation2011> - deadline 30<sup>th</sup> April 2011.

For youth clubs, visit <http://www.suffolk.gov.uk/CouncilAndDemocracy/Consultations/YouthClub2011> - deadline 31<sup>st</sup> March 2011.

For more information on all of the areas open to consultation at the moment at Suffolk County Council and its New Strategic Direction, visit <http://www.suffolk.gov.uk/CouncilAndDemocracy/Consultations>

## Events - Courses, Conferences, Workshops and Fun

### Charity Quiz in aid of Out and About

Basepoint Business Centre in Ipswich is hosting a quiz night in aid of Out and About, which provides support for disabled children and young people to enable them to participate in universal leisure activities. Quiz teams of up to 6 people are invited to participate at a cost of £7.00 per person (includes a light hot supper). The quiz is on Friday 25<sup>th</sup> February (7.00pm for a 7.30pm start) at Great Blakenham Village Hall near Ipswich. Contact Michelle or Lisa on 01473 722700 to book your places.

### Exploring Divestment of the Suffolk Hate Crime Service

Suffolk County Council is keen to explore ways of shaping and delivering the Suffolk Hate Crime Service. A workshop will take place on 28<sup>th</sup> February to generate ideas about how the service could be delivered by the community and voluntary sector or through other routes. To book or for more information contact: Shammi Jalota [shammi.jalota@suffolk.gov.uk](mailto:shammi.jalota@suffolk.gov.uk) t: 01473 265161

### Free Practical Advice on Entering Partnerships

Increasingly local organisations are coming together to deliver services in the community or to address problems. This partnership working brings many benefits and opportunities, such as sharing knowledge, resources, information and best practice. However, in all partnerships there are risks. The point of risk management is to allow partners to understand the hazards they could face in working in partnership and take appropriate action, in order to achieve. It should never be about saying 'no, we can't do it.'

A workshop is being held on the 1<sup>st</sup> March (9:30 -12:30) at Kesgrave Conference Centre, to help participants understand what risk management is, and to explore how it can help them better achieve their goals. It will also be an opportunity to share and discuss experiences of partnership working with others. Aimed at people working or volunteering in voluntary and community groups, local councils, the NHS, businesses, educational institutions and the police, priority is given to people operating within Suffolk Coastal. If you are about to enter into a partnership with another organisation, or are thinking about doing this in the future this workshop can help you think about the risks that might be involved and ways of dealing with them.

The workshop is free and is being facilitated by Zurich, an insurance-based financial services provider and in partnership with the Suffolk Coastal Resource Network and Suffolk Coastal District Council. As places are limited, we want to open it foremost to people operating in Suffolk Coastal, but will operate a waiting list to organisations from other districts.

To book your place e: [sue.stephens@savo.co.uk](mailto:sue.stephens@savo.co.uk) or t: 01473 273273

### Pathways through Participation - Learning and Action Workshop

Suffolk is one of three areas being studied in a major national research programme, Pathways through Participation, funded by the BIG Lottery Fund and being carried out by the Institute for Voluntary Research, the National Council for Voluntary Organisations and Involve.

The project, called Pathways through Participation, explores how and why people take part in a range of activities in their communities over the course of their lives. We have interviewed over 100 people in Suffolk, Leeds and Enfield, from volunteers to voters, campaigners to parish councillors. We have heard about what motivates them to be active in their communities - of place and of interest - and what prevents them from being involved.

Through a mix of presentations and discussion groups, you will be invited and supported to develop practical actions and recommendations - at an individual, organisational and national level - about how participation can be encouraged. The workshop will also contain plenty of opportunities for informal networking.

This is a key opportunity to influence the current debate on how people get involved in their communities - and what organisations and policy makers need to do to better support it. The views and opinions of workshop participants will make a vital contribution to the final project report and recommendations of this high profile, national project.

A free learning and action workshop to learn what this research found, and explore what it might mean for your own work will take place in Newmarket on 10<sup>th</sup> March. Please contact Sarah Miller at IVR at [sarah.miller@ivr.org.uk](mailto:sarah.miller@ivr.org.uk) or 020 7520 8926 to book a place.

### Quiz Night for the Lions

The Lions Club in Ipswich are holding a quiz night on Friday 11<sup>th</sup> March at 7.30pm at St Raphaels Club, Highfield Rd, Ipswich. Teams of 4 to 6 are invited to participate. The cost is £6-00 per person, including a buffet. All proceeds will go to the Treehouse Appeal. For tickets and further information, t: 01473 631239.

### Waveney Women's Health Courses

WWHIC's courses in March are Practical Magic Workshop - including moon phases and candle magic on 16<sup>th</sup> March and a Meditation Techniques Workshop on 25<sup>th</sup> March. For further information, t: 01502 561816.

### Safechild's Safeguarding - Everybody's Business Conference

Conferences are to be held in Great Yarmouth, 22<sup>nd</sup> March, and Colchester, 24<sup>th</sup> March, to look at the latest legislation and legal safeguarding responsibilities in relation to Safechild and Ofsted and CQC requirements. Cost £30 per delegate for non-profit organisations. You can book online at [www.safechild.co.uk](http://www.safechild.co.uk) or contact Lynne Kerridge on 01359 241229.

### Empowering the Voluntary Sector - National Programme Comes to Suffolk

This excellent workshop returns to Suffolk on the 23<sup>rd</sup> March at ICVS Offices, Ipswich and is FREE to anyone from a VCS organisation. The aim of these workshops is to equip third sector organisations to use the principles of public law and the Compact to negotiate effectively with public bodies. Issues covered on the day include how to deal with unfair funding cuts and consultation and how to identify if a public body's decision-making processes are lawful.

These intensive and enjoyable workshops are open to staff and volunteers from all third sector organisations who are funded by, or seeking funding from, public bodies. The workshops focus on participants' experience (both organisational and personal) of dealing with public bodies, and on how to prevent and resolve disputes to the advantage of the third sector.

The workshops include sessions on:

- Public law and the Compact
- Equality legislation
- Things that can go wrong
- What you can do when faced with these problems.

To book a place, contact Laura Hack at SAVO t: 01473 273273 or e: [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk)

### Celebration - EAST

The East Anglian Sailing Trust will be having a great sailing party at the opening of their Peoples Millions part-funded new EAST Waterside Centre at Suffolk Yacht Harbour at Levington IP10 0LN, on Easter Saturday April 23<sup>rd</sup>. The official ceremony will be conducted by a famous East Anglian Actor, author and TV personality, of which more details will be in the local press nearer the time.

Find out more at [www.e-a-s-t.org.uk](http://www.e-a-s-t.org.uk) e: [trustee@e-a-s-t.org.uk](mailto:trustee@e-a-s-t.org.uk) t: 0333 088 3278

### Small Organisation Support in West Suffolk

SAVO in partnership with West Suffolk Consortium is organising a series of free training workshops and mentoring support for small voluntary and community organisations in the West Suffolk area.

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Groups will be able to access a mixture of daytime and evening sessions in a wide variety of topics such as Writing good funding applications, managing your finances, publicity and marketing, committee roles and responsibilities and managing volunteers.

The sessions will be running in Newmarket, Haverhill, Sudbury, Brandon, Mildenhall and Bury St Edmunds starting later in the Spring. Groups will also be able to have free mentoring support. Further details can be had by contacting Robin Hodgkinson e: [robin.hodgkinson@savo.co.uk](mailto:robin.hodgkinson@savo.co.uk) t: 01473 273273

## SAVO's Training Calendar

28 <sup>th</sup> February	Emergency First Aid at Work	Kesgrave
1 <sup>st</sup> March	Level 2 Food Hygiene	Lowestoft
1 <sup>st</sup> March	Risk Assessment	SAVO Offices
1 <sup>st</sup> March	Managing Risk in Partnerships	Kesgrave
2 <sup>nd</sup> March	Emergency First Aid	Lowestoft
3 <sup>rd</sup> March	Managing Volunteers	SAVO Offices
8 <sup>th</sup> March	Level 1 Food Hygiene	SAVO Offices
9 <sup>th</sup> March (new date)	Personal Safety Lone Working	SAVO Offices
10 <sup>th</sup> March	Managing Your Finances	SCDC - Melton
10 <sup>th</sup> March	Fire Awareness	SAVO Offices
18 <sup>th</sup> March	Emergency First Aid	Kesgrave
22 <sup>nd</sup> March	Level 2 Health & Safety	SAVO Offices
24 <sup>th</sup> March	POVA	SAVO Offices
25 <sup>th</sup> March	Level 2 Health & Safety	Lowestoft
28 <sup>th</sup> March	First Aid Refreshers	Ipswich
29 <sup>th</sup> March	Speaking & Presentation Skills	SAVO Offices
31 <sup>st</sup> March	Improve Your Minute Taking	SAVO Offices

For a full calendar, visit [www.savo.co.uk](http://www.savo.co.uk) or for more information contact e: [sue.stephens@savo.co.uk](mailto:sue.stephens@savo.co.uk) or t: 01473 273273.

## Money, Money, Money....

### Kick Start the New Year with a Grant from The Suffolk Foundation

The Suffolk Foundation currently has monies to award grants from the following funds to Suffolk's community and voluntary groups.

**Transforming Suffolk:** a new fund with grants of up to £4,000 available for groups who want to carry out projects that meet one of the four themes of this fund, next closing date 4<sup>th</sup> March 2011.

**The Improve and Prove Fund:** a new fund with grants of up to £5,000 for groups who want to carry out projects that will help towards self sustainability of the group. The first panel sits early April.

**Healthy Ambitions Suffolk Fund** is seeking applications for grants of £4,000 can be given for projects that are working towards creating better health and wellbeing for Suffolk people. From April onwards this Fund will be seeking applications that support heart health, but currently needs applications that are focusing on health and wellbeing. The next closing date is 28<sup>th</sup> February.

**Suffolk Voluntary Sector Training Fund** has grants of up to £2,000 for groups who wish to train staff or volunteers. These applications are considered on a first come first served basis.

**Creating the Greenest County Fund** is delivered on behalf of Suffolk County Council for community groups that want to run a project to decrease carbon emissions, 25% of your project costs up to a value of £25,000 are available, the next closing date is 28<sup>th</sup> February.

You can find all details including application forms, guidelines and closing dates on The Suffolk Foundation's website [www.suffolkfoundation.org.uk](http://www.suffolkfoundation.org.uk) or you can phone Sue Wright on 01473 734127 to discuss your application or talk about your ideas.

### Grants for Adult Learners Week (14<sup>th</sup> - 20<sup>th</sup> May)

Grants of up to £300 are available for groups wanting to put on events and promotional activities that celebrate or promote adult learning during 2011 Adult Learners Week.

It can be used for:

- events that celebrate learners and achievements
- events such as taster sessions or open days that introduce new learners to activities
- events that bring learners and providers together
- promotional materials that might attract particular groups of new learners.

It cannot be used however for running a particular course or promotional materials that would be covered by your normal publicity materials.

The application form (and information sheet) can be downloaded from the Suffolk Learning Consortium website [www.suffolklearningconsortium.org](http://www.suffolklearningconsortium.org). It is quick and easy to fill in and should be sent to SAVO by Tuesday 15<sup>th</sup> March 12 noon. Decisions will be reached within two weeks.

### Swimathon Foundation Grants

Do you know of a community group that is keen to make a splash in the swimming pool? Then why not suggest they apply for a Swimathon Foundation grant of between £300 and £2,500 to help more people participate in and enjoy swimming and to make swimming more accessible.

Whether you're a scout leader that would like to take your troop for a day at an open air pool, a healthy living group wanting to try our Aquaerobics for the first time or a scuba diving club desperate for new equipment, a grant could be the helping hand you need!

For more information and to apply online please visit the website: [www.swimathon.org/foundation](http://www.swimathon.org/foundation).

The first round of applications closes on 21 March 2011.

If you have any questions about the grants programme or the Swimathon Foundation, contact them on [info@swimathonfoundation.org](mailto:info@swimathonfoundation.org) or 0845 459 9016.

### End of Funding - involved Team Suffolk

Earlier this year the Office for Civil Society announced that other than a core grant to the National Youth Volunteering Charity V they would no longer fund the National Youth Volunteering Programme involved. V will continue its work for at least 12 months with this OCS core grant and will also continue to manage the National Citizenship Service pilot through to November 2011. Aspects of this pilot are being led in Suffolk by Catch22, The Princes Trust and The British Red Cross.

Nationally all 107 involved Teams across the country will cease to operate from 31st March 2011. Within Suffolk, involved's priorities between now and March are to bring about a smooth closure to the programme - both from the perspective of the almost 600 young people that remain involved or have been involved in the programme and with the numerous youth and volunteer involving organisations that have supported the programme.

For information about the impact of this announcement please contact Paul Martin, Youth Volunteering Development Manager, Young Suffolk t: 01473 748743 e: [paulmartin@suffolkonline.net](mailto:paulmartin@suffolkonline.net)

## Projects and Partnerships

### Suffolk Congress

The Suffolk Congress is a dynamic and innovative response by the Voluntary and Community Sector (VCS) in Suffolk to the demands that the Big Society will make on every person in Suffolk. Following the Congress events held, four key areas have been identified that will need to be addressed in order to ensure the success of the Big Society vision: investment, collaboration, localism and volunteering. These have been taken to Suffolk County Council to help them shape their thinking on the implementation of the New Strategic Direction. More details and ways to get involved will be featured on the Congress website which will be available shortly. Details will follow in the next Suffolk Sound.

### Spotlight on Suffolk Coastal

The Suffolk Coastal Resource Network continues to be an effective project of SAVO, reaching voluntary and community groups in the Suffolk Coastal area.

### Changes at Suffolk Coastal Resource Network

With current dramatic changes occurring to services and budgets at the County and District Councils, this support may be more vital than ever. While Karen Lawson, the VCS Development Officer is off on maternity leave, Christine Abraham from Young Suffolk will be covering Karen's workload. Christine starts at the

beginning of March to continue supporting groups through the starting up process, running funding surgeries, training and networking events as well as representing the sector at strategic levels. The new contact email for the SCRN is [coastal@savo.co.uk](mailto:coastal@savo.co.uk) and Christine can be contacted by t: 07771 932544

**Suffolk Coastal - Free Funding and Development Surgeries - Suffolk Coastal Resource Network holds a number of free funding and development surgeries for local community and voluntary groups across the District.**

These surgeries offer groups an hour of one-to-one professional advice on aspects of running their group, including funding and governance. When writing funding applications, groups are required to demonstrate that they are well governed and run effectively. Suffolk Coastal Resource Network will work with groups to achieve these required standards.

In the past 12 months, Suffolk Coastal Resource Network has helped enable local groups to receive over £350,000 in funding. Karen Lawson, Development Co-ordinator says, "We have supported a wide range of groups, from preschools to luncheon clubs, sports groups to arts projects. Each group has been able to apply to suitable funders, identified after detailed discussion of their projects, organisation and application procedures, which has resulted in our high success rate."

These surgeries are available by appointment only and are only open to voluntary and community groups in the Suffolk Coastal district. For groups outside Suffolk Coastal, other Suffolk Local Infrastructure Partners run similar surgeries; their contact details can be found at [www.suffolkclip.org.uk](http://www.suffolkclip.org.uk)

This service includes support with:

- Organisational Health Checks
- Policies
- Running Your Organisation or Group
- Procedures
- Achieving Charitable Status
- Legal Issues
- Financial Health Check
- Personnel issues
- Designing a Fundraising Strategy
- Community Fundraising
- Finding Appropriate Funding Sources
- Funding Applications

For more information visit [www.scrn.co.uk](http://www.scrn.co.uk) - to book an appointment, contact Christine e: [coastal@savo.co.uk](mailto:coastal@savo.co.uk) or t: 07771 932544

### **Fit Villages**

A Suffolk Sport initiative which aims to get the rural population of Suffolk more physically active by utilising village facilities as a base for sporting and physical activity sessions.

The project focuses on ensuring that living in a rural area presents an opportunity rather than a barrier to accessing sport and physical activity, while empowering the local community to make it a central part of their village life.

By participating, local people are given the chance to engage with an activity programme without transport, cost, time and environmental concerns; often cited as obstructions to quality activity provision in rural areas.

The project also aims to safeguard local village halls, community centres and sports pitches which offer sufficient space to enable a range of activity programmes to take place. Often under-utilised, these facilities can be better used by the population they serve and Fit Villages is a sustainable way of doing this.

For further information and to register your village, please contact Henry Tapp t:01394 444289 or e: [henry.tapp@suffolksport.com](mailto:henry.tapp@suffolksport.com)

## About the VASP Network

The VASP (Voluntary and Statutory Partnership) network is a county-wide initiative designed to encourage partnership working between voluntary and statutory organisations sharing an interest in mental health.

The VASP forum is formed of several locality VASP groups which meet to share ideas, network and tackle local issues specific to that area. Locality VASPs currently meet in:

- Bury St Edmunds
- Haverhill
- Ipswich
- Mid-Suffolk
- Newmarket
- Sudbury
- Thetford & Brandon.

The locality VASPs feed back to a **Countywide VASP** which identifies issues at strategic level and facilitates change by proposing, lobbying for and commissioning solutions to better target service gaps. The VASP is an open forum that **anyone** with an interest in mental health is welcome to attend. Over 200 individuals across the county are currently involved with the VASP and, between them, represent more than 70 voluntary, charitable and statutory groups and organisations, including Suffolk Family Carers, Suffolk Mind Partnership, Suffolk County Council, Suffolk Mental Health Partnership Trust and local Volunteer Centres.

For further information including dates of future meetings, contact Julia Carr, VASP Co-ordinator e: [julia.carr@suffolkmind.org.uk](mailto:julia.carr@suffolkmind.org.uk) t: 01284 748055 or 07813 716720

## Governance and HR Resources for VCS organisations

### Charity Commission asks you to review your objects clause - Equality Act 2010

All charities must have an aim for the public benefit. This means that the aim can benefit the public generally, or it can be restricted to benefit a specific group of people which is a sufficient section of the public. The Equality Act 2010 aims to ensure that all people are treated fairly and it clarifies when such a restriction is not unlawful discrimination.

The Charity Commission takes the view that following the Equality Act 2010 Trustees of charities should:

1. Review their objects clause in their governing document, to see if, as many do, they limit benefits to people with a protected characteristic
2. If the objects are restricted, the Trustees of the charity need to consider whether their activities meet one of two further tests imposed by the Act.

Protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

If you cannot pass these tests, the trustees should look to make changes to the charity's objects clause.

To find out more, visit the Charity Commission website:

[http://www.charitycommission.gov.uk/charity\\_requirements\\_guidance/charity\\_governance/good\\_governance/equality\\_act\\_summary.aspx](http://www.charitycommission.gov.uk/charity_requirements_guidance/charity_governance/good_governance/equality_act_summary.aspx)

### Revised Trustee E-Learning back on line

SAVO's FREE Trustee e-learning course has now been revised and is back online at [www.trusteelearning.org](http://www.trusteelearning.org) Packed with useful information, templates to download, practical tips and ways to develop your trustees' roles, this site has already been accessed by over 2000 people world-wide. It's easy to sign up to and dip in and out of. The 12 module course includes up-to-date legal information and a review of the new Code of Governance. Ideal for study or for browsing, for the prospective or the long-established trustee, why not visit the website today?

## Starter Pack Catches Policies and Procedures

Although it has only been online for six months, SAVO's Starter Pack Toolkit for New Groups has been downloaded nearly as many times as the Policies and Procedures Toolkit.

Recent comments received on the wide variety of toolkits include:

"The info is very descriptive and helpful"

"Great to have models online from a reliable source"

"Reassured me that we were fulfilling our legal obligations"

"An excellent resource for management of change"

All our free toolkits can be found at [www.practicaltoolkits.org.uk](http://www.practicaltoolkits.org.uk)

## Don't Forget to File on Time

The deadline for many charities to file their Annual Return and Annual Updates to the Charity Commission is approaching. The Commission stresses that filing your documents is not an empty exercise; it's an essential part of demonstrating to potential funders and donors that your charity is well managed and worthy of support.

They state that missing your deadline is unacceptable - the public have a right to know how your charity's money is spent. Last year, the Commission published research, which revealed that sound financial management is among the most influential drivers of public trust and confidence in charities. You can find out about the reporting requirements that apply to your charity on their website:

[http://www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/What\\_information\\_must\\_trustees\\_send\\_index.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/What_information_must_trustees_send_index.aspx)

In summary, all charities have to send in their Annual Return or Update Form (if their income is below £10,000). Charities of all sizes must also prepare annual accounts, but those with incomes of less than £25,000 a year don't have to submit these to the Commission.

Charities have 10 months from the end of their financial year to send in their documents. If your charity fails to file on time, a red mark will appear against its name on the Online Register of Charities. While that mark will turn back to green when you do send your documents, your register entry will reflect the fact that you filed late for the next five years. Ultimately, if you don't send the required documents as proof that your charity is active, it could be removed from the Register of Charities.

## Improving Support Website Updated and Re-launched

[www.improvingsupport.org.uk](http://www.improvingsupport.org.uk) has been developed to provide new ways to share, connect and learn. The website now enables each member to upload and share their resources, news and events. Content can be rated, commented on, shared and linked to social media platforms like Facebook, LinkedIn and Twitter. Members can also find people and organisations, and start groups within the website.

To become a member, visit [www.improvingsupport.org.uk](http://www.improvingsupport.org.uk)

## Delay on Bribery Act

The Bribery Act, which was to come into force from April, has been further delayed while the government rewrites guidance on how to comply with the law. For more information visit <http://www.out-law.com//default.aspx?page=11748>

## Diversity Calendar 2011

The CIPD, with Diversiton, has produced a 'Diversity calendar' for 2011. Each month shows the main religious and secular dates, including bank holidays. For more information visit <http://www.cipd.co.uk/subjects/dvsequl/diversity-calendar-2011.htm>

## New HR Case Studies Published

The National Council for Voluntary Organisations (NCVO) has recently published a collection of new case study interviews with a range of voluntary organisations to access the case studies, visit <http://www.ncvo-vol.org.uk/hr-case-studies>

## Maternity, Paternity and Adoption Rights

The CIPD has updated its factsheet entitled "Maternity, Paternity and Adoption Rights". It looks at maternity rights, paternity leave, pay and rights and adoption pay and adoption leave. To view the factsheet visit <http://www.cipd.co.uk/subjects/emplaw/maternity/matpat.htm?lsSrchRes=1>

## Additional Paternity Leave And Pay

The Additional Paternity Leave Regulations 2010 will give a new right to additional paternity leave for babies expected on or after 3 April 2011.

For more information visit

<http://www.businesslink.gov.uk/bdotg/action/ruDetail?itemId=1084860910&type=REGUPDATE>

## Flexible Working to Care For Children

As from 6<sup>th</sup> April 2011 the statutory right to request flexible working arrangements to care for children is extended to apply where the child is aged under 18. For ACAS's guidance on flexible working visit

<http://www.acas.org.uk/index.aspx?articleid=1616>

## Employer Supported Childcare and Vouchers and Income Tax

As from 6<sup>th</sup> April 2011 there are changes to the tax treatment for childcare vouchers and directly contracted childcare provided by employers. The changes only apply to people who join a scheme on or after 6<sup>th</sup> April 2011. For more information visit <http://www.hmrc.gov.uk/thelibrary/esc-qa.htm>

## Increase in Weekly Pay for Redundancy Pay

As from 1<sup>st</sup> February 2011 the maximum "weekly pay" for calculating statutory redundancy pay and certain other entitlements is increased from £380 to £400.

## Changes in Tax Allowances and National Insurance Thresholds

As from 6<sup>th</sup> April 2011 the basic annual personal allowance for under 65 year olds will go up to £7,475 from £6,475.

Basic rate tax remains 20%, higher rate 40% and additional rate 50%. The threshold at which higher rate becomes payable is reduced from £37,401 to £35,000 but the threshold for additional rate remains £150,000.

Also as from 6<sup>th</sup> April 2011 the national insurance lower earnings limit (the lowest level of earnings that can count towards entitlement to statutory sick pay and statutory maternity, paternity and adoption pay) is increased from £97 to £102 per week.

## Statutory Sick Pay

As from 6<sup>th</sup> April 2011 the statutory sick pay rate, for those earning more than £102 per week is increased to £81.60 per week from £79.15.

## Auto-Enrolment and the National Employment Savings Trust

In a phased roll-out starting on 1<sup>st</sup> October 2012, the Pensions Act 2008 will require every "jobholder" aged between 22 and state pension age who earns more than a minimum threshold and is not in an employer's qualifying pension scheme to be automatically enrolled in the national employment savings trust (NEST) unless they opt out. For more information visit Sandy Adirondack's excellent legal update website at

<http://www.sandy-a.co.uk/employment.htm#nest>

## Positive Action in Recruitment and Promotion

The Government Equalities Office has issued guidance on using positive action in recruitment and promotion. For more information visit

<http://www.equalities.gov.uk/pdf/Positive%20Action%20in%20Recruitment%20and%20Promotion%20Guide%201.pdf>

## "Stop Slips in Kitchens"

The Health and Safety Executive has launched a new campaign entitled "Stop slips in kitchens". For more information visit <http://www.hse.gov.uk/slips/kitchens/index.htm#infopack>

## Revised Compact Published

A revised Compact - which covers relations between the Government and civil society organisations in England - has been published by Government and Compact Voice, which represents civil society organisations. The accompanying 'Accountability and Transparency Guide' says that the Parliamentary Ombudsman and the Local Government Ombudsman will have the power to investigate and report alleged breaches of the Compact. For more information visit <http://www.compactvoice.org.uk/>

## New Website for Office for Civil Society

The Office for Civil Society is located, has a new website and anything to do with the voluntary sector is now under the 'Big Society' section at <http://www.cabinetoffice.gov.uk/big-society>

## Final thoughts....

### Have you booked for the Trustee Conference?

Saturday 26<sup>th</sup> March 9.30am - 3.10pm at the British Racing School in Newmarket  
Contact Sue Stephens to find out more t: 01473 273273 e: [sue.stephens@savo.co.uk](mailto:sue.stephens@savo.co.uk)

The next edition of Suffolk Sound will pop into your inbox in March. The deadline for inserting information is 28<sup>th</sup> February. Simply send articles with clear contact details to Laura Hack t: 01473 273273 e: [laura.hack@savo.co.uk](mailto:laura.hack@savo.co.uk)

Feel free to pass this newsletter on to other people you think might be interested - though urge them to sign up to the electronic version themselves by completing the short form at <https://spreadsheets.google.com/viewform?formkey=dDJPXhBN3NPZU1Sano2LWhnbk1hZ3c6MQ>

If you are not already a member of SAVO, why not join us today - we offer membership for individuals and organisations from as little as £5 per annum. Email [enquiries@savo.co.uk](mailto:enquiries@savo.co.uk) for more details.