

# Voluntary Action

e-briefing from **Voluntary Action North East Lincolnshire**

November 2015 edition



## TRUSTEES' WEEK

### It's Trustees' Week

This month's newsletter comes out during the first week of November which, once again has been **National Trustees' Week** (and it's also **National Youth Work Week** – more on that later).

**VANEL** continues to promote and encourage and support the principles of good governance and good trusteeship, and whilst we've not run such a full programme during Trustees' Week as last year, we have continued to support the week and its messages.

We've just launched the first of what is expected to become a regular monthly e-newsletter for Trustees. Entitled "**The View from the Top**" it focuses entirely on matters related to governance and trusteeship and is sent out only to those to whom it is relevant. So it's going out to charity chairs, Trustees, executive committee members, company directors, chief officers and so on. If you've seen issue 1 then great, if not, find out below how to get your copy.

This e-newsletter will evolve over the months, with a dedicated news and resources website coming soon to accompany it. And we hope it will encourage Trustees and Committee Members to take a fresh look at what they do and how they do it. We're all about encouraging good governance practices to ensure you and your boards/committees are helping your organisations face the future well.

Alongside the news, resources and articles in "The View

### this issue...

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### from the Editor

*Welcome to our November 2015 e-newsletter which is the second of our new style e-newsletters. We've had a bit of feedback from our 'first' edition last month, and we continue to value anything you want to tell us about how this newsletter works for you.*

*So we now have a monthly e-newsletter (usually around the first week of the month), our weekly news roundup e-bulletin (Thursday mornings), and we've this month joined it with "The View from the Top" - our new e-newsletter specifically*

from the Top”, we’ve looked this week (at our Trustee Network meeting) at a range of key and current issues that affect our sector and the boards and volunteers that help lead them.

One key topic we’ve covered is the recent re-issue of “**The Essential Trustee**” from the Charity Commission. Whether or not you’ve read it before, each and every Trustee should make sure they get hold of this latest (July 2015) issue and re-read it (and discuss it in your board meeting). It’s in some ways simpler and clearer, but it also re-emphasises the key responsibilities of all Trustees. An emphasis is on what the guidelines mean when they say you “should”, as Trustees, be doing or not doing. This is important if your board and charity is to operate within the law and within the regulator’s guidelines. So please, if there’s one single message to take away from this years’ Trustees’ Week, it’s to refresh your knowledge and understanding of what’s in “The Essential Trustee” and to make sure you’re complying.

One thing that I discover when working with committees, boards and trustees, is that quite a lot of people steering and leading their groups and charities are actually unaware of their roles in law. Are they ‘just’ a committee member bound by the constitution of the group, or are they in fact, legally charity trustees or company directors (or both)? This is a common area of confusion (see here). It’s your responsibility to check, so you know your legal responsibilities.

Amongst many things, some of the themes we’ve covered this week in both “The View from the Top” and our Trustee Network have included:

- The new “Young Trustees Guide” from Charities Aid Foundation and Leon Ward.
- A reminder of the value of every board having a copy of the excellent “Good Trustees Guide” from NCVO.
- Discussions around the 5 ‘hats’ you can wear as a Trustee – the 5 S’s of good governance – and how to use these to your benefit.
- Using technology to bring boards together.
- We’re promoting trustee and committee vacancies that our groups have (see our volunteering section below)
- Understanding the Code of Good Governance and how to apply it
- Challenges in recruiting new and effective trustees
- Understanding the pressures of being and interacting with the Chair

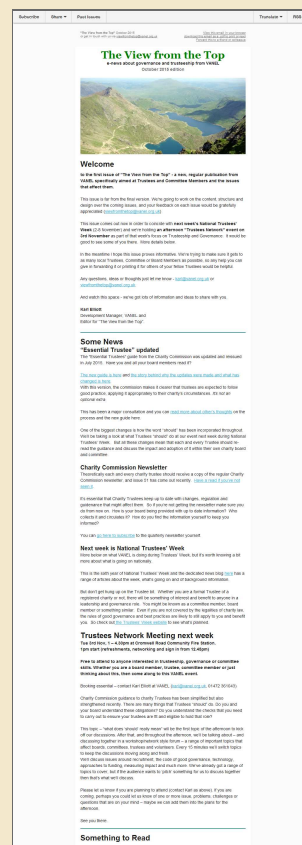
*for Trustees, Committee Members and those interested in governance. Read more about it in our lead article.*

*Thanks for reading and I look forward to getting your feedback.*

Karl Elliott, Editor  
editor@vanel.org.uk

## The View from the Top

Our new e-newsletter for Trustees. Not got it? Email [karl@vanel.org.uk](mailto:karl@vanel.org.uk) and we'll add you to the mailing list.



- How to move your board meetings beyond 'boring'

So if any of these themes and issues seem relevant or of interest to you, then we'd like to be talking with you and supporting you and your group/charity/committee/organisation.

As part of Trustees' Week it's also very relevant to take a look at the articles being posted on the national website ([here](#)). You'll find many of them are relevant to you if you are a Trustee. At the time of going to press, some of the key articles already there included: "[Do charities expect too much of their trustees?](#)", "[Before you do anything, check your governing document](#)" and a "... call to [recruit more 'millennials' to charity boards](#)".

To keep up to date, perhaps you should be subscribing to the new "View from the Top" e-newsletter? Perhaps you need to buy some training or workshops or support from VANEL for your board? Perhaps, as a Member or Friend of VANEL, you'd like our Healthcheck to go into more depth looking at your governance practices, approaches and issues? In any case, please get in touch with Karl Elliott at VANEL who can have that conversation with you (01472 361043, [karl@vanel.org.uk](mailto:karl@vanel.org.uk)).

We're taking names at present for **our next "Roles and Responsibilities of Trustees"** 2hr training workshop (£10per head), so if you or your fellow board members are interested get in touch.

I'm also doing running "**Technology for Trustees**" **sessions** on demand, so you can contact me about this too. This is important in our digital age when there are still many trustees who don't have an email address yet expect their charities and organisations to compete, remain relevant and sustainable. There are ways to [get IT working for you](#) (without becoming a techie) so get in touch.

If you'd like to learn more, find some resources to support you and your board, use VANEL to support you with training or development, or simply would like to signup to receive our new "View from the Top" e-newsletter, then simply get in touch with Karl Elliott via 01472 361043 or [karl@vanel.org.uk](mailto:karl@vanel.org.uk).

## 01 News update

*various general pieces of news, ideas, stories and thoughts we've picked up this month.*

## It's also National Youth Work Week

We're also organising a special event on Friday 6th November hosted at [Franklin College](#) as part of both [Trustees' Week](#) and [National Youth Work Week](#). This “**Young People's Voice**” event will involve our local MP [Martin Vickers](#) and [Leon Ward](#) (a nationally recognised youth trustee advocate) and will be a way for young people to discuss and debate how they can take an increasingly active and important part of leadership of our communities.

Leon has recently been involved with a new guide “**Young Trustees Guide**” which should be of interest to any young people expanding their leadership horizons as well as to local charities and groups thinking about involving younger people with their own committees and boards. You can download the report for a read [here](#).

We're looking forward to this event and will share stories and learning from it after the end of National Trustees' Week.

## Keep it Clear

[Anglian Water's Keep it Clear campaign](#) has been successful in raising the awareness of drain blockages across the nation. The campaign's motive is to reduce the amount of non-perishable items that get thrown into the waste-water system. Ultimately, this will help to reduce the amount of sewage-related problems that affect our local areas.

The **Keep it Clear** campaign prides itself on using 'local and trusted known voices' to help spread their goal across regions such as North East Lincolnshire. For a couple of years now VANEL has been helping Anglian Water promote this motive – and it's good to reflect on how a campaign like this, when circulated amongst local and community groups, helps to reinforce how important 'partnership' work is within the voluntary sector.

With Christmas approaching, the turkey dinners and general festivities lead to an increase in blocked drains! So the Keep it Clear message is as strong as ever over this seasonal period.

We'll be at **Cleethorpes' Winter Wonderland** this year which takes place from December the 10<sup>th</sup> to December 13<sup>th</sup> – you'll find us at a stall promoting the Keep it Clear message along with some of our own goodies, quizzes and developments. Hope to see you there.



## 02 Volunteering Support

### Lincolnshire Volunteer Card (LVC)

Volunteering has traditionally been an area where intentions and willingness have been placed with a higher importance than skills.

For a number of years that has been changing, first with the need for meeting Safeguarding requirement and latterly with the need to offer a more professional service and the need to offer the best possible service to maximise funding.

In order to give volunteers additional support and recognition, the **Lincolnshire Volunteer Card** has been introduced. The LVC, or Lincolnshire Volunteer Card, is a two day training course covering six modules.

These modules are:

- \* Working to Good Practice Standards
- \* Health and Safety
- \* Equality and Diversity
- \* Safeguarding and Confidentiality
- \* Customer Care
- \* Live Well



All six modules must be completed to be awarded the card, with the trainer delivering quizzes and interactive assessments throughout the modules. There is no formal or written assessment of the modules, simply an informal assessment throughout the two days.

Getting the **card** demonstrates to volunteer host organisations that volunteers are willing and ready to volunteer. Volunteers are able to prove, on their CV, that they have had training. When combined with actual work experience this is an incredible positive for employers.

What better way to reward volunteers than by providing them with training and support to help them feel valued. The simple act of investing a little time in your volunteers can prove invaluable.

**If you volunteer and are interested in taking part in the training and gaining your LVC** or if you are a host organisation and would like to encourage your volunteers to take part, then the first training sessions arranged through VANEL are taking place on **11<sup>th</sup> and 18<sup>th</sup> November** and are currently being offered free of charge to volunteers. If you are interested in taking part, or want to find out more, please contact [volunteer@vanel.org.uk](mailto:volunteer@vanel.org.uk) or call 01472 231 123.

## North East Lincolnshire Volunteer Managers Network

If you missed them, the minutes to the 2nd **North East Lincolnshire Volunteer Managers Network** meeting which took place on Wednesday 23rd Sept in Cleethorpes are [now available online here](#).

The **next Volunteer Managers Network meeting will be on Tuesday 8th December 2015**. The meeting will be held at Rock Foundation, 39-41 Heneage Road, Grimsby, DN32 9ES from 9.30am to 12.30pm. If you would like to attend this meeting or the sub group meeting above, please email Liz Dugard at [liz@vanel.org.uk](mailto:liz@vanel.org.uk), or call 01472 231123.

### Winter Buddies needed

November has crept upon us and Christmas is imminent – the horizon of a New Year; and with it, cold weather. Will

### More opportunities...

Lots more opportunities on Do-it...

there be ice, snow, hail, bitter colds and runny noses? I'm not sure and neither is the weather man.

We all deal with unpleasant weather one way or another; some of us crack the fire on and others just layer up and deal with it. Unfortunately, not all of us are able-bodied when the climate gets particularly nasty. This is the primary concern of a community support campaign entitled Winter Planning.

The project is now entering its 5<sup>th</sup> year. It's simple and effective; if an elderly person finds themselves without basic household essentials during difficult weather they can ring the single point of access number (01472 256 256) to request help – following the call a volunteer coordinated by VANEL and the North East Lincolnshire Volunteer Centre will collect and deliver designated essentials or perhaps shovel away some snow and ice.

Ideally, success is defined by a lack of requirement – this reflects people being well-prepared or that the weather hasn't been too much of a hindrance. The important thing is that the service is ready, waiting and effective when called upon.

**There has been a very pleasing amount of returning volunteers but there can never be too many! If you're interested in volunteering or know someone that would be, get in-touch, it really could make a difference.**

More about the campaign itself at:  
[Facebook.com/WinterplanningNEL](https://www.facebook.com/WinterplanningNEL)  
<http://winterplanning.org.uk/>

**Or to become a Winter Buddy Volunteer** or coordinator call Debi at VANEL on 01472 231123 or email [debi@vanel.org.uk](mailto:debi@vanel.org.uk).

Don't forget you can meet VANEL to talk about volunteering in Immingham,

**Immingham:** Every Tuesday 9.30 – 5.00  
Various locations around Immingham – We will provide venue details in Immingham when you book an appointment.

Visit the North East Lincolnshire Volunteer Centre Facebook page for up to date news...

[www.facebook.com/volunteergy](https://www.facebook.com/volunteergy)

## **Do you need new committee members or trustees?**

Each issue of "The View from the Top" will now contain details of local Trustee and Committee Member vacancies. Here, for National Trustee's Week are a few of these that we know of now...

Trustees and committee members are volunteers, so full details of most local opportunities are on the Do-it national volunteering database. Click below to follow the links.

[Group Executive Member – 19<sup>th</sup> Grimsby St Hugh's Scouts](#)  
[Lay Board Members – NELC LSCB](#)  
[Administration and Fundraising Advocate – One Voice](#)

Also, **Healthwatch** are now [recruiting for board members](#).



Cleethorpes and Grimsby...

To make an appointment  
with a Volunteer Advisor:  
email [liz@vanel.org.uk](mailto:liz@vanel.org.uk)  
or call 01472 231123

[facebook/volunteergy](https://www.facebook.com/volunteergy)

**Cleethorpes:** Every Wednesday 9.30 – 12.30

The Pavilion, Sussex Recreation Ground, Brereton Avenue,  
Cleethorpes. Make an appointment or just drop in for a chat with  
a Volunteer Advisor.

**Grimsby:** Every Friday 9.30 – 12.30

The Minster (St. James Church), St. James Square, Grimsby  
DN31 1EP. We are based in the Minster, just inside the main  
door. Pop in while you're shopping or book an appointment with a  
Volunteer Advisor.

## 03 Member News

### New VANEL Members

We'd like to welcome on board a couple of  
new Members and Friends that have joined in  
the past month:

#### The Grimsby and Cleethorpes Ladybird Club

The Ladybird's have been helping to raise funds  
for local causes for almost 20 years. They're very  
active and often host successful jumble sales,  
summer fairs, quiz nights and bingo nights. For  
more information and dates for upcoming events  
be sure to visit their Facebook page [here](#)

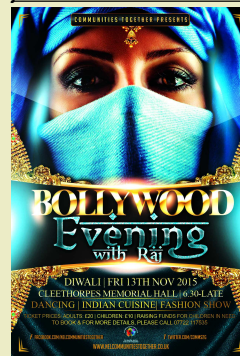
#### St Andrew's, St Luke's and All Saints Churches

A combination of three Parishes in the area who  
happily provide accommodation for line dancing,  
a lunch club, a community garden, room hire,  
bingo as well as their weekly religious  
ceremonies, they also use the community  
payback services.

## Diwali

**Communities Together** would like to invite  
everyone to Diwali, the Indian Christmas.

This celebration has been produced in  
Partnership with a local Indian couple Raj and  
Susi Gaikwad and **Communities Together**. All  
participants are volunteers, many who work  
within our NHS. The programme for the night is  
traditional Indian dancing, music, bar, food, a  
fashion show and a raffle, all profit go to 'Children  
in Need'. The BBC has expressed an interest in  
covering the event. Tickets are selling fast, as  
not only is this a great way to have fun and give  
to charity, it is an excellent networking  
opportunity. Tables of 8 are available. It would  
be good to see even more people there,  
supporting Children in Need and the local  
minority communities working towards equality  
and integration. Contact Jill Wilson via  
[jill@nelcommunitiestogether.co.uk](mailto:jill@nelcommunitiestogether.co.uk)



## 04 Market Place

*A place for our Members and Friends to make or request offers from others...*

## Vacancies

See [more jobs online here](#). Got a job to advertise? [email the Editor](#)

## Women's Aid jobs

Women's Aid are currently recruiting for an Operational Manager and a Volunteer Manager. The closing date for both posts is 13th November, with job and person specification available on the website [here](#)

# Healthwatch Support Worker

Healthwatch have a vacancy for a Project Support Worker. Full details for the position, including how to apply, can be found [here](#)

## **The role**

*As a project support officer you will be highly organised and adaptable. You will be performing a variety of tasks from administrative duties such as minute taking, to important signposting functions, so being a quick learner will be essential.*

*You may be required to organise events and produce marketing materials for those events such as leaflets and posters.*

*This role is closely linked to the work of other members of the Healthwatch team, and as such you will need to be able to quickly adapt as projects change and evolve and must be a team-player.*

*You will be the first point of contact for all phone calls, emails, and office visits, so customer service experience is desirable. The role involves a significant amount of IT work, so experience with Microsoft Office including some knowledge of Excel formulas is essential.*

*The position is full time, with some evening and weekend work required for meetings and events.*

## 05 Funding news

There are still a lot of grants and funding opportunities out there. Somewhere like **Funding Central** is of course a great place to start your search. Each month we'll list here a number of the opportunities that we've come across recently. Although we can't write your funding applications for you, if you are a Member or Friend then we at VANEL can always act as a 'critical friend', so please do get in touch ([office@vanel.org.uk](mailto:office@vanel.org.uk) or 01472 231123). Check [online](#) for even more funding news.

### **B&Q – Waste Donation Scheme**

B&Q, through its UK stores, donates unsalable products to community groups, charities and schools for projects that will benefit the local community. Items should be used for projects which benefit the local community and the environment.

[Details here.](#)

### **UK Groups Can Look Forward to Spring 2016 with a Grow Wild Grant**

Local community groups wishing to bring people together to transform a communal space by sowing and growing plants native to the UK have until 1 December 2015 to apply for funding for projects starting in March 2016.

Supported by funding from the Big Lottery Fund and led by Royal Botanic Gardens in Kew, Grow Wild is a four-year programme that aims to bring together community members, especially young people, to transform disused, unloved, neglected or

### **Scott Bader Commonwealth Global Charity Fund**

The Global Charity Fund provides grants to charitable organisations who help young or disadvantaged people, especially anyone suffering deprivation and discrimination, such as poor, homeless and vulnerable women and children; or minority communities, particularly where people are affected by poverty, a lack of education, malnutrition and disease. [Details here.](#)

### **Esh Communities Applications now open**

Esh Group, supported by the Esh Charitable Trust, is offering an exciting opportunity of a grant of up to £1,000 for community projects in its operational areas across the North East, Yorkshire and Humber, the North West and Scotland.

Esh Communities is launching for the fourth consecutive year in October 2015



uninspiring sites into a place that is attractive and useful by planting and sowing wild flowers, plants and trees that are native to the UK. [Details here.](#)

## The ACT Foundation

The Foundation provides grants to charities, in the UK, with the aim of enhancing the quality of life for people in need, specifically the mentally and physically disabled and the aged. ACT gives large and small donations to charities depending on the project and available funds. Their current focus is on transformational change and larger grants (in excess of £100K) will be the exception. Applications are accepted year round. [Details here.](#)

## The Alan and Babette Sainsbury Charitable Fund

The fund provides grants to registered charities in the UK and is intended to support projects with the following themes:

- Arts and education projects which help young people to achieve their potential from where proposals are particularly encouraged
- Support for charities which defend civil liberties and human rights
- Areas of scientific and medical research of particular interest to the trustees, especially multiple sclerosis and diabetes among young people

[Full details here](#)

## First Steps Enterprise Fund

First Steps Enterprise Fund is a £300,000 pilot fund offering loan-grant packages to charities and social enterprises working in communities in England. From 19 October 2015, small community-led organisations can apply for up to £30,000 from to help them grow their services and become more sustainable. The investments are the first steps towards accessing the wider social investment market and more financing options.

It is a pilot partnership between [Asda Foundation](#) and the Social Investment

and since its launch has awarded 93 organisations with over £90,000.00. On average, each successful applicant received an average of £960.86.

Applications are sought from projects that align with at least 1 of our core values:

To improve the quality of life for local residents  
To support disadvantaged or vulnerable communities  
To increase prospects of becoming employed  
Promoting equality by engaging minority and hard to reach groups

Esh Communities 2016 will open for applications on Friday 23rd October 2015. Final applications should be submitted by 12:00 on Friday 27th November 2015.

Esh Communities application forms can be completed electronically on this website from Friday 23rd October. Esh Communities does not accept hard copy applications; any application form from a previous year is no longer valid.

Please email [addedvalue@esh.uk.com](mailto:addedvalue@esh.uk.com) with any questions or queries. [Full details here.](#)

## Nationwide Foundation – Empty Properties Funding Programme 2015

Nationwide Foundation has launched a new empty properties funding programme to bring long-term empty properties back into use for people in housing need. Grants of £100,000 to £175,000 are available for not-for-profit groups. Deadline is 1 November. [Details here.](#)

## Community Radio Fund Invites Applications From Across UK

Community radio licensees who are broadcasting under a community radio licence may apply for grants to help fund the basic core costs of running a community radio station.

The Community Radio Fund is managed

Business Foundation. The fund intends to catalyse other UK corporate foundations to use their money innovatively to create social impact in communities across the country. It will complement Asda Foundation's other programmes and will meet their aim of creating stronger and more sustainable communities. The website can be found [here](#)

**Deadline for applications to be considered for the next investment panel is noon Friday 11 December 2015.** [Details here.](#)

by Ofcom with funding from the Department for Culture, Media and Sport. To be eligible for funding, radio stations must be not-for-profit, run by local people for local people about local issues. [Details here.](#)

## 06 from VANEL

### Upcoming Tech Dates

Wed 11<sup>th</sup> **November**: a Digital Mapping workshop, 10-11.30am at Sidney Sussex Pavilion in Cleethorpes (see [www.vanel.org.uk/maps](http://www.vanel.org.uk/maps) for information about this digital mapping volunteering initiative)

Fri 13<sup>th</sup> **November**: "Cooking up a website" training session. 10am-12noon

Tue 27<sup>th</sup> **November**: Tech Tuesday – "Why Technology should matter to Trustees" . 12.30-2pm. £5pp (or free to WebClub)

Tue 8<sup>th</sup> **December**: WebClub meeting

### Payroll Service

**Payroll has become a more complex and specialised task in recent years due to Real Time Information (RTI) reporting, and further complexities will follow with the introduction of workplace pensions.**

Our Payroll team offers a complete service. We offer: Real Time Information (RTI) reporting + A Year End service, which includes reports printed and submissions to HMRC + P60 Reports + Weekly or Monthly pay schedules, to meet your needs + Competitive rates + Assistance with the Workplace Pension scheme and ongoing requirements + Help for new employers with HMRC set up if required

[read more online](#) or contact [Angela Barker](#)

**[More of VANEL services online](#)**

### Disclosure and Barring Service

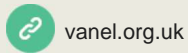
We offer the facility here at VANEL for you to have your staff/volunteers DBS checked. We are a registered umbrella body for DBS which means that we are able to provide you with the relevant application forms and are authorised to confirm and sign off applicant's identification.

VANEL offers this service to all organisations whose staff/ volunteers meet the eligibility criteria for a DBS check. It is good practice to have all staff/volunteers DBS checked if they come into contact with children and young people or vulnerable adults in order to minimise the possibility of employing somebody who is unsuitable.

[read more about our DBS service online](#) or contact us via 01472 231123 or [Peter Hewson](#) to discuss your needs.

Have you got news or events that you'd like to share through this newsletter? If you're a Member or Friend organisation then just get in touch via [editor@vanel.org.uk](mailto:editor@vanel.org.uk) and we'll look to get your news online and perhaps into an edition of this newsletter. ([more notes here](#))

- Don't forget our [Events calendar here](#).
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