



Action!



Newsletter

August 2009

Voluntary and Community Action

Swine flu - Contingency planning

With increasing numbers of people contracting swine flu, have you thought how this might impact on your organisation?

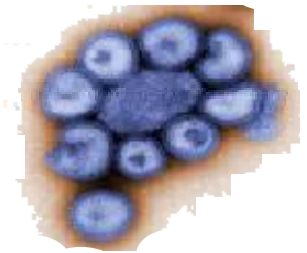
▶▶ It's important to think ahead; unplanned events can have a devastating effect on your organisation.

Do you have a contingency plan should any of your staff/volunteers contract swine flu?

▶▶ A plan would help to minimise the disruption to your organisation by ensuring continuity in the delivery of your services.

How would you deliver your services should a number of individuals of your organisation be off sick over a period of time?

▶▶ Address all these questions before they become issues by having in place a Contingency Plan. A well developed contingency plan has enormous value for your organisation, helping to identify risks and their possible impact.



For further information about the steps you can take and points to consider in drawing up a contingency plan see our [website](#). The Cabinet Office and Department of Health have produced Swine Flu - UK Planning Assumptions in which they are currently assuming a 9% workforce absenteeism rate, rising to 12% as the year progresses as a worst case scenario. To download a copy of the full document click <http://digbig.com/5baccy>.

A Guide to our Support and Services

This is the fourth article of a series of six to inform you of our support and services that we can offer your group or organisation. This series of articles will run over the 12 months and we hope you find it informative and helpful.

Partnerships

Voluntary and Community Action works strategically to develop, promote and support local voluntary and community action by contributing to partnerships across the voluntary, public and private sectors.

We act as a conduit, representing the diverse views of local groups and organisations to local authorities and other public bodies.

Encouraging local groups to share resources

and to work collaboratively creates a more efficient way of working and helps build a stronger local sector.



We also have a vital role to play in local policy-making and planning. We make sure that the sector is represented and involved in the local strategic partnership and other influential planning groups.

To find out more information contact Helen Nottingham on 01525 850559 or partnership@action-centralbeds.org.uk



New Qualifications for Tutors and Trainers involved in Adult and Community Learning

If you are involved in training or teaching adults in the voluntary and community sector, new regulations brought in by the Government in 2007 could apply to you and your organisation.

In the past, people delivering learning or skills to adults were not required to have a teaching qualification, but this has now changed. New professional standards and qualifications have been introduced that are mandatory for Further Education colleges, and for all learning providers who receive funding from the Learning and Skills Council (LSC).

Tutors and trainers, including those who may only train occasionally, or very part-time, are now required to register with the Institute for Learning, gain an appropriate qualification and show evidence of continuous professional development. These reforms include anyone who plans and delivers learning in any subject, including areas such as life skills, literacy or numeracy or job skills.

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

New trainers who have no teaching qualification and no teaching experience prior to 1st September 2007, must achieve the Preparing to Teach in the Lifelong Learning Sector (PTLLS) award within one year of appointment. There is currently no requirement for organisations that do not receive LSC funding to ensure that their teaching staff are qualified, however, this is likely to become a condition of contracts or grants from other funders in the future.

The PTLLS award is suitable for anyone new to training and leads to further qualifications such as the Certificate in Teaching in the Lifelong Learning Sector (CTLLS) and the Diploma (DTLLS). The PTLLS course consists of 30 hours of taught learning and 30 hours of self-study, and is assessed by theory and practical assignments. Subjects covered include;



- your role, responsibilities and boundaries in relation to teaching
- appropriate teaching and learning approaches
- session planning skills
- how to deliver inclusive sessions which motivate learners
- assessment methods and record keeping.

Forthcoming courses - Dunstable College is planning to run free PTLLS courses for the voluntary and community sector from September. However, they are keen to know whether there is interest in a course run one day per week for four to five weeks or a half day per week for eight weeks. If you want to gain this award, please contact the College and let them know your preference. Contact Linda Jackson on **01582 477776 x 281**.

For more information about these new regulations and qualifications visit the Institute for Learning website www.ifl.ac.uk or call 0844 815 3202.



Participation Works

Participation Works is a consortium of six national children and young people's agencies. We are working together to ensure that every child and young person can influence decisions affecting their lives.

Participation Works offers a wide range of training courses and a consultancy package, ranging from introducing a selection of training methods and tools, through to organisational change and strategic planning.

Courses are free to Voluntary, Community and other Third Sector organisations (1 person per organisation) and £85 for Statutory organisations.

To find out more about the courses visit: www.participationworks.org.uk or call the Enquiry Line: 0845 603 6725

Independent Safeguarding Authority

The Independent Safeguarding Authority's (ISA) role is to help prevent unsuitable people from working with children and vulnerable adults.

From 12 October 2009, two new ISA barred lists will replace the existing lists. There will be one list of people who have been barred from working with children and a separate, but aligned, list of those barred from working with vulnerable adults.

Employees and volunteers alike are subject to the rules of the ISA scheme, the term 'employee' encompasses both, and the term 'employer' includes organisations that utilise volunteers, whether or not they employ paid staff.

There will be a five year phasing in scheme from July 2010-2014. Under the ISA scheme, every person who works or volunteers with vulnerable people will be assessed on a case-by-case basis, using data gathered by the Criminal Records Bureau (CRB), including relevant criminal convictions, cautions, police intelligence and other appropriate sources.

Employers' duties and responsibility

From July 2010 individuals can apply for ISA-registration and a CRB check (including an ISA check) on one new application form. The cost will be £64 (£28 ISA £36 CRB) for employees (a once only payment to be ISA registered) and free for volunteers. It is a volunteer's / employee's responsibility to be registered but as best practice organisations could/should agree to pay registration or any administration fee (as with the current CRB scheme registration process).

Those who are new to the workforce, changing roles to take on regulated activity or changing jobs whilst working in regulated activity may apply for ISA registration. Those who currently work with vulnerable groups but are not changing their role will not have to become registered until later in the five year phasing period.

It will be a company or organisation's responsibility to check the status of potential employees and volunteers involved in controlled

or regulated activity.

If an individual is not ISA-registered they have either not applied or are on an ISA Barred List. It will be a criminal offence for an employer to allow a barred person, or a person who is not yet registered with the ISA, to work on a regular basis of one occasion a month or more, or more than three or more occasions in any 30 day period in regulated activity. Employing someone who is barred could result in a £5,000 fine and six months in prison.

Organisations will be able to check an individual's status quickly, online and without charge but the individual's ISA number, date of birth, and consent will be required.

The ISA scheme does not replace the Criminal Records Bureau (CRB) scheme. The ISA check will only show if a person is ISA-registered, which means the ISA has found no known reason why the applicant should not work with children or vulnerable adults. It also means that the ISA will review that person's status if any new information becomes available. The ISA does not check for malpractice or all criminal convictions, the CRB check provides a fuller picture of a person's criminal history so that employers can make informed decisions as to whether that person is suitable for a particular role or position.

For details of what is a regulated activity and what is a controlled activity, go to <http://digbig.com/5babxx> or contact the Volunteer Centre for further information.

Good practice still needed

It's important to remember that even when all staff and volunteers involved in controlled and regulated activities in your organisation are ISA-registered and have been CRB checked, it is absolutely vital that employers retain their responsibilities for ensuring safe recruitment and employment practices

Further details please contact the Volunteer Centre on 01525 850559 or email: volunteer@action-centralbeds.org.uk





Neighbourhood Learning in Deprived Communities (NLDC)

NLDC support local voluntary and community sector organisations to develop their capacity to deliver learning opportunities for residents of disadvantaged neighbourhoods.

NLDC priorities are; Skills for Life; Skills for Jobs; Working Together; Change for Children; Regeneration and Community Cohesion, and Citizenship.

They will fund projects up to a maximum of £10,000.

Hard copy bids only (no emailed bids will be accepted) - the original document plus four copies should be marked 'NLDC 09/10 Tender' on the envelope and sent to: Lorainne Lunn, The Learning Partnership – Bedfordshire and Luton Ltd, 1 Sunbeam Road, Woburn Road Industrial Estate, Kempston, Bedford, MK42 7BZ. To arrive no later than 12 noon on Friday 21st August 2009.

Central Bedfordshire Grant Aid

Voluntary and Community Groups and non profit making organisations that are based within Central Bedfordshire can apply for capital grants within the following categories.



Lifestyle Scheme - Health, Sports Arts and Cultural Projects

This category is aimed at the development, promotion and/or awareness of cultural activities, projects that help to develop children's playgroup activities, general sporting facilities and projects that encourage people to live healthier and more active life styles.

Successful applicants within this category will be awarded up to 25% of the total project cost. This is subject to a maximum award of £10,000.

General Community Projects

This category encourages organisations, in cooperation with their Town/Parish Council or Parish Meeting, to develop projects in order to help make their towns and villages safe and pleasant places in which to live.

Successful applicants within this category will be awarded up to 50% of the total project cost. This is subject to a maximum award of £10,000.

For more information regarding these schemes and/ or to request an application form, then please contact either Sue Barrow, Telephone: 0300 300 4243, Email: <http://digbig.com/5babhs> or Joan Allen Telephone: 0300 300 5323, Email: <http://digbig.com/5babht> or visit <http://digbig.com/5babhw>

Chalk Arc Initiative

The Chalk Arc Initiative aims to develop new and improved greenspace and access opportunities across the north and west of Luton and Dunstable, encompassing the villages of Whipsnade, Totternhoe, Charlton and Streatley. The increase in open space, and our better use of it, is essential as the area gets increased housing growth.



These can be new green spaces or access routes for improvements to existing ones, protection or improvement of landscape or wildlife habitats or projects associated with our historic heritage or encouraging the work of local communities in education, information or improvement of these sorts of issues. Grants of between £750 and £25,000 are available, normally to 75% of the overall project cost.

For more information ring 01525 378101 or Email chalkarc@greensandtrust.org www.chalkarc.org

Neighbourhood Grant Scheme

Are you a Voluntary or Community Group active in Downside, Parkside or Tithe Farm? The Neighbourhood Grant Scheme is for you and can provide grants from £100 to £1000.

Application forms available, closing date 15 October 2009. For more information and an application form contact Hazel Simmons Community Development Officer on 0300 300 5322 or hazel.simmons@centralbedfordshire.gov.uk

For help with filling in the application form please contact our Funding Adviser, Rizwana on 01525 850559 or Email funding@action-centralbeds.org.uk

Funding



Community Foundation Network - Comic Relief



Community Foundation Network have been invited by Comic Relief to distribute some of the funds raised through Red Nose Day and Sport Relief through our network of local community foundations.

Comic Relief grants of up to £10,000 support community groups who are using a range of activities, including sport.

For more information please contact your local Community Foundation. Details of all local Community Foundations which can be found on Website: <http://digbig.com/5babnm>

If you have problems contacting them contact Rebecca Wood at Community Foundation Network Tel: 020 7713 9326 Email: <http://digbig.com/5babnt> Website: <http://digbig.com/5babnn>

Cash 4 Clubs



Cash 4 Clubs is a sports grants scheme which provides funding to support grassroots UK sports clubs. Cash 4 Clubs gives clubs a chance to win grants ranging from £250 to £1000, whether it be to improve facilities, purchase new equipment, gain coaching qualifications, or generally invest in the sustainability of their club.

Grants are awarded on a quarterly basis after selection by our committee. The judges include representatives from Betfair, SportsAid, and other independent and sports committee members.

For more information,
Email: cash4clubs@betfair.com
Website: <http://www.cash-4-clubs.com>

Grants for the arts

Grants for the arts are for organisations who use the arts in their work. They are for activities carried out over a set period and which engage people in England in arts activities, and help artists and arts organisations in England carry out their work.

Grants for the arts is funded by the National Lottery.

For more information visit their Website <http://digbig.com/5babns> or For general enquiries, phone: 0845 300 6200

Repair Grants for Places of Worship



The Repair Grants for Places of Worship scheme offers grants for urgent repairs to listed buildings which are in regular use as public places of worship. Grants are available for formally constituted religious organisations. The main focus of the scheme is on urgent repairs required within two years, to high level elements of buildings. Other urgent repairs to historic fabric at risk of loss can also be considered.

English Heritage, Customer Services Department, PO Box 569, Swindon SN2 2YP Email: customers@english-heritage.org.uk Tel: 0870 333 1181 Fax: 01793 414926 Website: <http://www.english-heritage.org.uk/server/show/nav.1122>

Futurebuilders - Small Organisation Tender Fund



Futurebuilders offer support and investment to help third sector organisations win contracts to deliver public services.

The Small Organisation Tender Fund - provides grants of up to £15,000 to help small third sector organisations. The grants, which are offered for up to 10% of a contract value, are intended to help with tendering or capacity building costs - such as advice from procurement specialists, financial expertise, and legal and bidding staff costs. A 'small organisation' is defined as one with an annual turnover of less than £250,000.

For more information about the Fund visit Website: www.futurebuilders-england.org.uk or contact the enquiry line Tel: 0191 261 5200 Email: <http://digbig.com/5babnw>



Representation on Central Bedfordshire's Thematic Partnerships

Partnership arrangements for Central Bedfordshire Local Strategic Partnership are now in place and frontline voluntary, community and other third sector organisations are to be represented on each of the Thematic Partnerships.

We are now seeking expressions of interest from those active (in a paid or voluntary role) within frontline voluntary, community and other third sector organisations who would like to make an effective contribution to the following Thematic Partnerships:

- two places on the Healthier Communities and Older People Partnership
- two places on the Environment and Economy Partnership
- two places on the Community Safety Partnership
- two places on the Stronger Communities Thematic Partnership.

The sector is already represented on the Children and Young People's Partnership Trust by Voluntary Organisations for Children, Young People and Families (VOC) .

These important roles will require the representatives to be involved in strategic and delivery issues and developments affecting the sector. Anyone with an interest in any of these roles should apply by the end of September 2009.

Full details of the roles and the selection process can be found on the VoluntaryWorks website or by contacting Helen Nottingham by email partnerships@action-centralbeds.org.uk or by telephone on 01525 850599.



Julie Benson on Representing the Voluntary and Community Sector

Back in November 2008 expressions of interest for a frontline representative from the local voluntary and community sector to sit on Central Bedfordshire's Local Strategic Partnership (LSP) were invited. After an informal interview I was invited to take on the role which requires me to act individually and collectively with other LSP members, to contribute a voluntary and community perspective to discussions concerning the strategic direction of the Partnership and the effective delivery of local services.

I have worked in a variety of roles for Advocacy Alliance since 2000. My primary area of expertise is within learning disabilities, with a particular focus on working with vulnerable adults.

Those of us who work in the voluntary and community sector are passionate about people and making life better for them. At high level strategic meetings such as those of the LSP,

the people element of topics and issues can sometimes become lost. As well as bringing a voluntary and community sector perspective to discussions I believe it is important for me to help members keep that people element in mind too.

In addition, there are targets and outcomes the LSP and its partners must deliver against. The voluntary and community sector is able to play a big part in helping the partnership meet these targets and deliver positive outcomes.

This is a very exciting time for everyone who lives and works in Central Bedfordshire with great opportunities for real change.

I am happy to talk to anyone who would like more information about my role on the LSP and can be contacted either by email julie.benson@advocacyalliance.co.uk or by telephone on 01234 2620809.



Purpose of the Thematic Partnerships

Central Bedfordshire's Thematic Partnerships bring together key service providers and users for a particular subject area. The primary function of each partnership is to develop and implement action plans for their subject area, which align to the identified priorities in the Sustainable Community Strategies and key indicators and targets in the Local Area Agreement.

Children and Young People's Partnership Trust

The Children and Young People's Trust brings together all the key agencies working with children and young people. Their aspiration is for all children and young people in Central Bedfordshire to feel safe, valued and supported, to realise their full potential and make a positive contribution to society.

Stronger Communities Thematic Partnership

This partnership works to ensure strong, cohesive and sustainable communities where people feel a sense of identity and belonging, where public services are responsive and accessible to all and to reduce child poverty, develop an environment for a thriving third sector and where cultural activities flourish.

Environment and Economy Partnership

This partnership aims to ensure the growth of our local economy, reduced congestion and improved sustainable transport. Its work also encompasses the protection and enhancement of our environment, climate change, reduction of waste and carbon emissions.

Healthier Communities and Older People Partnership

This partnership aims to provide the vision and strategic leadership needed to coordinate the work of statutory organisations with partners in the public, private, voluntary and community sectors to achieve health improvements, a reduction in health inequalities and improvements in adult social care and housing.

Community Safety Partnership

This partnership provides strategic direction and undertakes joint working on key strategies for which it has direct responsibility or has a statutory duty to do so. This includes Prolific and Priority Offenders, Drug Intervention Programme, Domestic Abuse Strategy, Alcohol Harm Reduction Strategy, Sexual Violence and Bedfordshire Drug and Alcohol Strategy.

If you would like further details about any of the partnerships please contact Helen Nottingham via email partnerships@action-centralbeds.org.uk or by telephone on 01525 850559.

Play Building in Central Bedfordshire

Central Bedfordshire Council is actively looking to improve play space in the region. They intend to develop a diverse range of play opportunities, with particular focus on delivering natural play experiences for the 8-13 year old age groups.

A strategy is currently being drawn up to develop a number of play areas over the next two years, and as part of the consultation process they are inviting 8-13 year olds to have their say by designing their ideal play space. As a bonus all designs will be entered into a prize draw for the chance of winning an iPod Shuffle.

Download the Central Bedfordshire's Playbuilder design document from www.centralbedfordshire.gov.uk/playrangers, or contact Siobhan Vincent, Play Officer, for more information on 0300 300 4346 or email Siobhan.vincent@centralbedfordshire.gov.uk The closing date for designs to be received is 5pm on 31st August 2009.



Resources



Help for line managers in tackling stress at work



Updated practical help for HR and line managers to tackle the issue of stress at work has been produced by CIPD working with the Health and Safety Executive and Investors in People. This includes a competency framework enabling line managers to work on the skills required to reduce and prevent stress. For more information <http://digbig.com/5babnx>

HSE - health and safety guidance

Around 250 priced publications that contain official health and safety advice and guidance will be available in PDF format from the Health and Safety Executive web site at no charge from September. It will still be possible to purchase printed versions at HSE Books. <http://www.hse.gov.uk/news/>

Guide to twenty impact and quality tools



New Economics Foundation has published 'Tools for you', an update to the Prove and Improve Toolkit, designed to help development workers and frontline organisations navigate the world of social impact and quality measurement. Downloadable, but registration required, <http://digbig.com/5babny>

Voluntary sector apprenticeships on the cards

A "Group Training Association" which would provide voluntary organisations with the opportunity to benefit from funding for apprenticeships and other programmes designed to improve the skills of their workforce and volunteers has taken a step forward. The National Apprenticeship Service has approved a submission for development

funding to go forward to the next stage. [Workforce Development news](#)

Reducing your community carbon footprint

The Energy Saving Trust has re-launched its Community Action for Energy programme as Green Communities, a new hub to help UK communities reduce their carbon footprint, <http://digbig.com/5babpa> Community groups are invited to register to access tools and advice.



New health and social care registration standards

Consultation on guidance from the Care Quality Commission outlining what health and adult social care services will have to do to meet new registration standards has started. <http://digbig.com/5babpc>

Computers for Charities

Low cost ready to go refurbished PC and Mac computer systems available only to UK Charities, Voluntary Groups, Churches, Schools. Their systems include Microsoft Windows operating system, Microsoft Office, monitor, keyboard, mouse and power cables plus three months return to base warranty.



<http://digbig.com/5babpd>

Inclusion of information within this newsletter does not imply endorsement by Voluntary and Community Action South Bedfordshire.

Action! is the newsletter of Voluntary and Community Action, Bossard House, West Street, Leighton Buzzard LU7 1DA.

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