

BEDS-SPREAD

April 2010

Personalisation Opportunity or Threat

In essence, personalisation means that services are designed and delivered from the starting point of individuals' needs and wishes, instead of individuals having to fit into existing services. People will have more choice, responsibility and control in relation to the service they receive and so individuals will increasingly be encouraged to commission, shape, participate in, manage (and even procure) their own care. Personalisation favours a model of service delivery in which clients are supported to be informed consumers, or even cast as commissioners and managers of that service.

The key document that has driven the move towards personalisation is '**Putting People First: a shared vision and commitment to the transformation of Adult Social Care**', which can be accessed at <http://digbig.com/5bbhnj>. Another key document that is currently being updated is '**Personalisation: a rough guide**', which can be accessed at <http://digbig.com/5bbhnk>

Personalisation represents a cultural shift of seismic proportions for many third sector organisations in Bedfordshire. There are threats, challenges and opportunities for charities and voluntary groups that deliver adult care services, as they will need to review what and how they deliver these. They may have to re-design services, become used to being commissioned in different ways by different agencies and work out the financial implications of individual contracts replacing block contracts. **CVS** is committed to working with local authorities to influence and shape their strategic approach and policies on personalisation, whilst keeping the local voluntary sector updated on the latest developments.

Putting People First in the Eastern Region

Working in Partnership to Deliver Real Choice and Control

14th April 2010

Wyboston Lakes, Robinsons Executive Suite, Great North Road, Wyboston, Bedfordshire, MK44 3BA

An all-day event that consists of a series of presentations and workshops that will allow you to engage with the local personalisation agenda. To receive a booking form please contact aallman@thurrock.gov.uk

For up-to-date information and further training opportunities on the personalisation agenda visit www.yourcvvs.org



Community &
Voluntary Service

43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

E-mail: info@yourcvvs.org
Web: www.yourcvvs.org



The inaugural **Third Sector Assemblies for Central Bedfordshire and Bedford Borough** took place on 3rd February 2010 and 23rd March 2010 respectively. The events at the Rufus Centre, Flitwick and at the Bedford Corn Exchange attracted representatives of voluntary and community groups from across the county. The consensus from the feedback is that both events were resounding successes.

Webpages have been created for both Assemblies. **Bedford Borough's Assembly** webpage is at <http://digbig.com/5bbhpn>, whilst **Central Beds Assembly** page is at <http://digbig.com/5bbhpp>. You can download presentations and reports from both sites.

Next Assembly Dates: Bedford Borough - Tuesday 21st September 2010 & Central Beds - 4th November 2010 (provisional)



Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

ICT

New ICT Help Desk

Frustrated by ICT? Not sure where to go for advice?
Need to find a source of ICT support you can trust?

Front Line Engagement through Regional Infrastructure (FERI) announces the launch of the **Regional ICT Helpdesk**, a free-to-call service for voluntary and community organisations in the Eastern Region that can provide you with:

- Initial ICT support and signposting to local trusted sources of second-line support
- Impartial advice and guidance on ICT infrastructure issues and signposting to experts
- Details of who can help you develop your ICT more strategically through a range of services including ICT Health Checks
- Advice and guidance around purchasing of ICT hardware and software and signposting to suppliers that cater for the specific needs of the VCS

Visit the new ICT webpage at www.yourcvcs.org for further ICT updates that may benefit your group.

ICT HELPDESK

0800 028 0085



'1st Line Phone Assistance to the VCS in the Eastern Region.'

A FERI Project  LOTTERY FUNDED

VOLUNTEERING

Be a Part of 'Tea and Cakes and Volunteering'



In a new initiative from the **Volunteer Centre Bedford**, local voluntary groups in need of volunteers now have the opportunity of meeting potential volunteers face-to-face and recruiting them at one of their **'Tea and Cakes and Volunteering'** events. Many groups have already signed up to be part of these events, with the next **'Tea and Cakes and Volunteering'** events taking place on Wednesday 14th April (11am – 4pm), Wednesday 5th May (12pm – 5.00pm) and Friday 28th May (12pm – 4pm). The venue for each of these drop-ins is the **Volunteer Centre, 43 Bromham Rd, Bedford**. If your organisation would like to take part in these events contact **Rebecca Baber** on **01234 213100** or email her at Rebecca@bedfordvb.org.uk

The 25th Hour - Using the Olympics to inspire

The 25th Hour is a new nationwide campaign which aims to use the inspirational power of the **Olympic and Paralympic Games** to motivate the British public to give time in their communities. **The 25th Hour** campaign will build over the next 28 months to create a lasting legacy that will touch all parts of the UK. This is separate from the official **London 2012** volunteer programme and is based on the idea that we can all find the extra hour or more to make a difference. It will tap into the existing enthusiasm among individuals to give time to the places where they live and work. A recent survey on attitudes to **London 2012** showed that a third of people in the UK say they would give up their time for a **London 2012**-inspired activity - with even greater enthusiasm among young people, 48 per cent of whom say they would give up their time. **The 25th Hour** will also celebrate the outstanding contributions of exceptional time-givers with a range of rewards, including 2,012 pairs of tickets to a unique 'money can't buy' moment – the chance to see the dress rehearsal of the **2012 Olympic Games Opening Ceremony**. **25th Hour** supporters will be able to pledge their time via <http://the25thhour.org>. From June this year the site will link people directly to opportunities to give time in their area. People can sign up now to show their support for the **25th Hour** and receive updates on campaign activity.



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UPCOMING CVS TRAINING

Developing a Funding Strategy

Tuesday 11th May 2010

Organisations risk becoming reactive: looking for ways to match funding criteria rather than finding the resources to address priorities that they have determined for themselves. Developing a good funding strategy helps to avoid this and to establish a more secure future.



Roles and Responsibilities of Managing Volunteers

Wednesday 9th June 2010

The course is for those people who are involved in managing and supporting volunteers and will lead to participants having a better understanding of the importance of being clear about why and how we use volunteers. In addition you will find out what is involved in properly managing and supporting volunteers and what policies and procedures need to be in place.

Train the Non-Trainer

Thursday 10th June 2010

Stop Press: New Course

An introductory course for people who do some training in their work but are not primarily employed as trainers. It will give an overview of what is involved in providing effective training, and an opportunity to plan a workshop programme.



Understanding Accounts

Wednesday 16th June 2010

Unfortunately, most of us need to understand accounts at some stage – committee members, funders, staff and volunteers all come across accounts at various times; you may even have to prepare them. This course will clear the fog – giving you confidence to look at these documents, understand them and maybe even ask questions.

Workshop Bookings

Cost for these workshops: £12 per delegate
Delegate fee refunded upon attendance

For further details and bookings please contact **Jan** at CVS on **01234 354366** or email: jan@yourcvcs.org

Training Workshops are supported by:

*The Big Lottery Fund, CapacityBuilders,
The Learning Partnership Bedfordshire and Luton,
Central Bedfordshire Council and the Bedford Charity*

Coming Soon in 2010

- **Consortia Working for Contracts** - Wednesday 26th May
- **Performance Management - Making the Most of your Staff and Improving your Organisation** - Wednesday 7th July (**Stop Press: New Course**)
- **HR Issues for Non-Specialists** - Thursday 15th July
- **Risk Assessment** - Thursday 16th September

Food Co-Operatives Community Lunch

Thursday 20th May 2010 - 12pm to 2pm - Venue: 43 Bromham Road, Bedford

Please join **Gemma Sayers (East of England Food Co-ops Adviser)** at our **FREE** Community Lunch when you will have the opportunity to learn how to set up a food co-op in your community.

Food co-operatives give the opportunity to communities to reinforce local food enterprises and healthy food access projects by linking producers directly with consumers, inspiring commitment to seasonal produce and allowing greater community control over their food supply chain. In this practical workshop participants will explore the benefits of food co-ops to their members and where a food co-op would be of most use in their local area. There will be information on the spread and different models of co-ops across the country, and a run-down of what services the **Making Local Food Work** programme can offer aspiring and existing groups. We will map areas of need for local, healthy produce in Bedford and beyond and find innovative, people-centric ways to link these with producers. Open to individuals, community groups and local producers as well as existing food enterprises.

To book your **FREE** place at our **Food Co-operatives Community Lunch** please contact **Mandy Field** on **01234 354366** or at mandy@yourcvcs.org.



FoodCoops.org

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FUNDING

The Bedford Charity (The Harpur Trust)

The Bedford Charity (The Harpur Trust) is a major contributor to valuable community activities that make a difference to the lives of people in need in the Borough of Bedford.

Grants totalling approximately £500,000 each year are awarded from the Charity's responsive programmes and aim to further its three charitable objectives:

- the promotion of **education**
- the **relief** of those who are sick or in need, hardship or distress
- the provision of **recreational facilities** with a social welfare purpose



Examples of recent awards include funding for youth projects in Cauldwell and Kempston, a project supporting people with dementia and funding to help a school with its arts activities.

In addition, there are four themed grants programmes, each one having up to £100,000 a year to award to innovative local projects in the fields of **Homelessness, Child and Adolescent Mental Health, Excellence in Education** and **Voluntary Sector Infrastructure Support**.

All grant programmes are restricted to activities taking place in the Borough of Bedford or those directly involving residents of the Borough. The organisation making an application must be a registered charity or other non-profit-making body.

For more information on applying for a **Bedford Charity** grant and online application forms, please visit www.bedfordcharity.org.uk. You can also call **Lucy Bardner (Grants Manager)** or **Peta Frost (Grants Officer)** for an informal chat about an application. Contact: **The Bedford Charity (The Harpur Trust), Princeton Court, Pilgrim Centre, Brickhill Drive, Bedford MK41 7PZ, Tel 01234 369500**

The People's Millions

The People's Millions is your chance to win up to £50,000 to improve your area. Come up with a new and original idea that will make life better for people where you live, and you could be on **ITV** this November, competing for viewers' votes. **People's Millions** has proved to be an exciting venture for the **Big Lottery Fund**, breaking new ground by giving people a real say in how Lottery money is spent in local communities throughout the UK. They have already funded 388 projects across the UK to the value of over £22 million.

- **Who can enter?** You can enter if you're a voluntary or community organisation, school, local authority or health body.
- **How much is available?** You can ask for between £20,000 and £50,000 (including VAT). The amount you ask for must be at least half the total cost of your project.
- **What will they pay for?** For some or all of your project costs. And if you're a voluntary or community organisation, they will also contribute towards your organisation's overheads. But they won't pay for your existing work, retrospective costs, new buildings and some other items and activities.
- **What else do I need to know?** They will only consider one application per organisation.

If you are shortlisted you will have just three weeks to produce a project plan. There are some extra requirements if you want to work on land or buildings or with children, young people or vulnerable adults.

What are the key dates? 14th May 2010 – Deadline for entries. 22nd-26th November 2010 – Shortlisted entries go head-to-head on ITV regional news. 31st March 2011 – Latest date for winning projects to start. 31st December 2011 – Date when winning projects must be completed.



FUNDING

Fit for Funding Workshops

These workshops will cover all the basics to get you to the stage where your organisation will be able to apply for funding. We will go through all the documentation you will need, including your governing document, policies, budgeting, and explain the basics of outcomes and demonstrating need. There will also be the opportunity to go through examples of funding applications and guidance on the use of our resources area, including a demonstration of **funderfinder** and **trustfunding.org.uk** and an opportunity to participate in our 'Who wants to be a Millionaire?' funding game. The next workshops are on:

- **Tuesday 4th May 2010** - 7pm to 9pm
- **Saturday 5th June 2010** - 10am to 12noon
- **Thursday 1st July 2010** - 10am to 12noon



Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from the **Fit for Funding** workshop and will explain how to identify and explain the need for your work, plus define aims, outcomes, targets and milestones. Through using practical examples and an interactive workshop we aim to make sense of some of the most common problems groups have when making funding applications. The next workshops are on:

- **Tuesday 20th April 2010** - 7pm to 9pm
- **Wednesday 14th July 2010** - 10am to 12noon



Fit for Funding Workshops from CVS are



LOTTERY FUNDED

If you would like to attend one of the workshops please contact **Mandy Field** on **01234 354366** or email mandy@yourcvcs.org

QUALITY STANDARDS

Quality Assurance doesn't need to be complicated. If implementing a quality standard is too big a task for your organisation - why not break it down into bite-sized pieces? These workshops are also ideal for organisations wanting to improve on specific areas of their work. Coming soon – a series of half-day...

PQASSO Pick and Mix Workshops

- | | | |
|-------------------|----------------------------|--------------------------------|
| • Managing people | • User-centred service | • Monitoring and evaluation |
| • Planning | • Managing resources | • Communications and promotion |
| • Governance | • Working with others | • Leadership and management |
| • Managing money | • Learning and development | |

Each workshop will help you to:

- review your organisation's current performance against a **PQASSO** standard
- identify areas of good practice and evidence you already have
- identify areas where improvements could be made
- create a prioritised action plan to implement on return to your organisation

Quality Standards support from CVS is



LOTTERY FUNDED



Supported by a Licensed **PQASSO** Mentor.
For more information, please phone **Jane Owen** on **01234 354366** or email jane@yourcvcs.org

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Registered Charity: 1091423

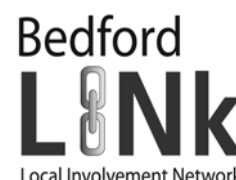
SNIPPETS

JustGiving for Sports Clubs

Sport England has announced a campaign to bring an extra £22m into grassroots sport over the next five years through a new partnership with **JustGiving**, the fundraising website. **JustGiving** have dropped their subscription fees – worth £180 per year for every **Community Amateur Sports Club (CASC)**. More details can be found on the **Sport England** at <http://bit.ly/sejustgive>. To register for **JustGiving for Sports Clubs** go to www.justgiving.com/sportsclubs. If you are a sports club and you would like to learn more about becoming a **CASC**, why not visit www.cascinfo.co.uk, which is a website that's devoted to keeping you informed as to all the benefits your club can receive by becoming a CASC, like being able to claim **Gift Aid** on all your donations!

The Launch of Bedford LINK

Ever wanted to have your say on health and social care issues in Bedford? Make a difference with **Bedford LINK** – don't assume that services know what you want – it's our job to tell them. **Bedford LINK** – the local involvement network in Bedford is an independent network of local people and groups, one of 151 across England. It helps people to influence or change the way local **NHS** and social care services are delivered. **Bedford LINK's** job is to find out what people like and dislike about local services and to work with the people who plan and run them to help make them better. Anyone can join **Bedford LINK** – individuals or groups at a level to suit you, even from the comfort of your own home. New members are always welcomed from all parts of the community. If you feel you would like to be involved, we are holding a launch party on Wednesday 5th May 2010, at the Harpur Suite in Bedford between 10am and 1pm. Please register your interest with **Emma Fraser (LINK's Co-ordinator)** on **01234 360510**. A buffet lunch will be provided at 1.00pm.



What are the Issues that Concern you in Bedford Borough?

Bedford Borough Council has four committees dedicated to carrying out '**Scrutiny and Overview**'. This is where Councillors review the Council's policies and are responsible for making sure that the Council makes the best decisions on behalf of local residents. Another important part of their work is to investigate issues of concern to the local community. Last year the committees reviewed NHS Continuing Health Care, Building Schools for the Future Funding and Highway Maintenance in the Borough. Your views are important to them in planning their **Scrutiny and Overview** work for the year, especially those relating to our corporate priorities as a Council. These are Protecting and Improving the Environment, Safe and Respectful, Prosperous and Vibrant, Healthy, Enjoyable and Active, Delivering Homes for All, a Pro-Active and Listening Council. If you have any suggestions for topics or issues that we should look at, please write to **Scrutiny & Overview Support Team, Room 309, Bedford Borough Council, FREEPOST ANG5840, Borough Hall, Cauldwell Street, Bedford, MK42 9AP** or you can also send your comments by email to scrutiny@bedford.gov.uk or call **01234 228256**. Please reply by 16th April 2010.

KnowHow NonProfit

KnowHow NonProfit presents **In the Chair** – a series of governance podcasts exploring how non-profit and charity chairs are helping their organisations and fellow board members deal with times of crisis and change. Come and listen! Website: www.knowhownonprofit.org/leadership/governance/in-the-chair. **KnowHow NonProfit** (www.knowhownonprofit.org) is a fresh new website built solely for people working in not-for-profit organisations. It is packed with practical information and resources covering all kinds of topics from finding funding to strategy planning. The site is intended to be a friendly and useful space for a community of non-profit people and organisations to share what they have learnt and to help others.

SNIPPETS

PAYROO Free Accredited Payroll - 100% Internet Based

PAYROO is offering a free payroll package over the internet. Any organisation with less than 50 employees can use it free of charge. Take a look at their website: www.payroo.com for more details. In general, the package is accredited by the **Inland Revenue (HMRC)** and all payroll processes are run over the internet. E-filing facilities are included. The payroll system is very user-friendly and has more features than most commercially-available professional versions. There is no catch, nor any hidden costs as the service is funded by advertisements on the website's pages.

Capacity Manager

ACEVO has launched a '**Capacity Manager**' online tool, building on the experience of its **Full Cost Recovery** model. The object is to evaluate whether your internal support services are working effectively, going beyond a simple health check approach, exploring more crucial questions such as whether a policy is being followed, how effective it is, how regularly it is updated, and how widely it is understood and used. There is also benchmarking against other organisations. Website: www.capacitymanager.org.uk

Create a Website in 20 Minutes for Free

Get British Business Online (GBBO) is a joint initiative by **Google, Enterprise UK, BT, e-skills UK** and many other partners to help small businesses create their first website and help them understand the opportunities offered by the internet. They have a target of helping 100,000 UK organisations get their first website easily and for free by the end of 2010. The creation and hosting of your website will be free forever; your .co.uk web address is free for two years, then a few pounds every two years beyond this. Charities will be given access to .org.uk addresses soon. You can find out more at www.gbbo.co.uk. You may also find it useful to investigate www.communitykit.co.uk and www.mrsite.org if you are looking to create your charity's first website.

Fit Notes Replacing Sick Notes

Guidance for employers on the use of the 'fit notes' system, replacing sick notes from 6th April, has been published by the **Department of Work and Pensions**. There's a signpost page at www.dwp.gov.uk/fitnote/ (for GPs and employees as well as employers).

Vetting and Barring Scheme

The Home Office has now put online full guidance to help employers and voluntary groups implement the **Vetting and Barring Scheme (VBS)**. It covers every aspect from who is covered to how the process works and the implementation timetable. Organisations are expected to start at www.businesslink.gov.uk/vbs while employees or volunteers would find www.direct.gov.uk/vetting more appropriate. Hard copies of the guidance for those who do not have internet access are available via the **VBS** helpline on **0300 123 1111**.

Help in Preparing Charity Accounts

The Charity Commission has produced a new 'accruals accounts pack for small non-company charities' to help treasurers of smaller charities prepare their accounts. It consists of a pro-forma layout (pdf or Excel) with accompanying completion notes. Details can be found at www.charitycommission.gov.uk/Publications/cc17.aspx



SPOTLIGHT



Caraline - Tackling Eating Disorders

Background - Established in February 1994, **Caraline** provides a confidential counselling and support service for people with anorexia nervosa, bulimia nervosa, compulsive over-eating and other eating disorders. Emphasis is placed upon engaging people with eating disorders at the early stages of their illness, with an overall aim of the service being to offer a comprehensive support package to sufferers, their families, and involved health-care professionals.

Eating Behaviour Group (EBG) - The EBG is a ten-session, structured group-based intervention, which is based on cognitive behavioural principles. It aims to enable group members to explore the triggers to their problematic eating behaviour by exploring a number of internal and external factors. It was found that offering a more time-bound, structured intervention, in addition to the self-support group and counselling, Caraline could meet the needs of its clients in a more diverse and inclusive way. It is expected that it will also keep clients engaged in treatment in a more consistent way, which will be beneficial for this client group in terms of treatment outcome. **Caraline** has now delivered the first two EBG's. It has been planned to form two groups in Luton and the other two groups in a location convenient to clients from parts of Bedfordshire. A group will be starting in Bedford in the near future. If you would like to be part of this group or know somebody who would, please contact **Caraline** on **01582 457474** or email caralined@aol.com

Centre for all Families Positive Health (CAFPH)

The Centre for all Families Positive Health (CAFPH) is an organisation dedicated to making a positive difference by supporting people living with HIV/AIDS in Bedfordshire and Luton. They aim to empower and support those affected by HIV/AIDS to improve the quality of their lives and to raise awareness across the community. Amongst the help they can give is peer support, support groups, youth counselling, individual adult counselling and pregnancy support. **CAFPH** originated from a group of affected people who recognised that there is a gap in services being offered to people affected by HIV/AIDS in Bedfordshire (especially Luton). They recently opened an office in Bedford and can be contacted on **01234 817642** or at bedford@cafph.org
Website: www.cafph.org

Home-Start Bedford Borough

Home-Start North and Mid Beds, a charity that supports families struggling to cope, is changing its name to **Home-Start Bedford Borough** and its area of operation will now be North Bedfordshire. The changes take place on 1st April 2010. Those clients living in Central Bedfordshire will now be supported by **Home-Start South Bedfordshire**. For more information on the changes contact **Wendie Lovatt, Scheme Manager, Home-Start Bedford Borough**. Tel: **01234 270601**. Email: Wendie@homestartnmb.co.uk

Beds-Spread is the Newsletter of **Community & Voluntary Service Mid and North Bedfordshire**, 43 Bromham Road, Bedford, MK40 2AA. Tel: **01234 354366**. Email: info@yourcvcs.org. Website: www.yourcvcs.org. Registered Charity: **1091423**. Company limited by guarantee, Registered in England No. **4312967**.

Beds-Spread is distributed to voluntary and community groups across Mid and North Bedfordshire, as well as to Town and Parish Councils, Councillors (Central Bedfordshire Council & Bedford Borough Council) and to local libraries.

Beds-Spread is also available to download from our website at www.yourcvcs.org, where previous copies can also be accessed.

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Contributions are welcomed. Send copy to **Mark Smith** at mark@yourcvcs.org. Deadline for next issue of **Beds-Spread**: **14th June 2010**

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