

BEDS-SPREAD

September 2008

New Bedfordshire and Luton Compact Funding and Procurement Code of Good Practice

You will recall in the September 2007 edition of Beds-Spread we asked for your input in developing the new **Bedfordshire and Luton Compact Funding and Procurement Code of Good Practice**. Well, this new code has now been launched. The **Bedfordshire and Luton Compact** is a working document aimed at developing a close, efficient and more effective equal working partnership between local voluntary and community organisations and statutory agencies. It had however become apparent that the existing Funding Code needed revision in light of the move towards the procurement of services by the local statutory sector, procurement being the name given to the strategy covering the public purchase of goods, works or services from a third party. Feedback from the local voluntary and community sector has been invaluable in shaping this important document. This is indeed an opportune time for the new Code to be published, as this is the time of year that the local voluntary and statutory sectors traditionally start to think about grant funding and commissioning of service opportunities for the new financial year. In addition the funding landscape for the local voluntary and community sector is in the process of being transformed by the reorganisation of local government and the formation of new unitary authorities for Bedford and Central Bedfordshire (Mid and South Bedfordshire).

The new **Bedfordshire and Luton Compact Funding and Procurement Code of Good Practice** can be downloaded from www.bedsandlutoncompact.org.uk. Should you require further information on the Compact, funding opportunities and local commissioning/procurement opportunities please contact us on **01234 354366** or email us at info@cvsmidandnorthbeds.org.uk.

National Compact Week takes place from **1st to 8th November**.



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Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423

QUALITY STANDARDS

Updated CVS Quality Standards Webpage

A quality standards or assurance system is a system that allows you to find out and respond to the needs of your users, so that you provide an appropriate service consistently and to agreed standards. You should be able to provide evidence that you are doing so. Implementing quality systems is a major issue for the voluntary sector. The move towards service level agreements and a contract culture has led to considerable pressure on voluntary organisations to become more managerial and professional. Funders frequently want to see evidence of quality systems being in place as part of this trend.

It is against this background that our Quality Standards Webpage continues to evolve. It is well worth a visit if you are considering attaining a Quality Standard, as at present we define what a Quality Standard is and provide details of the upcoming intensive **PQASSO (Practical Quality Assurance System for Small Organisations) Support Programme 2008** and the Quality Standards Bursary Fund (available to assist groups in accessing the available training).

Want to know more about ISO9000?

There has been great interest in **ISO9000**, particularly from organisations getting ready to tender for public contracts – information has been circulating saying that **ISO 9000** will rank much higher in the procurement scoring system, resulting in a much higher likelihood of a voluntary or community organisation getting a local government contract. We have researched this issue and we are just about to issue guidance (in Plain English we promise!) to help you decide whether **ISO9000** is right for your organisation and what's involved in achieving the standard. Keep your eyes on the Quality Standards section of our website or contact jane@cvsmidandnorthbeds.org.uk to receive a hard copy.

USEFUL RESOURCES

New Full Cost Business Planner

You will recall in the July Edition of **Beds-Spread** we highlighted the free **Full Cost Recovery Toolkit** (developed by **ACEVO - Association of Chief Executives of Voluntary Organisations**) that could be downloaded from www.fullcostrecovery.org.uk.

A new **Full Cost Business Planner** is now available on CD ROM for either £58.75 (**ACEVO** non-member) or £47 (**ACEVO** Member) from www.acevo.org.uk. It is an advanced version of the **Full Cost Recovery Toolkit** that unlike its predecessor will allow organisations to cost multiple projects and ensure all overheads are allocated consistently and appropriately.

This new version of **ACEVO's** popular software is a big improvement on the original version - you can do more than one project at a time, you can try out different scenarios without it affecting your information, it's a lot easier to use and this time it is in colour! The template is aimed at all types of organisations, from very small residents' associations to large voluntary organisations.

The toolkit also includes a **Business Plan Writer** which will help third sector organisations to write their business plans efficiently and effectively. The toolkit helps organisations to assess their true capacity and plan strategically as well as cost projects on a sustainable basis.

CVS has a copy which groups are welcome to come in and use in our Resources Area. To book an appointment, please phone **Kay** on **01234 354366** or email kay@cvsmidandnorthbeds.org.uk



TRAINING

Basic Budgeting

Wednesday 1st October 2008 (Half-Day Workshop)
Venue: Wilstead Village Hall

Do you need a budget to support your funding application? This half-day course is aimed at people without a financial background to help them understand why budgets are necessary and how they are produced and used.

Outcomes Star

Tuesday 7th October 2008
Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

Many organisations find that identifying the outcomes of their work and measuring them is not always easy. The Outcomes Star technique has been developed to help organisations measure the 'soft outcomes' they achieve.

Getting Tender Ready

Thursday 16th October 2008
Venue: Rufus Centre, Flitwick

If you want to know about tenders, contracts and how your group needs to prepare itself for this brave new world, this is the place to start. The workshop will focus on public sector funding, so it's a must for those considering this approach.

Funding Options

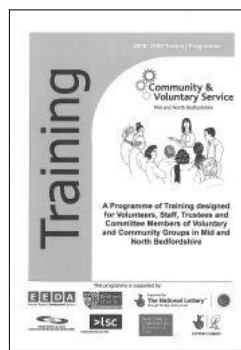
Tuesday 21st October 2008 (Half-Day Workshop)
Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

This course provides a detailed look at the funding options available to organisations that are considering trading or carry out some form of social enterprise activity. (This course will not cover grant funding.)

Writing Newsletters

Tuesday 28th October 2008
Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

Newsletters are a valuable communications tool and this course will help you master the basics of writing, editing, design and targeting your audience. This course is aimed at anyone who is interested in producing newsletters, whatever their level of experience, but please note it does not cover instruction on computer use.



CVS Mid and North Beds Training Programme 2008/2009

For details about our training courses or to book a place ring **Jan Warnier** on **01234 354366** or email: jan@cvsmidandnorthbeds.org.uk
For full details of our training programme for 2008/2009 visit: <http://digbig.com/4xknf>

Help! I'm a Charity Trustee! Get me out of here and to this informative CVS Information Event!

Saturday 15th November 2008 - 10am to 12.30pm - The Rufus Centre, Flitwick (followed by lunch)

Being a trustee of a charity - a member of its management committee or board - can be both rewarding and challenging, but trustees have a responsibility to manage their organisation properly, managing its finances, employing staff and ensuring the wellbeing of volunteers and users, as they are ultimately responsible. Don't panic if this all seems too onerous, as help is at hand with this free half-day event designed to help trustees understand their responsibilities.

Learning for Better Business

Keen to adopt the best business practices to sustain and develop your organisation? A new programme of practical and affordable workshops for enterprising third sector organisations takes tailored training to venues across the East of England this autumn. **Social Enterprise East of England** and **Business Link East** have joined forces to commission a range of full and half-day sessions from workshop leaders with firsthand experience at the sharp end. The programme includes a day on **Social Enterprise in Health and Social Care** on **23rd October** at **Silsoe Conference Centre**. Access to finance, opportunities for enterprise in health and social care, and making the most of e-marketing are just three of the topics on offer. To find out more about the Business Workshops programme, go to www.see.co.uk or call **0845 606 6296**.

Bursaries for NVQ Level 4: Information, Advice & Guidance

As part of the **Regional Voluntary Sector Capacity Building Project**, funds are being made available to assist individuals working within the voluntary sector to achieve the **NVQ Level 4: Information, Advice & Guidance** qualification. You can download information and an application form at <http://digbig.com/4xknx> or from **Nikki Bennett** at **COVER** on 01799 532888 or at nikki.bennett@cover-east.org

STOP PRESS

Please note that due to unforeseen circumstances, we unfortunately have to postpone our Community Lunch 'Due Diligence' which was due to take place on Tuesday 30th September.

We hope to rearrange another date in the coming months and will personally contact all those who had registered to come on the Community Lunch. Please accept our apologies and hopefully this will not cause too much inconvenience.

COLLABORATION CORNER

Updated CVS Collaborative Working Webpage

The **Collaborative Working Webpage** on our website has recently been updated, so if you are considering, planning, or embarking on, joint working with another organisation or group of organisations take a look and find out where you can get advice and guidance on this increasingly important topic. In addition this page introduces the **Collaborative Working Service** offered by the **CVS**, so take a look at:

www.voluntaryworks.org.uk/cvsmidandnorthbeds/CollaborativeWorking.asp

New Guidance on Collaborative Working and Mergers

The **Charity Commission** have recently re-published guidance on **Collaborative Working and Mergers (CC 34)**. Compared with their last efforts, this is a complete re-write and offers much improved guidance on issues that should be taken into account when charities are seeking to work collaboratively or merge. They have identified "key stages and practical steps" that are involved in the different options that charities should consider and have specifically geared this to meet the needs of trustees and senior staff. Go to www.charitycommission.gov.uk/publications/cc34.asp to print it out for free!

New National Support Service Collaboration Work Stream

Since the 1st April 2008 the **British Association of Settlements and Social Action Centres (BASSAC)** has led the new **National Support Service (NSS) Collaboration Work Stream**. This three-year programme aims to expand collaborative working support for third sector organisations across England and has attracted nearly £2 million funding from **Capacitybuilders**. Frontline voluntary and community sector organisations who want support to work collaboratively can benefit through their publications, training, advice and networking opportunities. This work stream will bring together the voluntary and community sector as well as the public and private! To get involved in BASSACS Collaboration work stream, register your interest at www.bassac.org.uk/bassac_collaboration.php or email BASSAC at collaboration@bassac.org.uk or call them on 0845 241 0375. For information about the other National Support Service work streams please visit www.improvingsupport.org.uk.

Collaborative Working Conference 2008

The **National Council for Voluntary Organisations (NCVO)** have organised their third **Collaborative Working Conference 2008** called 'Achieving Together' so why attend? Increasingly, organisations are exploring joint working to improve efficiency and effectiveness; to engage with public services; and to look strategically at user need. This conference will present cutting edge thinking about the practice and potential of collaborative working and provide opportunities to attend an inspiring series of workshops, to network, and to exchange ideas and experience with peers. Date: **22 October 2008**: Place: **Hamilton House, Mabledon Place, London, WC1H 9BD**. For more information and to book your place go to: www.ncvo-vol.org.uk/events/latest/?id=9854 or call **Gareth Coles** on **020 7520 2441**.

FUNDING

Funding Workshops

Workshop 1 – Fit for Funding

This workshop 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/companygiving.org.uk**.

- **Saturday 4th October (10am - 12pm)**
- **Saturday 1st November (10am - 12pm)**
- **Monday 1st December (7pm - 9pm)**
- **Saturday 31st January (10am - 12pm)**



Workshop 2 – Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from workshop 1 and will:

- explain how to identify the need for your work
- 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.

- **Wednesday 15th October (7pm - 9pm)**

If you would like to attend one of the workshops please contact **Kay Brennan** on **01234 354366** or email **kay@cvsmidandnorthbeds.org.uk**

Waitrose 'Community Matters' Funding Initiative

Waitrose in Ampthill is donating £1,000 a month to local good causes. Community projects in the town are set to benefit from £12,000 of funding this year thanks to a new initiative - **Community Matters** - which was launched on **19th August 2008**.

Each month, **Ampthill Waitrose Partners** (i.e. employees) will choose three causes to benefit from a share of the supermarket's £1,000 regular donation. Shoppers at the checkout will each be handed a green token which they can place into one of three labelled boxes at the store exit, allowing them to learn about and vote for the cause they would like to support. The more nominations a cause gets, the greater the share of the donation they will receive.

Shoppers can also join in supporting community projects by nominating causes that are important to them by simply filling in a **Waitrose Community Matters** leaflet at the welcome desk in the store. All types of causes such as senior citizen homes, local schools, voluntary groups, sports clubs and youth projects are poised to benefit from the scheme. **Community Matters** is a corporate and social responsibility initiative which will see all 190 **Waitrose** food shops across the UK donate money to local causes every month.

Fundraising Toolkit

Download your copy from: www.cvsmidandnorthbeds.org.uk



LEGAL MATTERS

Public Law Project

The advice line run by the **Public Law Project (PLP)** provides free detailed legal advice to voluntary organisations on disputes involving public bodies' decisions and failures. **PLP's** lawyers will also take on particular cases to resolve disputes through complaints procedures, the Ombudsman schemes or court proceedings.

The advice line is available now on **020 7697 2198** from 10am to 4pm Monday to Friday or email: evs@publiclawproject.org.uk

In addition the project is running an **'Empowering the Voluntary Sector' Workshop in Leighton Buzzard on Tuesday 14th October 2008** at a cost of £35 per delegate. The aim of the workshop is to equip voluntary and community sector organisations with the skills to negotiate effectively with public bodies on issues such as funding cuts, policy change consultation and local authority decisions concerning the provision of services. The workshops are open to all voluntary and community organisations who are funded by, or seeking funding from, public bodies. To book visit <http://diqbiq.com/4xkpd>.

LawWorks for Community Groups

LawWorks for Community Groups can provide free legal advice to small charities, voluntary and community organisations and social enterprises in England and Wales via a network of volunteer lawyers.

They can help you with matters such as:

- Company law advice: advice on contracts; how to incorporate the organisation as a company limited by guarantee; updating and amending the organisation's constitutional documents
- Employment law advice: drafting, reviewing and updating employment contracts and staff handbooks
- Intellectual property law advice: advice on registering a trademark and data protection issues
- Property law advice: advice on lease terms; assistance with negotiating tenancy agreements
- They can also help with issues of: charity law; tax/VAT law; insolvency and help in drafting contingency plans; insurance law; health and safety law; general contractual/commercial matters etc

Apply for help via their online application form at www.lawworks.org.uk/?id=not_for_profits. If you would prefer to receive an application form, call them on **020 7929 5601**.

SNIPPETS

Charities In Bedford Association Quiz Night

Wednesday 29th October - from 8.30pm - White Horse Public House, Newnham Avenue, Bedford

Teams of up to six. Cost: £2 per person. Raffle Prizes.

Charities In Bedford Association (CIBA) (comprising **Advocacy Alliance, Bedford Creative Arts, Bedfordshire Advocacy for Older People, Beds Garden Carers, Sight Concern Bedfordshire, Volunteer Centre Bedford, Furniture Link Bedford, Bedford Community Rights Centre, Bedford Guild House, Family Groups Bedford, Bedford Concern for the Homeless and Rootless** and **CVS Mid and North Beds**) are holding a fundraising **General Knowledge Quiz Night** to raise funds and increase the profile of this new fundraising partnership.

Register your team with **Gerry Samson** of the **Volunteer Centre Bedford** on **01234 213100**.

SNIPPETS

Christian Family Care Vacancies

Domestic Abuse Services Manager

Starting Salary £35,170

The post will be a strategic lead role to develop a portfolio of domestic abuse services in the county on behalf of the organisation. This role will be part of the Senior Management Team. You will have a Health, Social Care or Community Development background and qualification, with proven experience in multi agency collaborative working.

2 x Social Care Officer Posts

At Bedford Women's Refuge & Charis Mother and Baby Care (one each site)

Salary starting at £23, 870 - £29,000 pa (depending on experience)

In this post you will have the lead role in the assessment and risk management of service users during their tenancies and resettlement period. Promoting empowerment and independence through a delivery support team. This post is exempt under 7.2d of the sex discrimination act.

4 x Support Worker Posts

1 x full-time and 1 x part-time at Bedford Women's Refuge and 2 x full-time at Charis Mother & Baby Care

Salary: £14,566 - £18,525 (pro-rata - part-time hours)

In this post you will work with the Social Care Officer in the day-to-day delivery of planned activities that meet the identified support needs of women and children requiring our services. The role will provide practical assistance in the running of the accommodation projects. This will include administration, cleaning and practical tasks. These posts are exempt under 7.2d of the sex discrimination act.

Night Worker Cover Post

Charis Mother and Baby Care

*Thursday /Friday/Sunday night and 3 of 6 Saturdays
Salary £ 5.98 per hour*

In this post you will provide overnight cover at Charis Mother and Baby Care. Ensuring safety and security onsite. Providing out of hours responses for Bedford Women's Refuge. This post is exempt under 7.2d of the sex discrimination act.

If you are interested in any of these posts, please download an application form from: www.christianfamilycare.org.uk or phone **01234 358430** for a pack.

Complete and return to **CFC Head Office, 43 Bromham Road Bedford MK40 2AA**

Nooria Mission Hall Hire

1B, Brereton Road, Bedford, MK40 1HU

Nooria Mission Hall can comfortably seat up to 70 people and is an ideal venue for meetings and training sessions. Hall hire costs £30 for the first 2 hours and then £10 for every subsequent hour. Contact **Nooria Mission** on **01234 359700** or email nooriamission@hotmail.co.uk. You can find out more about **Nooria Mission** via www.nooriamission.org.

Bedford i-kan

38 Mill Street, Bedford, MK40 3HD

Bedford i-kan offers town centre office space and services for fledgling businesses from all sectors, including the voluntary sector. Housed in a period property with dedicated parking and easy access to all public transport options, **i-kan** provides a mixture of virtual, hot-desk and permanent space, latest IT infrastructure (hardware/software) and phones/lines, meeting spaces, networking opportunities and on-site business support and events. All this is backed by the credibility and track record of **Bedford Development Agency** through **Bedford Borough Council**. For information contact **Alan Levy**, Manager, on **0845 888 4526** or find more information at www.bedfordi-kan.com

SNIPPETS

Creating Central Bedfordshire - Your chance to have a say in the design of services for children and young people

**Tuesday 7th October or Wednesday 8th October 2008 - 9.30am to 12.30pm -
at the offices of Mid Beds District Council, Chicksands**

Does your voluntary organisation deliver or wish to deliver services for children, young people and families in Mid and South Bedfordshire? If so, then this an important event to attend. If you would like to attend and register your place contact either linda@cvsmidandnorthbeds.org.uk or janice.scott@connx.org.uk

Launch of Bedfordshire Local Involvement Network (LINK)

**Friday 26th September 2008 - 9.30am to 12noon
at Shortstown Village Hall or 5.30pm to 7.30pm at the Rufus Centre, Flitwick**

The **LINK** is a network of individuals, groups and organisations, working together with the common objective of improving health and social care services within their community. This is your opportunity to join the **Bedfordshire LINK** and to talk to those members that have supported the interim arrangements. If you would like to attend either event please contact beds-links@valuton.org.uk or ring **01582 733418**.

The New Carers Strategy Conference

Organised jointly by Beds County Council and Carers in Bedfordshire

Thursday 9th October 2008 - 9.30am to 1pm - Maulden Village Hall

Introduction by Tony Robinson (from C4's 'Time Team' & BBC's 'Blackadder')

If your organisation works with carers then this conference is a must, as through a series of presentations and workshops you will learn more about the New Carers Strategy for Bedfordshire.

For more information and to book your place at the conference please contact **Anna Wolczenka** on **01234 228397** or at anna.wolczenka@bedscc.gov.uk

Beds-Spread is the Newsletter of **Community & Voluntary Service Mid & North Bedfordshire, 43 Bromham Road, Bedford, MK40 2AA**. Tel: **01234 354366**. Email: info@cvsmidandnorthbeds.org.uk. Website: www.cvsmidandnorthbeds.org.uk. 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 (Beds County Council, Mid Beds District Council & Bedford Borough Council) and to local libraries. **Beds-Spread** is also available to download from our website at www.cvsmidandnorthbeds.org.uk, where previous copies can also be accessed.

Please note:

- Every care is taken to provide accurate information, however **CVS Mid & North Beds** accepts no responsibility for any errors or omissions in, or complaints arising from, items in this publication.
- Inclusion of information in this newsletter does not imply endorsement by **CVS Mid & North Beds**.
- Please feel free to replicate any articles, as long as you credit **CVS Mid & North Beds**.

Contributions are welcomed. Deadline for copy for inclusion in the next issue of **Beds-Spread**: **1st October 2008**

Send copy to **Mark Smith** at mark@cvsmidandnorthbeds.org.uk

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