

# Voluntary Matters

Issue Number 82  
Dec 2007



Voluntary and Community Sector News in Luton

## Seasons Greetings



Everton Blake  
the Executive Director,  
the Trustees and all the staff here at  
Voluntary Action Luton would like to  
convey seasons greetings and best  
wishes for the coming New Year to you  
and your organisation



### Coming Soon!

#### LSC/VCS Capacity Building programme

The programme will provide infrastructure training for VCS staff to work more effectively within the sector. The training programmes will provide opportunities for individuals to access various bite-sized workshops.

Developing Funding Proposals  
Project Management training  
Quality Management training (RAPA & CIF)  
Financial Management training  
Business Planning training

#### LSC/VCS Train the Trainers

Voluntary and Community sector staff will have the opportunity to gain the underlying principles of delivering appropriate Information Advice Guidance (IAG). The course will provide learners with the opportunity to gain 2 core units of the OCN level 2 awards in IAG. These units will give learners an enhanced understanding of how to provide appropriate IAG to clients. The course covers:

2 Units OCN level 2  
IAG in practise  
Interaction skills for IAG



#### VAL's Training & Conference Facilities

The Voluntary Resource Centre training and conference facilities are available for hire to groups. Our town centre location gives easy access to parking, Luton Railway Station and buses.

For further info please contact [info@valuton.org.uk](mailto:info@valuton.org.uk).  
Bookings 9am – 4.30 pm Monday – Friday

**Voluntary Action Luton Members** £12 per hour  
**Voluntary/Community Groups** £15 per hour  
**All other users** £30 per hour

Tea, coffee and biscuits and/or lunch can be provided on request at an additional charge. Access for disabled by arrangement. Accommodates up to approximately 20 people.

**If you would like more information or would like to view the facilities, please telephone: 01582 733418 or email: [info@valuton.org.uk](mailto:info@valuton.org.uk)**

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**01582 733418 or Email: [info@valuton.org.uk](mailto:info@valuton.org.uk)**

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**Please don't forget to let us know if your contact details change**

**Please send changes to:  
[info@valuton.org.uk](mailto:info@valuton.org.uk)**

## **BME Organisations are invited to develop staff - FREE Accredited Course**

### **Accredited NVQ Level 3 in Management to complete March 2008**

Do you perform a management role/function as an employee, management committee member, trustee or volunteer in a voluntary or community organisation?

Would you like to gain a qualification that acknowledges your experience and skills?

#### **NO examinations**

The course is portfolio based and builds on and develops the experience and skills you have been using, whilst providing workshops to underpin your knowledge and ensure your success.

The Programme has been funded by the European Social Fund.

## **Free Training in Luton Planning & Implementing change**

The planning that is needed to make specific change or put into practice a programme of changes. It involves developing a strategy to make the change that is needed, taking note of barriers, risks and the need to put appropriate monitoring and communication systems in Place

Date: 17th January 2008 10:00 am - 3:30pm  
Trainer Elisabeth Martindale  
Venue: 15 New Bedford Rd Luton LU1 1SA

### **Time Management**

The programme will consist of three main sections

- Examination and analysis of current work practices to identify common issues.
- The various "Time Management" methods. Practical application of these methods and the alternative strategies they offer to resolve specific issues.

Date: 21st February 2008  
Trainer Doug Dix  
Venue: 15 New Bedford Rd Luton LU1 1SA

## **Free Training in Marsh Farm Food Hygiene 22nd January 2008 (Fully Booked)**

### **Providing Leadership**

This workshop is about providing direction in a clear and formal defined area, motivating and supporting them to achieve the vision and objectives for the area.

Date: 12th February 2008 10:00am - 3:30 pm  
Trainer: Doug Dix  
Venue: MFCDT Community Enterprise Resource Centre

**For details of all training please contact:  
Jennifer Saunders Tel: 01582 733418 or  
Email: [jennifer.saunders@valuton.org.uk](mailto:jennifer.saunders@valuton.org.uk)**

## **News on Voluntary Sector IT**



### **[www.charity-commission.gov.uk/](http://www.charity-commission.gov.uk/)**

The Charity Commission has released a new registration pack for charities & companies wishing to register with them. The old pack is no longer be accepted by the charity commission .

If you would like more information please contact charity commission website

The new registration pack can also down loaded from Voluntary Action Luton website

**[www.voluntaryworks.org/valuton/](http://www.voluntaryworks.org/valuton/)**

### **[www.cafonline.org](http://www.cafonline.org)—CAF Venturesome (UK)**

- The scheme provides mezzanine funding – loans and investment support that fills the gap between grants and bank loans – to charities and other social enterprises. The scheme cannot be used to finance start-up organisations or those based overseas. Support ranges in value from £20,000 to £250,000 and can be provided in the form of underwriting, unsecured loans or equity-type investments.

The type of finance available includes bridging finance for capital projects, working capital to ease cash flow concerns and Development capital for projects to help build income generation capacity.

### **[www.unity.uk.com/](http://www.unity.uk.com/)- Charity Sector to benefit**

from £50m Social Economy fund Unity Trust Bank is pleased to announce that it has made £50m available to support the launch of a new Social Economy Fund.

Unity, which is already established as the lender of choice for the Third Sector, has formed the fund to meet the growing demand it is experiencing for access to loan finance to support the increasing working capital requirements of charities, voluntary organisations, social enterprises and other social purpose bodies

### **[www.bigresearchprogramme.org.uk](http://www.bigresearchprogramme.org.uk) - Big Launches £25 Million Third Sector Research Programme (UK)**

- The Big Lottery Fund has announced the launch of its £25 Million programme for social and medical research. Under this new programme, community and voluntary groups are able to apply for grants of between £10,000 and £ 500,000 (and for exceptional projects up to £1 million) to undertake research in the areas of health and social wellbeing.

Applicants who need extra support will also be able to apply for development grants of up to £10,000 to help develop their research proposal. It is expected that the findings from funded research will ultimately lead to the development of better services for people in the UK.

To apply for funding, organisations must first register with the programme. If your registration is accepted you will be sent a password to open the on-line application form. The deadline is the 28th February 2008 for Research grant applications and the 4th April 2008 for Development grant applications.

Here is a list of the members of staff email addresses at Voluntary Action Luton

**Executive Director**

everton.blake@valuton.org.uk

**Building Services & Finance**

maggie.prowse@valuton.org.uk

**External Grants & Admin Team Manager**

yasmin.akhtar@valuton.org.uk

**Luton Assembly**

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**Network Development Officer**

levi.habashanti@valuton.org.uk

**Volunteer Centre**

steve.szumski@valuton.org.uk

**NVQ Assessor / Adviser in Management**

jean.myrie@valuton.org.uk

**Training Officer**

jennifer.saunders@valuton.org.uk

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daniel.sakaldip@valuton.org.uk

**Caretaker/Cleaner**

david.bailey@valuton.org.uk



## Do You Need A Central Luton Location?

### We have offices available in the Voluntary Resource Centre

- Rent includes reception, services and office furniture
- Central Location, shared car parking, easy access to buses and trains
- For local voluntary and community organisations only.

For details contact: Maggie Prowse on

Tel: 01582 733418 or Email:

[maggie.prowse@valuton.org.uk](mailto:maggie.prowse@valuton.org.uk)



## Voluntary Action Luton

VAL provides advice and support to voluntary and community groups by advising on funding and governance issues. We produce Voluntary Matters newsletter enabling groups to keep in touch. VAL is also home to the Volunteer Centre Luton which provides a volunteer brokerage service.

If you would like to know more about our work or receive details about VAL membership, contact us at the address below, by Email or see our website:

[www.valuton.org.uk](http://www.valuton.org.uk)

If you are a voluntary organisation or community group in the Luton area, and do not receive a copy of this newsletter, please contact us to be added to our mailing database. Copies can also be downloaded from our website.

### Voluntary Action Luton Voluntary Resource Centre

15 New Bedford Road,  
Luton, LU1 1SA

Tel: 01582 733418

Fax: 01582 733013 or E-mail:

[info@valuton.org.uk](mailto:info@valuton.org.uk)

Registered Charity No: 1059287  
Registered Company No: 3275961



## The Co-opted Representatives

The Luton Assembly is presently extremely busy working on the Luton Forum issues, but with 6 Committee vacancies the existing representatives have found themselves overstretched. The Committee decided to co-opt new members rather than wait until the April elections.

Out of the 7 applications received, the Committee chose 5 people that they felt had the skills and time to commit to the work of the Assembly. We would like to congratulate Peter Jefferys, Glenn Jenkins, Mo Khalid, Linda Mitchell and Jenny Spouge

All will attend an Induction Day in December before starting their work within the Committee.

If you are interested in becoming an Assembly representative keep a look out for the April 08 elections. The announcement is always given in the Voluntary Matters newsletter and the Luton Assembly website [www.lutonassembly.org.uk](http://www.lutonassembly.org.uk)



## Take It Away (England)

Take it away, a new initiative from the Arts Council that aims to make musical instruments and tuition more affordable for aspiring musicians, especially younger people and those on lower incomes, has recently been launched across England.

The scheme allows individuals to apply for a loan of up to £2,000 for the purchase of any kind of musical instrument, and pay it back in nine monthly installments, completely interest free. Following a successful six month pilot in the South East, Take it away loans are now available through a network of over 75 musical instrument retailers across England.

All instruments are included in the scheme and, to help musical development and manage costs, equipment and services such as amplifiers, sheet music and tuition can be included within the loan where available.

It is also possible to use the scheme via mail order, so this might be an option for you if you are in Scotland, Wales or Northern Ireland, or if there isn't a participating retailer in your area. The scheme is only open to individuals so schools or organisations cannot use it for multiple purchases. [www.youthmusic.org.uk/news/general.jsp?ID=667](http://www.youthmusic.org.uk/news/general.jsp?ID=667)

**If you would like more information on the Luton Assembly contact Lorna Brown on 01582 733418 or e-mail at [lorna.brown@valuton.org.uk](mailto:lorna.brown@valuton.org.uk)**

## The Sustainable Communities Plan

Do you remember the Community Plan? A 2002 Luton Forum action plan to address the long-term priorities of Luton's people. This document is being refreshed and will be known as the Sustainable Communities Plan. What is the difference and why the change?

In February 2003 the Government announced its £38 billion Communities Plan programme of action for economic, social and environmental development in both urban & rural areas in England. According to the Government (Feb 2003) "... a sustainable community is a place where people want to live and work, now and in the future. They meet the diverse needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life. They are safe and inclusive, well planned, built and run, and offer equality of opportunity and good services for all.

For communities to be sustainable, they must offer:

- Decent homes at prices people can afford
- Good public transport
- Schools
- Hospitals
- Shops
- A clean, safe environment

People also need open public space where they can relax and interact and the ability to have a say on the way their neighbourhood is run ([www.communities.gov.uk](http://www.communities.gov.uk), 2007)."

The Luton Assembly and its representatives will be instrumental in refreshing this document and will hope to reflect the needs and aspirations of Luton's voluntary/community sector. Consultations will be taking place in the near future. Look out for the notification e-mails or future editions of the Voluntary Matters Newsletter

## Your Assembly Representatives

Local Strategic Partnership Blocks	Representative	Representative's Email:
<b>Business &amp; Environment &amp; Economy Board</b>	David Oakley-Hill Everton Blake	david@dark.greenisp.org everton.blake@valuton.org.uk
<b>Crime &amp; Disorder Reduction Partnership Board &amp; Older Persons</b>	Neville White MBE Deniece Dobson	whiten@ntlworld.com dobson8@btinternet.com
<b>Health &amp; Wellbeing Board</b>	Joycelyn Bullock Rumi Chowdhury	jos.bullock@ntlworld.com admin@lutonrights.org
<b>Community Cohesion</b>	Wendy Gray	smmtipu2000@hotmail.com
<b>Children &amp; Young People Strategic Board</b>	Anjana Parmar Linda Farrell	anj@lutonmentor.com snapart@hotmail.com
<b>Children &amp; Young People Partnership Management</b>	Andy Calvert	lubya@ukonline.co.uk
<b>Will be allocated a block after the Assembly restructure</b>	Janet Montgomery Anwar Haque Mostaque Koyes	janet@dallow.org.uk anwarhaque2004@yahoo.co.uk info@qklprinters.co.uk



## Patients and the Public Have A Say in Their Health Services

Patient and Public Involvement (PPI) Forums are groups of volunteers who have a role to act on the behalf of the public in consultation with the providers of health services to ensure that patients needs and views are adequately met. They do this by attending meetings to hear about the current issues for the services, by visiting wards and surgeries to see for themselves how patients are treated and talking to patients themselves to gain their views.

If PPI Forums have concerns that patients are not being well served then they can raise issues and make recommendations to the service providers who have an obligation to take seriously and respond to the issues raised.

Local PPI Forums have been involved in monitoring the rate of infections at the Luton and Dunstable Hospital and Bedford Hospital, campaigning against the reduced hours at the Luton Walk in Centre, monitoring provision at local GP services and have recently held a well attended conference about childrens health services in Bedfordshire.

The role of PPI Forums will end in March 2008, when they will be replaced by Local Involvement Networks (LINks), which will have involvement of members of the public and community interest groups to act in a similar manner to the Forums with the additional remit of monitoring services within social care provision as well as health.

In the meantime the Forums are still very busy with their work to make a difference to health services in Bedfordshire and Luton as well as preparing for a successful handover to LINks.

If you would like to find out more about Forums or LINks, please contact the PPI team on 01582 733418 or email [christine.blackford@valuton.org.uk](mailto:christine.blackford@valuton.org.uk)

Iris, Christine and Charlotte would like to take this opportunity of thanking everyone who contributed their hard work within the PPI Forums and meetings throughout the year.

### A Big Thank You



**If you would like to know more about the meetings, the work of the Forums, or how to get involved please contact Christine Blackford 01582 733418 [christine.blackford@valuton.org.uk](mailto:christine.blackford@valuton.org.uk) or Charlotte Bonser 01525 878175 [Charlotte.bonser@valuton.org.uk](mailto:Charlotte.bonser@valuton.org.uk)**



## Walk in Centre Campaign Hits the Headlines, Again

The Patient and Public Involvement (PPI) Forum for Luton teaching Primary Care Trust (PCT) have battled a year long campaign protesting against the PCTs decision to reduce the hours of the Luton Walk in Centre from 101 per week including evenings and weekends to just 20 hours a week on weekdays only.

The reduction was part of a scheme by the PCT aiming to reduce the amount of costly unplanned hospital admissions by deploying Walk in Centre staff to new pilot services serving specific vulnerable members of the community. The PPI Forum welcomed the new services but felt that the resulting loss of hours at the Walk in Centre would affect many more vulnerable people who have used the Walk in Centre as a valuable means of accessing medical care.

The original reduction took place without prior notice, however the PCT recently carried out a public consultation regarding the future options for the service. The PPI Forum worked hard to raise awareness of the consultation, holding public meetings and featuring in the press and media regularly, encouraging everyone to take part and make their views known. They compiled a petition of well over 1300 public signatures from people who wished to see the hours fully restored. 957 people also signed a petition by the Liberal Democrat Party.

The PPI Forum were however dismayed to hear at a meeting last week, that despite almost 70% of respondents to the consultation stating that they wished the opening hours be fully restored, that the PCT were recommending to its Board that it only partially restores the opening hours (to 51 per week and keeping the pilot services running).

The meeting was featured on the front page of the Luton on Sunday highlighting that there was fury amongst the public and elected council members present who felt that the consultation was a mockery and that the decision was a foregone conclusion. Councillor Jenny Davies was quoted as saying "we have no confidence in Luton PCTs Board. We want all its members to resign".

The PPI Forum will continue to do all it can to get the decision overturned and the Walk in Centre fully operational.

For more information please contact Christine Blackford 01582 733418 or [christine.blackford@valuton.org.uk](mailto:christine.blackford@valuton.org.uk)



## Update to Lottery Fund

### Helper agency website

We hope that you will find the helper agency section of the Big Lottery Fund website of use. This section includes information on BIG programmes and policies, regional events, application and award rates, and the regional team. While they have experienced a few technical teething difficulties, they are now updating it on 10<sup>th</sup> of each month in order to ensure that you can access the most up-to-date information.

The website can be accessed via the **England** page by clicking on "support for organisations that help applicants" in the "About BIG" section.

The link is: <http://www.biglotteryfund.org.uk/helper-agency-login>

For the initial pilot phase, which will last until December, all helper agencies can log in with the following details:

Username: helper

Password: ag3ncy

In December, you will be asked officially to register your details.

Please, please use the [feedback form](#) on the site to send us your comments so that we can improve and enhance it to meet your needs.

### Next helper agency meetings

In view of the new website facility and the quarterly meetings of "Funding East", as well as the feedback that we received regarding the frequency of meetings, we have decided to organise meetings in each county twice a year, rather than tri-annually. The next round of meetings will therefore take place in February / March 2008.

### Breathing Places 3

The third phase of the Breathing Places was launched on 12<sup>th</sup> November. Breathing Places is a UK-wide small grants programme that has been developed in partnership with the BBC to complement its Breathing Places campaign. It seeks to inspire communities to get involved in transforming their local environment, and creating and caring for local green spaces that are good for wildlife and good for people.

We offer grants of between £1,000 and £10,000 for projects that meet at least two of the following outcomes:

- The natural environment of the breathing place is developed to encourage plant life and animals.
- People in the local community make more and better use of the breathing place.

People in the local community are more engaged in developing and maintaining the breathing place.

The programme is open to applications from voluntary or community sector organisations; town and parish councils; schools; and statutory health bodies. The deadline for applications is noon on 18 January 2008. For further information, please refer to: [http://www.biglotteryfund.org.uk/prog\\_breathingplaces.htm?regioncode=-uk&status=theProg](http://www.biglotteryfund.org.uk/prog_breathingplaces.htm?regioncode=-uk&status=theProg)

### Reaching Communities

In October, we made some changes to Reaching Communities guidance and the Outline Proposal Form (OPF). These are:

- New self-assessment checklist.
- The reduction in response time to the OPF to 10 days.
- Clarification that if a project is unsuccessful at full application stage, we will not accept a new outline proposal for the same project within 12 months from the date of our decision letter.
- The addition of new bank account policy (we ask for three consecutively numbered pages of a bank statement so that we have a sufficient number of transactions to undertake a transaction analysis. However we recognise that if there are a large number of transactions on an account then they may only cover one month or even a part of a month. Therefore we may request more information)
- The removal of the requirement for a standard legal opinion.  
More information on how we assess applications (criteria and judgement points).  
On the OPF the changes are:
- The addition of new bank account policy at 1.7 2.3 paragraph added explaining that we are an outcomes funder

From 31<sup>st</sup> October, all applicants have to complete the new Outline Proposal Form. For further information, please refer to: [http://www.biglotteryfund.org.uk/prog\\_reaching\\_communities?fromsearch=-uk](http://www.biglotteryfund.org.uk/prog_reaching_communities?fromsearch=-uk)

### Awards for All

New guidance will be available for Awards for All from early December. The following clarifications have been made:

- p. 2 of the guidance notes confirms you can apply if 'you have a governing body with at least 3 unrelated members'.
- p. 8 of the guidance notes clarifies what we mean by a dependent branch.  
p. 19 of the application clarifies what bank / building society statements we need.

Please consult the Awards for All website for further information: [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

The East of England office number (for helper agencies) is: **01223 449000**.

Alternatively, the number of the BIG Advice line (for applicants and general queries) is: **08454 10 20 30**.



## Disaster Appeal

As Chair of Luton Bangladesh Helping Hand (a voluntary community organisation) I am making an appeal to individuals, organisations and agencies in Luton to donate funds towards the rehabilitation of the people affected by Cyclone Sidr in Bangladesh. An efficient early warning system and the construction of cyclone shelters enabled millions of people to be evacuated and may have saved hundreds of thousands of lives. However, this was the worst cyclone for decades and survivors have returned to find that their villages have been swept away and their crops destroyed. The scale of devastation is such that Government of Bangladesh has made an appeal to the rest of the world for help.

According to unofficial sources the death toll crossed 3000 in 25 districts on Sunday 18th November.

"Bangladesh Red Crescent Society said the death toll from cyclone might touch 10,000. Organisation's Chairman Dr Mohammad Abdur Rob at a press briefing said: "According to our past experiences and reports, there is a possibility that death toll (from the cyclone) will rise to over 10,000."

Rescuers trying to reach food and water to people stranded by flooding struggled to clear roads that were so bad they said they'll have to return on bicycles. In some places elephants were used to remove the trees.

Armed forces and local and international relief agencies intensified their rescue and relief operations. Army and BAF helicopters were airdropping food and mineral water for the survivors in the most remote areas.

Cyclone Sidr spawned a 10-ft-high storm surge that swept through low-lying areas and some offshore islands. At least three million coastal villagers took shelters in the cyclone and other centres where they were given emergency rations.

Though the cyclone struck 25 districts, the most affected ones are Barguna, Barisal, Patuakhali, Bhola, Bagerhat, Pirojpur and Khulna.

Overall communications system still remained paralyzed in the affected districts. The storm also damaged 39km embankments and 1,421 kilometers of roads".

Since its inception in 2004, Luton Bangladesh Helping Hand (LBHH) has raised and sent funds to Bangladesh, Sri Lanka and Pakistan to rehabilitate people affected by floods, tsunami and earthquakes. As a founder member and Chair of LBHH, .

I would be grateful if you and your organisation could help with our effort urgently by donating funds and also by providing publicity to our appeal.

Bangladesh Helping Hand's details are as follows:

**Cheques/donations are payable to: Luton Bangladesh Flood Relief Fund** and could be sent either to: The Co-Op Bank, A/C Luton Bangladesh Flood Relief Fund, Number 65144888 (Sort Code 08-92-99), 2/6 Alma Street, Luton LU1 2PL or Luton Bangladesh Helping Hand, 19 Blandford Avenue, Luton LU2 7AY. If you wish to know more about the Appeal, please contact Dr Nazia Khanum OBE (Chair) on 01582 566468; Mr Ramiz Ali (Vice Chair) on 07950 893311 or Mr Abdur Raquib

## Trusthouse Charitable Foundation Grants Programme (UK)

Charities and not for profit organisations that are active in the fields of Health Care and Disability; Community Support and the Arts and Education are able to apply for one off funding through the Trusthouse Charitable Foundation.

The Foundation currently distributes over £1m per year. The funding is available through the Small Grant Scheme, which provides grants of up to £10,000 and the Large Grant Scheme which offers grants of between £10,000 and £30,000. However, the Foundation makes it clear that the majority of grants awarded are below £5,000. The Trustees will consider applications from anywhere in the UK, especially those concerned with areas of deprivation. Applications can be made at any time.

<http://www.trusthousecharitablefoundation.org.uk/home.html>

## Comic Relief Announces Next Application Deadline (UK)

Comic Relief which operates a number of grant schemes through its Red Nose Days funding programme has announced that the next application deadline for grants over £5,000 is the 29th February 2008. Grants are available through six programme areas.

These are; Young people; Older People; Mental Health; Refugees & Asylum Seekers; Domestic Violence; and Disadvantaged Communities . The grants programme is open to registered charities and constituted community and voluntary groups and grants are made for between one and three years. Although there is no maximum grant size Comic Relief are likely to make grants of between £15,000 and £40,000 per year.

<http://www.comicrelief.com/apply-for-a-grant/uk/>

## Funding to Create Local Breathing Spaces (UK)

The BBC, together with the Big Lottery Fund have announced that they are once again seeking applications for funding under the Breathing Spaces Programme. Community and voluntary organisations, as well as Town and Parish Councils and schools are able to apply for grants of between £1,000 and £10,000 to transform local spaces for the benefit of local communities and for local wildlife.

The funding is for specific projects or activities, which might include creating a community wildlife garden, obtaining professional support to advice on wildlife management or training volunteers. Previously funded projects include Arrochar School, which received funding to create a new green space for the children and the locals to enjoy together and the Bow Arts Trust in East London who received funding through the programme to transform an urban waste ground into a courtyard garden to be enjoyed by the community. The deadline for applications is noon on the 18th January 2008.

<http://www.bbc.co.uk/breathingplaces/create/funding.shtml>

**relate**

Bedfordshire and Luton  
Tel: (01234) 342503  
Fax: (01234) 400730



## VOLUNTEER SKILLS CERTIFICATE (Accredited)

### A 4 Day OCN Course



Mondays 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> January & 4<sup>th</sup>  
February, 2008 in Luton  
10am to 3.30pm

**Free to staff and Volunteers of Charitable/Voluntary  
Agencies  
(Usual Cost £250 per person)**

- To understand the role of the helper – in their own context;
- Consider some of the boundaries of that role;
- To be introduced to some theories of human behaviour and helping;
- To recognise stereotyping, prejudice and discrimination;
- Consider their impact on motivation, attitudes and values in relation to the volunteering role;
- To understand the importance of showing respect for other's values;
- Recognise problems which clients may experience;
- Know how to use problems solving methods to help families move forward;
- Recognise the skills needed to deal with difficult situations;
- Understand the principles of assertive behaviour when working with individuals and families;
- Appreciate the need to set boundaries on their role; To understand the issues of confidentiality when working as a volunteer.

**Contact: Relate Life Skills Training Administration  
on 01234 342503 or email  
[lifskills.relate@btopenworld.com](mailto:lifskills.relate@btopenworld.com) for a booking  
form and further information**



## Mencap Disco

Christmas Social Disco and Buffet  
Saturday 15th December  
**6.30pm - 10pm**

**Parents and carers £5 Disabled members £1**

Also Sat 19th January 2008 6pm - 9pm

**Parents and carers £3 Disabled members £1**

**Both at Bramingham Centre Weltmore Rd Luton**

Also

**Luton Mencap Stardust Theatre Groups Production  
A PICK 'N' MIX PANTO on Friday 22nd February  
and Saturday 23rd February 2008**

**BOOK YOUR TICKETS NOW**

**CONTACT Ruth on 01582 727055 to book a  
place**



## Election for Youth MP & Deputy Youth MP - 2008

A request for your participation and support in promoting this opportunity to young people. The opportunity to represent the issues in Luton on a national scale

As you will be aware the participation of young people in the development of services is paramount in making sure that we meet the needs of the young people we serve. Children and young people's involvement in decisions that affect them has become a key policy principle in the UK

Luton has had a youth MP since 2000 and supported by LYTE (Luton Youth Cabinet) since 2001. Each year there is an opportunity for any young person aged 11 – 17 to nominate themselves to stand for election as Youth MP or Deputy.

Luton is allocated one place in the national UK Youth Parliament - but locally they will also elect a Deputy, they will be supported by LYTE (Luton Youth Cabinet) to raise local issues and work with decision makers.

### How can you help?

We will be holding a briefing event on January 12<sup>th</sup> 2008 to inform any young person who may be interested in standing for the elections, more information about how the election process will be, what sort of commitment is required by the Youth MP, they will have a chance to meet the Youth Cabinet members and other key people.

Following this event there is a tight timescale of events, including interviews etc before we finalise 5 candidates to go through to the voting in February.

### Your support in facilitating the voting is required.

The aim is to double the amount of young people participating in voting for their chosen candidate from 3,000 to 6,000 for this campaign.

The voting will take place over 4 days – from 18<sup>th</sup> – 21<sup>st</sup> February 2008. You will be given all the tools you need – including campaign posters & publicity, ballot boxes and forms. You can choose how best to do this but advice and support will be available.

For more information or to request an information pack or additional support please contact Tariq Khan (Participation Co-ordinator) on **07825 680 990**.

### NOTE: Newsletter Copy Dates

If you would like an event or item included in any Newsletter, please email a copy to us by the closing dates for 2008 :  
5th Feb 4th Apr, 3rd June, 5th August,  
6th October, 8th Dec 2008

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