

**IN THIS ISSUE:** Communities Development Plan, Principles of Representation, Charities Act Implementation, Multi-agency Training, Extended Services, Trustee Vacancies, Comprehensive Spending Review.

# inter-ACTION

THE BI-MONTHLY NEWSLETTER OF RCVDA

RCVDA  
**Leading**  
the Way

## Redcar & Cleveland Voluntary Development Agency Annual General Meeting

RCVDA will be holding our AGM at Redcar Education Centre on Friday 14<sup>th</sup> December 2007 at 1.00 pm. Key note speaker will be Lynn Johnson, Head of Commissioning, Redcar & Cleveland Borough Council. Light refreshments will be served at 1.00 pm with the business meeting commencing at 1.30 pm. To confirm attendance please contact Jill Harris on 01642 440571



Jonathan Blackie, Regional Director of the Government Office for the North East addressing RCVDA's last AGM



A group of young people from Kidz Konnekt, taking part in an Interactive Baby weekend in Whitby.

## Communities Development Plan Document

The Communities Development Plan Document (DPD) is the third document to be prepared for the Council's Local Development Framework (LDF), following the adoption in July 2007 of the Core Strategy and Development Policies DPDs. It will contain policies and proposals for housing (including new housing site allocations), the environment, community facilities and infrastructure. Once adopted, the Communities DPD will form part of the statutory development plan together with the Core Strategy and the Development Policies DPD.

Redcar & Cleveland Borough Council is carrying out a consultation around the emerging options for addressing housing, open space, environment and community facilities issues through new planning policies. The closing date for responses to the consultation is 4<sup>th</sup> January 2008. All the documents and background documents are available to view on the Council's website, [www.redcar-cleveland.gov.uk/ldf](http://www.redcar-cleveland.gov.uk/ldf) or via RCVDA's website on the consultation page and the main documents and copies of the questionnaires and leaflets are also available through local libraries

### Principles of Representation

"Meaningful third sector participation is a crucial element of an effective LSP, helping it to agree the local vision, set priorities and deliver services to reflect the needs and aspirations of local communities. The White Paper goes on to set out the Government's intention to *"work with national third sector umbrella bodies to establish a standard by which local third sector bodies should organize themselves to be effectively represented on LSP's"*

*Source: Principles of representation: A framework for effective third sector participation in Local Strategic Partnerships*

Seven principles can have been identified within the above discussion paper and they can be summarized as follows:

1. **Accountability** – clearly defined responsibilities for all decisions and actions
2. **Equality** – place equality, diversity and inclusiveness at the core of what you do
3. **Leadership** – the sector's representatives will need to think and act strategically
4. **Openness** – be as open as possible in all your dealings and relationships
5. **Purpose** – be clear about the local sector's objectives and support them with a strong evidence base
6. **Sustainability** – ensuring the continuation of the collective voice
7. **Values** – identify and build on the values of the local sector

To download the full discussion paper visit our website [www.rcvda.org.uk](http://www.rcvda.org.uk) in the "What's New" section.

### RCVDA Membership

Why should you or your organisation be a member of RCVDA?

Apart from showing your support for the organisation there are benefits. These include

- Reduced rates for mailouts
- Free membership events

Probably the most important power of being a member is that as a member organisation only our full members can nominate individuals on to our Board of Trustees and are able to vote at our AGM.

To join you can either contact Jill Harris on 01642 440571 or download a membership form from our website [www.rcvda.org.uk](http://www.rcvda.org.uk)

Membership rates are as follows:

	Annual Income	
Full Member	Up to £10,000	£10.00
	£10,000 – £50,000	£15.00
	£50,000+	£20.00
Associate member (no voting rights)		£30.00
Individual member		£5.00

## CHARITIES ACT IMPLEMENTATION

The Office of the Third Sector has recently published an implementation plan outlining when each part of the Act will come into force. This can be found at: <http://www.cabinetoffice.gov.uk>

### **Expected November 2007**

**Charity mergers:** concerns regarding charity mergers about legacies and donations left to charities which 'disappear' as a result of merger will be addressed by a new public register of charity mergers. This will reassure both charities and the donating public that the spirit of legacies will be honoured if a charity merges.

### **Expected 1 January 2008**

**Statements by professional fundraisers & commercial participators:** the present position is that there must be a written agreement with the charity, it is made clear to donors that they receive payment for their services. The Act now states that they will have to now divulge the amount they are paid. Also a new statement has been introduced which will apply to employees and trustees fundraising on behalf of the charity.

### **Expected February 2008**

**Remuneration of charity trustees:** whilst trustees can not be paid for being a trustee the act introduces the ability to pay for additional services i.e. plumbing, legal services etc.

### **Important points to remember:**

- the number of trustees receiving payment in this way must be in a minority
- the amount paid must be reasonable and set out in a written agreement between the trustee and the charity; and
- the trusts or governing document must not contain any specific provision forbidding

### **Expected either February or late March 2008**

- Amendment of charitable company's memorandum & articles
- Charity tribunal
- New Charity Commission powers
- New powers of unincorporated charities (to amend constitution, transfer all property, spend permanent endowment)
- Changes to cy pres provisions
- Charitable purposes
- Public benefit test
- Unincorporated charities' group accounts
- Audit/independent examination of charitable companies
- Whistleblowing by auditors & independent examiners

### **Expected summer 2008**

- Charitable incorporated organisation – but could be much later

### **Expected 1 October 2008**

- Registration of excepted charities with annual income over £100,000

### **Expected 2009**

- Registration of exempt charities with annual income over £100,000

### **Not expected before 2009**

- Licensing of public collections.

### **OTHER CHARITY LAW CHANGES**

Applicants for charity registration only have to provide a statement that trustees have been CRB checked - not the actual disclosures.

*Source: The Charity Commission November 2007  
Sandy Adirondack November 2007*



## inter-ACTION

### **Big Issue Invest fund for community transport**

Big Issue Invest has announced that it is to team up with the Community Transport Association (CTA) to offer financial support and advice to CTA's member organisations.

Nigel Kershaw, CEO of Big Issue Invest, said: "Teaming up with the CTA will give us an invaluable insight into the financial concerns and challenges faced by its member organisations. In turn this will allow us to create the right financial solutions to give them the capital they need."

For further information please call Ian Curd at Big Issue Invest on 020-7173-6020 or email [ian@biginvest.co.uk](mailto:ian@biginvest.co.uk).

### **Local Enterprise Growth Initiative (LEGI)**

Latest information on LEGI can be found on [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) in the Business section where among other things you can sign up for the LEGI newsletter or watch a video about LEGI.

### **R & C Credit Union**

Redcar & Cleveland Credit Union Development Agency are looking for a volunteer to offer administrative support. Contact Trish Waters, Volunteer Support Officer 01642 440571 [trish@rcvda.org.uk](mailto:trish@rcvda.org.uk) for more details.

## Multi-agency training programme for children and young people's services

A series of free multi agency 3 day training programmes are being held over the next 10 months across the Borough. The first wave of training sessions starts on 6 December.

The Aim of the programme is to:

- To enhance workers'/volunteers' understanding of the Every Child Matters, Change for Children Agenda
- To promote integrated working across **all** agencies supporting children and young people
- To enhance workers'/volunteers' skills at sharing information, using common assessment and being lead professional
- To promote a common understanding of children and young people's needs to achieve better outcomes for all children and young people across Redcar and Cleveland

For more information contact Sarah Nattrass on (01642) 759070 or email Sarah at [westredcar\\_surestart@redcar-cleveland.gov.uk](mailto:westredcar_surestart@redcar-cleveland.gov.uk)

## Extended Services

What does Extended Services mean to the Voluntary and Community Sector?

The core offer of extended services that all children should be able to access through schools by 2010 includes:

- A varied range of activities including study support, sport and music clubs, combined with childcare in primary schools
- Parenting and family support
- Swift and easy access to targeted and specialist services
- **Community access to facilities including adult and family learning, ICT and sports grounds**

Schools will need to work closely with parents, children and others to shape these activities around the needs of their community and may choose to provide extra services in response to demand.

There is an opportunity for voluntary and community organisations to access school facilities to deliver a range of services to the community. We are trying to identify a wide range of groups both large and small who wish to be involved. These may be mother and toddler groups, sports groups, photography groups or anything else which would be of interest to the wider community. There will be an information event held in February 2008 specifically for voluntary and community organisations. If you would like to register an interest in this event contact Karen McGarrity on 01642 440571 [karenmc@rcvda.org.uk](mailto:karenmc@rcvda.org.uk).

## Community Day Campaign

### About the campaign

Volunteering England, The Trades Union Congress, the National Council for Voluntary Organisations, Community Service Volunteers, and the National Association for Voluntary and Community Action have launched a campaign for a new bank holiday every October to be called Community Day.

### The purpose of the day is:

- to celebrate the contribution that voluntary and community activity makes to the country and community cohesion;
- to provide an opportunity for existing groups to publicise their activities, raise funds and/or recruit new volunteers and members;
- to give an opportunity to organise one-off events designed to improve local communities.

The campaign was launched in May by a joint press release between the organisations [http://www.tuc.org.uk/work\\_life/tuc-13325-f0.cfm](http://www.tuc.org.uk/work_life/tuc-13325-f0.cfm) and a longer joint statement setting out the policy and rationale in more detail, <http://www.tuc.org.uk/extras/communityday.pdf>.

You can pledge your support on the Community Day website [www.communityday.org.uk](http://www.communityday.org.uk), by answering the question 'what would you do on community day?'





## inter-ACTION

### 2007 Pre-Budget Report and Comprehensive Spending Review

The Pre-Budget Report and the Comprehensive Spending Review 2007(CSR07) was presented in a single document, subtitled *Meeting the aspirations of the British people*. On this page you will find some key areas which affect our sector.

#### Third Sector Role in Social and Economic Regeneration

It is Government policy to put the third sector at the heart of work to build strong, active and connected communities, with local government acting as the most important driver in building this relationship. Following the largest ever consultation with the sector, recommendations were published in July 2007 by the Office of the Third Sector. These include:

- a greater focus on enabling the third sector's role in campaigning and representation, including investment in innovative consultation approaches and better use of the Compact agreement with government to protect the right of organisations to campaign;
- a new £50 million local endowment match fund enabling local independent foundations to develop community endowments to provide sustainability in future grant making, building on the £80 million small grants programme for community action announced in Budget 2007;
- at least £10 million of new investment in community anchor organisations and community asset and enterprise development, in addition to the £30 million Community Assets Fund announced in the 2006 Pre-Budget Report;
- £117 million of new resources for youth volunteering, building on the work of v, the charity established by the Government in 2004 to develop a new framework for youth volunteering;
- building the capacity of third sector organisations to improve public services, investing up to £65 million in the Futurebuilders Fund and better training for commissioners of public services;
- additional investment to raise awareness of the social enterprise business model and support for departments to investigate its potential to support service delivery;
- over £85 million of new investment for third sector infrastructure development through the 'Capacitybuilders' organisation, with new programmes on voice and campaigning, social enterprise and a focus on reaching down to the smallest community groups.

*The 2007 Pre-Budget Report and Comprehensive Spending Review announced that:*

- to obtain the valuable contribution that a thriving third sector can make to the transformation of public services and the engagement of the public in the design and delivery of services, the third sector will be a **key delivery partner** across the full set of CSR07 Public Service Agreements(PSA);
- the third sector will contribute particularly in the areas of youth services, access to employment, waste and recycling, and community transport; as well as specifically contributing to the PSA to build more cohesive, empowered and active communities through increased volunteering and growth in social enterprise;
- to create a stable funding system for third sector organisations, there will be a new expectation across Government that three year funding plans for third sector organisations will become the norm rather than the exception over the CSR07 period.

Source: Grantfinder Update

Author: Alan Carter; Senior GRANTfinder Information Researcher

#### Stronger Communities and a Better Quality of Life

build strong and cohesive communities by:

- strengthening the role of local authorities to reshape local services around the communities that use them – underpinned by resource growth of 1% a year in real terms
- investing in the shared public facilities that support thriving social networks, with a revitalised role for local authorities and the third sector to reshape services around the communities that use them
- maintaining funding in real terms for the arts, museums and galleries, and ensuring a lasting cultural and sporting legacy for the nation

#### Enterprise and Renewal Fund

*The 2007 Pre-Budget Report and Comprehensive Spending Review announced that:*

- A recent review recommends placing local authorities at the heart of economic development and regeneration.
- As a result , the Government is establishing a new enterprise and renewal fund as part of the £2 billion allocated over the CSR07 period for neighbourhood and local renewal
- this new fund will focus more intensively on the worst deprived areas, with a stronger emphasis on tackling worklessness, promoting enterprise and improving skills, and a new reward element to strengthen incentives to improve performance. Further details will be set out later in 2007.

## Trustee Vacancies?

**Do you have vacancies on your Board of Trustees?**

**Are you lacking specific skills on your Board?**

**Have you registered your vacancies with Trish Waters, our Volunteer Support Officer?**

Following the "Get on Board" campaign we are beginning to get volunteers asking for information on trusteeship. While we know of one or two organisations who need new trustees we are aware that many organisations across Redcar and Cleveland may have vacancies that we are unaware of. If you are seeking new trustees contact Trish on 01642 440571 [trish@rcvda.org.uk](mailto:trish@rcvda.org.uk) with details of your organisation and your trustee requirements.

If you are reading this and would like to be a trustee but do not know how to find who needs trustees contact Trish and register your interest.

## New online Families' Guide - make sure your service does not miss out!

Professionals from all sectors who help children, young people and families across Redcar and Cleveland are being encouraged to make sure their service is part of a new online Families' Guide. The new Guide, to be launched on a new website for Redcar and Cleveland Children and Young People's Trust, will be a directory of services for families with children and young people aged 0-20 years.

It aims to provide information on everything from leisure services, clubs and events to specific support services such as counselling, disability, health care and special educational needs services, including support groups and helplines.

Details include how to access the service, its location, contact details and how much it costs. The Families' Guide is expected to be used by parents, children and young people as well as professionals to enable them to signpost service users to alternative services.

If you offer a service for children and young people from birth to age 20, make sure your service is promoted on the Guide.

It is free of charge to do so. To request a Families Guide form contact Nicola Hall at Redcar and Cleveland Borough Council on 01642 771219 or email [nicola\\_hall@redcar-cleveland.gov.uk](mailto:nicola_hall@redcar-cleveland.gov.uk)



### Timebank launches new website

[www.volunteerGenie.org.uk](http://www.volunteerGenie.org.uk) is designed to help charities use the power of the media to recruit volunteers. The site reveals how PR and advertising campaigns are a vital tool for inspiring people to volunteer and shows how you don't need a big budget to achieve big results.

Visitors to the website can access free guides to devising a media strategy, a round up of the latest research on what makes people volunteer, insider tips on what journalists want from charities and a section dedicated to explaining how to reach potential volunteers with virals and online social networks.

For inspiration, there are volunteer recruitment campaign case studies from the likes of the National Blood Service, Contact the Elderly, Special Constables, and the British Heart Foundation.



## Ask the expert

**Q. If disciplinary procedures need to be taken by myself or any of my managers, I want to know that we are following the correct procedures. Is it really so easy to be taken to a tribunal and, if so, what do I need to do to avoid it?**

**A.** Unfair dismissal results in more claims to tribunal than any other matter, writes Russell Smith, Consultant at Peninsula.

In October 2004 a statutory dispute resolution procedure was introduced. Its aim was to ensure a basic process was followed in disciplinary matters. Failure to follow this means any dismissal is automatically unfair. However, simply following the procedure does not make the dismissal fair – it simply means it is not automatically unfair.

Decide first whether you are dealing with a capability or conduct matter. The procedures in each case are pretty similar, although the terminology varies.

The starting point is an informal discussion (recorded) with areas of dissatisfaction pointed out and expectations for the future expressed. If this does not produce the required result, you will need to start formal procedures.

These assume that the employee was issued with a contract of employment and supporting policies within two months of starting work. Failure to have done so will result in the dismissal being automatically unfair. The award could be increased by up to 50% for an automatically unfair dismissal.

Employees should be invited to the hearing by a letter that sets out their right to be accompanied by a fellow employee or a trade-union representative; their right to state their case; their right to appeal and which contains sufficient information on your areas of concern to allow them to prepare themselves for the hearing.

Put the detail to them, listen to what they have to say, then challenge anything unsatisfactory in their answers. Suspend the meeting and consider carefully all the evidence. Reconvene the meeting and explain your decision. Set out clearly what standards you expect in the future and what will happen if they are not met. Confirm in writing, repeating the employee's right to appeal.

If he appeals, ensure the process is carried out as the procedure above and in conformity with your contractual terms.

For further information please contact:

Russell Smith on 07976922314, or via email, [russell.smith@peninsula-uk.com](mailto:russell.smith@peninsula-uk.com)



## inter-ACTION

### E-Procurement

#### What is it?

'E-procurement' describes the use of an electronic system to carry out the procurement processes, from finding a provider and ordering right through to invoice payment. There is a range of benefits to be realised through the use of an effective e-procurement process by both the council and the provider.

#### The Benefits of E-Procurement

##### 1. The order process

The order process is simplified by replacing manual and paper based processes (such as searching through paper catalogues, filling out paper order forms by hand, obtaining a manager's approval signature, checking on the status of an order) with electronic processes. This reduces time and the errors that can be made by completing paper forms by hand.

##### 2. Invoices

Invoices sent electronically can be processed more efficiently and queries can be addressed quickly. It also reduces postage and stationary costs for the provider.

Being e-ready does not necessarily mean you have to have an all singing all dancing order and invoicing system. Access to an online computer and an email address is a good start. We are currently in the process of compiling a list of community based IT suites that have accessible computers.

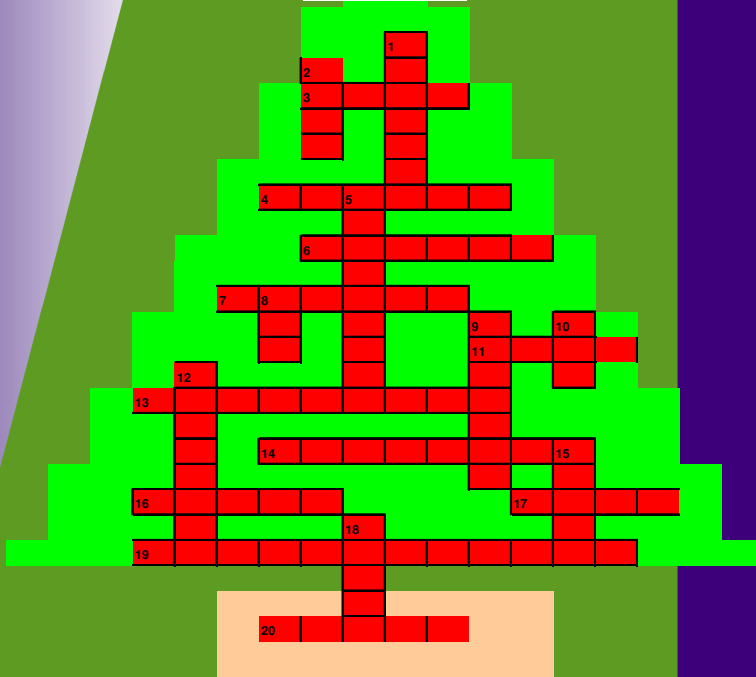
For further information contact:  
Debra Thorne on 01642 771256  
Email: [debra\\_thorne@redcar-cleveland.gov.uk](mailto:debra_thorne@redcar-cleveland.gov.uk)

*Merry Christmas  
from all at RCVDA.*

Thank you to Rachel for the  
Christmas Crossword.  
Solution will be on our website  
after Christmas.

# inter-ACTION

THE BI-MONTHLY NEWSLETTER OF THE RCVDA



## ACROSS

- 3 What do fairies carry with them
- 4 You decorate the Christmas tree with this
- 6 The white frozen guy
- 7 They twinkle and glow
- 11 Deck the --- with boughs of holly
- 13 Birth place of Jesus
- 14 You pull these at Christmas
- 16 Freedom from war
- 17 Santa Claus carries his presents in this
- 19 The three wise men brought this
- 20 The main jolly elf

## DOWN

- 1 You light this at Christmas time
- 2 First word of a famous Christmas poem
- 5 Where does Santa Claus live
- 8 What goes with holly
- 9 Where does Santa Claus come down to deliver his presents
- 10 Santa Claus helper
- 12 Sleigh puller
- 15 What swam on the seventh day of Christmas
- 18 What is the name of the foxy reindeer

The information in the Interaction is published in good faith but RCVDA accepts no responsibility for any inaccuracy in the items.

Tel 01642 440571  
Fax 01642 289177  
E-mail [enquiries@rcvda.org.uk](mailto:enquiries@rcvda.org.uk)  
Web [www.rcvda.org.uk](http://www.rcvda.org.uk)

RCVDA 2nd Floor Craigton House  
Central Terrace Redcar TS10 1DJ

A member of the National Association of Councils for Voluntary Services.  
Company limited by guarantee. Registered company name: Redcar and Cleveland Voluntary Development Agency.  
Registered No. 2720382. Registered in England and Wales.  
Registered Office at above address. Registered Charity No. 516233

