



COUNCIL FOR VOLUNTARY SERVICE

Rochdale



blueprint

February 2010

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"Working together to develop a diverse, strong and effective third sector in the Borough of Rochdale"

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Update from CVS Rochdale

Introduction

Welcome to the February edition of CVS Rochdale's new look newsletter. It has been a very exciting few months for us here at CVSR, as many of you will be aware in October we successfully won a contract with RMBC to deliver infrastructure support services to the third sector organisations within the borough of Rochdale. The work within the contract has been divided into the following projects:-

- * Volunteer Centre
- * Advice, Information & Support Services
- * Community Accountancy Service
- * VCS Co-ordination – Representation, Liaison & Partnership Working
- * ISA/CRB Checks

Volunteer Centre

The Volunteer Centre will continue to be managed by Sheila Pilling (Volunteer Centre Manager) and will continue to provide the following core functions of a Volunteer Centre as laid out by Volunteering England:-

- * Volunteer Brokerage – interviewing, matching and placing residents interested in volunteering into local volunteering opportunities
- * Marketing/Promotion of Volunteering
- * Good Practise Development – access to expert advice and training, in volunteer recruitment, retention and management,
- * Development of Volunteering Opportunities
- * Policy response and campaigning
- * Strategic Development of Volunteering

Staffing

Connie Cryer will continue as a development officer, brokering volunteers and working with organisations to develop new volunteering opportunities and ensure that they have good practise policies and procedures in place to ensure the effective recruitment, retention and management of volunteers.

The project has recently appointed a development officer and is receiving administrative support from Simon Clegg who has been appointed through the Future Jobs Scheme.

Advice, Information & Support Services

This project will continue to be managed by Michelle Ling (Community Links Manager) and will provide advice, information and training in the following areas:-

- * Funding – project planning, funding research, bid writing support, establishing monitoring & evaluation systems
- * Quality Assurance – particularly PQASSO
- * Third sector organisational setup & governance

Operational Management – Development of Policies & Procedures, Human Resource Management, Health & Safety etc

Update from CVS

Rochdale

Staffing

- * Tariq Khandoker has taken on responsibility for the provision of training, advice, information and support around organisational setup and governance of not for profit organisations.
- * Elaine Grace has taken on responsibility for the provision of training, advice, information and support around quality assurance, particularly the implementation of PQASSO
- * Emad Uddin will start his employment with CVS Rochdale on the 17th February as our new funding officer and will support groups to effectively secure funding
- * Sarah Harper (volunteer Centre Administrative Officer) has recently been appointed to provide advice, information and training on operational management, she will also make referrals to Direct Law Personnel for organisations seeking support with employment Law issues
- * Denise Lancashire has also recently been appointed as administrative officer to support the smooth running of the team.

Community Accountancy Service

This is a new project which will provide frontline financial advice, information, support and training to third sector organisations. The project will be managed by John Tully who has recently been appointed.

Staffing

- * Stuart Golding has taken on responsibility for the provision of training, advice, information and support around financial management issues within not for profit organisations
- Joe Wilkinson has recently been appointed on an apprenticeship to provide administrative support for the project

VCS Co-ordination – Representation, networking and Strategic Partnership Working

This is a new project which will be managed by Michelle Ling (Community Links Manager) and will be responsible for improving communication within the sector, dissemination of briefings about local, regional and national policies affecting the sector, provide a resource library for the sector and co-ordinate the involvement of third sector organisations in the Pride Partnership (Rochdale Borough's Local Strategic Partnership).

Staffing

We have recently recruited to the positions of Communication & Information Officer, Forum Facilitation and Engagement Officer and Administrative Support Officer. Adam Lane has been appointed through the Future Jobs Scheme and has been working hard to improve CVSR communication tools. Check out our new look website at www.cvsr.org.uk

Advice, Information & Support Services

Role of Governance Officer

By Tariq Khandoker

I have taken on the role of "Advice & Information Officer" specialising in Governance and helping groups to set up. I will be developing a Trustee and Governance network, which will be meeting quarterly, and will provide a forum for members of Governing Bodies, Trustees, Directors or Committee Members of Voluntary Community & Not For Profit Organisation (sometimes referred to as the Third Sector) to meet, network, collaborate and get a greater understanding of their legal obligations and best practice.

I will also be working with groups on a one to one basis to help them on a range of issues from developing appropriate governance documents, reviewing their structures and helping them to develop good practice.

In addition, I will be providing training on the above issues- please see our training schedule (page 20) or contact me.

Work done October to December 2009.

I worked with a number of groups helping them to setup and become fully constituted organisations. I have also worked with groups to become Charity Registered and Company Registered.

In addition to that, the Advice Information and Support team have to cover the post of Funding officer and Operational management officer. This has meant that Elaine and I have worked closely with organisations on funding applications and research. I have also worked with groups on developing policies and procedures such as Data / Confidential Policies, Conflict of interest Policies and Codes of Conduct.

Governance Training

I have also delivered my first training session on Governance. This took place on the 17th December at Rochdale Town Hall, and there was some very good feedback from participants. Some of the comments include:

"All the information is very useful; you get to know all the ins and outs, and who does what, what other organisations are about and where you can go to get information."

"Well organised, everyone had some kind of input"

"You think you know everything, and then you find you don't know enough"

Advice, Information & Support Services

Trustee Forum

I have also established a trustee form, which provides opportunities for Trustees or Committee Members of Voluntary and Community and Not For Profit Organisations (sometimes referred to as the Third Sector) to meet, network, collaborate and get a greater understanding of their legal obligations and best practice. The first meeting was an outstanding success, there were so many participants we had to squeeze into the boardroom at CVS Rochdale.

We will rotate the forum around all the Townships in Rochdale and at different venues, so as to give everyone the opportunity to attend. The next meeting will take place on the Wednesday 24th February at 6pm at the Phoenix Centre in Heywood. Please see the attached leaflet for further information on page 7 or feel free to give me a call.

What I will be doing February

I will continue to work with groups to help them address local issues and set up, develop constitutions as well as address their governance issues. I will also be providing further training on Governance and will continue to support the Trustee Forum. The next training session will take on the 9th of February 2010.

How do you tackle issues that concern you?

If you have identified an issue in your community that needs tackling for example providing support to older people, developing activities for young people or you want to work with local people to address local issues then CVS Rochdale can help you set up your own community organisations.

The Things that you need to ask, find out, or decide are:

What issue or problem do you want the group to address; what does the group want to do?

You need to have a clear idea about what the group you are setting up is going to do. Will it offer a service to a community or will it be of benefit solely to its members? What are the aims of this group? What do you want to achieve? Usually voluntary and community sector groups form around a specific issue, usually some sort of problem to be addressed or a common challenge.

Advice, Information & Support Services

Which community will benefit from the group?

A "community" is defined as a group of people who share locality or geographical location, or an identity such as Africans, or a religion such as Muslims, or an experience, such as homelessness. It is important to decide which community your group is going to benefit. Try to be as realistic as possible about this – it is much better to start off small and be successful, rather than overstretch yourself.

Are other groups doing the same thing?

Once you have decided what the group wants to do, and who it wants to do it with, you will need to find out if there is already a group doing the same kind of things you want to do in the same area. Duplicating what other groups are doing will cause difficulties when it comes to trying to get support, funding or volunteers so it is a good idea to be sure that what you want to do is new and/or unique in some way before you start.

Could you work in partnership with any other groups or organisations?

If there are groups already doing something similar perhaps you could make your idea an addition to their already successful organisation, or perhaps you could work together to develop something new. If you are in a similar geographical area then you could perhaps share premises and work together for the benefit of both groups.

New model constitution launched for small charities

A new, simplified constitution for very small charities has been launched by the Charities Commission. The Charity Commission has taken on board some of the comments made by us and other organisations and has produced a simple constitution which is much more suitable for new or very small groups.

The new and much more simple constitution for small organisations has been launched by the commission in partnership with umbrella bodies, and CVS has provided some input in developing this document via NCVO. The new constitution is designed to provide a clear, concise, practical framework for charities with an income of under £5000. It uses clear, direct language that is easy to understand, is only 700 words long and covers all the requirements for a very small charity which does not own land or staff. For more information visit

www.charitycommission.gov.uk/registration/smallcharity.asp or contact Tariq Khandoker.

What if your organisation has income over £5,000 or owns land or wishes to employ staff? In that case, there are a number of other governance and constitutional documents that you could use. These need to protect your Trustee's financially and legally, be appropriate for your purpose and in line with your group's capacity. This article is only intended to give you an idea of what is possible, I would be more than happy to sit down with your group and explain the process and your options in more detail.

Tariq Khandoker can be contacted on Tel 01706 510822

t.khandoker@cvsr.org.uk



COUNCIL FOR VOLUNTARY SERVICE
Rochdale

Advice, Information & Support Services

Trustee Forum

Wednesday 24th February 2010
(Forum meets every other month)

6.00pm to 7.30pm

At the

Phoenix Centre

Church St.
Heywood
OL10 1LR

(Next to Heywood Civic Centre)

Purpose: To provide opportunities for:

Trustees
Directors
Committee Members
Members of Governing Bodies

Of

Voluntary Community & Not For Profit Organisations
(sometimes referred to as the 3rd sector) to meet,
network, collaborate and get a greater understanding of
their legal obligations and best practice in the sector.

Tea / Coffee, Cheese and Bread/ Biscuits will be available.

**Please confirm your attendance: contact Tariq Khandoker Tel:
01706 510822 or Email: t.khandoker@cvsr.org.uk**



COUNCIL FOR VOLUNTARY SERVICE

Rochdale

Advice, Information & Support Services

New Sport Relief Community Cash Grants

- £62,500 to be spent across Greater Manchester
- Grants of £1000 available now.

Do you have an income under that of £50,000?

This grant can be spent on; Parent and Toddler Groups, Dad and lads group, equipment and material for youth or older people's groups', community festivals, cross generational work, befriending for older isolated people, lunch clubs, running costs for self help groups, committee and volunteer/staff training, sporting or physical activity

Funding is available from the Community Foundation for Greater Manchester
If you fall into this category it means you could be eligible for this community grant.

Deadline for applications – noon on **26th February 2010**

For support in applying for this or any other funding needs please contact the
Advice Information and Support Team on 01706 631291

Follow link for further information:-

<http://applications.communityfoundations.org.uk/Entry.aspx?>

[DeliveryAgentID=111&FundName=SportReliefCommunityCash&FormName=Large](http://applications.communityfoundations.org.uk/Entry.aspx?DeliveryAgentID=111&FundName=SportReliefCommunityCash&FormName=Large)

BBC Children in Need launches a Small Grants programme Apply for a small grant and make a big difference

BBC Children in Need have recently announced the launch of a Small Grants programme.

BBC Children in Need's experience shows that significant and valuable work can be achieved with a small grant (£10,000 or less p.a. for a maximum of three years) and that these are amongst the most imaginative and meaningful grants it makes. The programme is designed to encourage those who may never have considered applying to BBC Children in Need to send in an application.

A young participant at Zion Community Arts Centre has seen first hand the impact a small grant can make. "I am more active. I was just hanging around before - I don't know what I would have done without dancing. I just love it!"

David Ramsden, Chief Executive of BBC Children in Need agrees, 'the small grants programme is an especially important part of our grant-making; it helps us to connect with organisations which are at the heart of local communities and ensures our grants reach as many projects as possible.'

Organisations can apply at any time.

There are four deadlines in the year, each with a 14 week turnaround:
15 January; 15 April, 15 July and 15 October.

Further information and application forms are available online at www.bbc.co.uk/pudsey/grants. The Small Grants programme is in addition to BBC Children in Need's Main Grants programme.

BBC Children in Need has redesigned its processes to make sure that applying for a small grant is as straightforward as possible. It offers support throughout the application process via its website, dedicated helpdesk and local staff who are keen to hear from projects before they apply. The aim is to encourage both new and previous applicants, so that BBC Children in Need can make even more small grants across the UK.

For more information, please go to bbc.co.uk/pudsey/grants/apply_smallgrant.shtml or email pudsey@bbc.co.uk

Advice, Information & Support Services

PQASSO Quality Mark receives Charity Commission stamp of approval

The Charity Commission has announced its endorsement of the PQASSO Quality Mark - the new 'kite-mark' for the third sector.

Dame Suzi Leather, Chair of the Charity Commission, was *“delighted to welcome the PQASSO Quality Mark to our growing family of endorsed quality standards”*. Organisations that achieve the PQASSO Quality Mark at levels 2 and 3 will be able to use the Charity Commission’s Charity Quality Standards stamp confirming that they are accredited by standards that meet the Hallmarks of an Effective Charity. PQASSO, developed by Charities Evaluation Services (CES), is widely recognised as one of the leading quality systems in the third sector. This announcement gives the assurance that the standards comply with those of the regulator, at a time when the role of accredited quality standards is growing in importance for the sector.

Dame Suzi stated *“Without evidence of both beneficiary need and a charity’s ability to meet that need in terms of quality and fitness-for-purpose, there is no compelling reason for a funder to hand over cash or a commissioning authority to award the contract”*.

CES is confident that the PQASSO Quality Mark together with the new endorsement will play a lead role in enhancing the credibility and sustainability of the sector. (Information taken from www.ces-vol.org.uk)

PQASSO Peer Support Group

The first PQASSO Peer Support Group meeting was held on Tuesday 15 December at Partnership House. It was agreed that the need for such a network existed and that this would assist groups with the implementation of the Quality Assurance System. The groups discussed the logistics of such a network and it was agreed that support



via an e-mail system would provide a more suitable answer to initial queries, with a quarterly workshop which would address the more recurrent or time consuming issues. After this was agreed Kathy Shaw presented some of those organisations who have received mentor support with working towards Level 1 of PQASSO with certificates and congratulated them on their work.

Pictured (left to right) Kathy Shaw, Mohammed Sarwar, Joanna Solawa, Susan Kenyon, Pat Greenall and Habibul Ahad.

Community Accountancy Service

New service launched by CVS Rochdale

Rochdale Borough now has its very own community accounting service (cas), although in its infancy it is hoped that this service will grow over the next few years and will be able to meet the needs of the many community and voluntary sector organisations based throughout the borough.

John Tully has been appointed as senior development officer his role will include the 'independent examination' of organisations accounts for those organisations that are not required to have a more formal audit.

The development officer role is carried out by Stuart Golding. He will be working with organisations both on a one to one basis and by delivering courses to help them ensure that they have robust financial policies and procedures in place as well as assisting in the setting up of accounting systems, both manual and computerised. There are several training courses planned over the next 18 months and these have previously been advertised in the 'Training Guide' the courses for the next 3 months are listed below.

The cas will also keep organisations up to date on any financial changes as they are announced.

One development that could have a major impact on all organisations that have to produce accruals accounts has recently been announced by the Charity Commission. 'Shaping the future of charity reporting' looks at changes to the SORP and the accounting standards for charities that are being developed by the UK Accounting Standards Board. Although these changes will take some time to take effect the cas will keep you informed.

Further information is currently available on the Charity Commission website and the policy proposal can be downloaded from <http://www.frc.org.uk/asb/publications/documents.cfm?cat=6> – section 3 is the part that is applicable to charities

Training Courses

February	March	April
15 th – Financial Management Policies & Procedures	3 rd – Full Cost Recovery	14 th – Basic Bookkeeping

“Charges for surface water drainage” – RAIN TAX

Changes have been introduced for the way water companies charge non-domestic customers for the disposal of rainwater. In the past charges for the removal of rainwater were based on the pre-council tax rateable value of properties. This meant that many charitable or not for profit organisations have paid very low surface water charges.

In 2003 the Water Services Regulation Authority (OFWAT) decided that this exemption should end and has given the Water Companies until 2010 to start charging all non domestic customers for the disposal of water from their properties through public sewers in England. These costs are labelled on water bills as surface area costs, sewage costs, or grey water disposal costs.

The changes to water charging are affecting all not for profit organisations that own or lease buildings and are showing a significant increase in costs, for which many organisations have not budgeted.

Campaigns to stop the charges

The Church of England, the Scout Association, Football Association, Lawn Tennis Association and Rugby Football Union have all be involved in campaigning to stop these new charges. CVS Rochdale through the sector’s Networks and Forums have also taken part in this campaign.

The Water Companies Views

In January 2009 the Scout Association wrote to all of the 10 water companies serving English regions to ask if in principle they would offer an exemption for community use buildings. Although there are variations in the water company’s responses, it would appear the charges are being levied directly due to the actions of OFWAT through license agreements, removing any flexibility from the water companies.

In February 2009 United Utilities, the water company for the North West of England, decided to freeze bills so that groups would not see any further increase until a longer term solution could be agreed for the cost of surface water drainage. Since then United Utilities have secured agreement from OFWAT to revert back to charging on rateable values for voluntary and community sector buildings for the financial year 2009/2010

OFWAT's Response

OFWAT sent the Scout Association a copy of their correspondence with MPs that sets out their reasons for proposing these changes to how water is charged. OFWAT suggested that not for profit organisations should reduce the amount of surface water that drains into the sewers. Many not for profit organisations are keen to improve the environmental impact of their building however this has costs or space implications.

Fair Charges for Not for Profit Organisations

The Scout association believe that as water companies are already allowed to offer a "social tariff" or "vulnerable customer tariff" for those on low incomes or at risk of not being to pay for water that this sets a precedent for tariffs that recognise the impact of high charges on not for profit organisations. In September 2009 Hilary Benn announced that the government was to introduce a law to introduce social tariffs, the Floods and Water Bill is currently being drafted.

Appealing against increased payment

If your organisation used to pay low water charges, because it paid/pays reduced rates then you can appeal directly to United Utilities. You can contact them through their website: www.unitedutilities.com. If they claim that the changes only apply to churches, scouts and sports clubs this is not true and we would like to know about any problems you have had, please e-mail m.ling@cvsr.org.uk.

SINGLE EQUALITY Bill 2010

In April 2009 the government published the Single Equality Bill and was presented for debate before parliament. This is due to be passed by parliament in Spring 2010.

This new piece of legislation will replace the following legislation:-

- o Equal Pay Act 1970
- o Sex Discrimination Act 1975
- o Race Relations Act 1976
- o Disability Discrimination Act 1995
- o Equality Act 2006
- o Employment Equality (Religion or Belief) Regulations 2003
- o Employment Equality (Age) Regulations 2001
- o Equality Act (Sexual Orientation) Regulations 2007

Plus other ancillary pieces of legislation

Scope of the New Single Equality Bill

Although most of the current discrimination legislation will still apply, the equality bill will change anti discriminatory legislation by:

Introducing a new public sector duty to consider reducing socioeconomic inequalities

This has been summarised as “the need to close the gap between rich and poor”. This new duty is likely to focus on family background, earning levels, health inequalities, access to education, employment opportunities etc

Putting a new equality duty on public bodies

The existing public duties on race, disability and gender, introduced since 2000 will be extended to include age, religion and belief, and sexual orientation. The existing focus on eliminating discrimination, raising awareness of these issues and strengthening protection will be maintained, however coverage of the new duties will include, those you employ/hope to employ, those you serve/hope to serve and stakeholders in the public, private and third sector.

Using public procurement to improve equality

The Single Equality Bill makes it clear that public bodies can use procurement to further equality objectives when they are buying goods and services – for example a council commissioning a construction project for a social regeneration scheme could require the contractor to run a positive action programme to train women in under represented areas such as plumbing.

Banning age discrimination outside the workplace

The employment provision of Age Discrimination Regulations introduced in 2006 will be extended to the provision of goods, services and facilities.

Introduction of gender pay reports

The Bill contains a power to require reporting on the gender pay gap between men and women by employers with 250 or more employees. The government have committed to not use this power before 2013. The Equality and Human Rights Commission, in consultation with businesses, unions and others will develop mechanisms for gender pay reports

Extending the scope to use positive action

The Equality Bill will allow employers to choose to take positive action to appoint a person from an under-represented group, provided candidates are equally suitable. Positive Discrimination will remain illegal.

Strengthening the powers of Employment Tribunals

Employment Tribunals can currently make recommendations to organisations to improve work practices, but only in relation to the individual who brought a case. The bill will allow wider recommendations to be made which will benefit the whole workforce and help prevent similar types of discrimination happening again.

Widening the scope of “Associated Discrimination” to all strands

Discrimination by association is a form of discrimination that occurs when the discriminatory ground applies to a person to whom an individual is connected or associated. It is currently unlawful to discriminate against or harass someone because they are linked to, or associated with a person who is of another sexual orientation, race or religion or belief (i.e. if an employer discriminates against a female employee because she is married to an Indian man this would be unlawful)

The bill will extend this to include age, disability, sex, or gender reassignment.

Vetting and Barring Scheme

The Vetting and Barring scheme, which will replace current vetting and barring schemes, has the following improvements over the current schemes:

- it is the most inclusive and largest system of its kind in the world
- Once the scheme is fully implemented, it will mean that anyone who wants to work or volunteer with children or vulnerable adults in 'regulated activity' will legally be required to register with the ISA (Independent Safeguarding Authority)
- It will be an offence for an employer to hire or allow to volunteer a person in regulated activity without first confirming their ISA registration
- Employers will be able to check a person's registration status online
- Eventually it is anticipated that some 11.3 million people will be covered by the Vetting and Barring scheme
- An ISA check and registration does not replace a CRB
- ISA registration is free to volunteers (you will be charged if are involved in other regulated activity)
- From 26 July 2010 new entrants to roles working or volunteering with vulnerable groups or those switching jobs within these sectors will be able to register with ISA. Other employees and volunteers will need to register within a 5 year rolling programme

For more information please contact Kay Carrington at RADPAC on 01706 621332

The Helping Hands Befriending Service

In a world that is ever changing and where uncertainties are a common feature in all of our lives, we can all feel a bit lost at times and just need a friend to help us on our way. is a brand new scheme which offers residents in Rochdale the opportunity to meet up with a volunteer befriender who will support them by getting together for a brew and a chat, giving some low key support e.g. helping them to understand letters or signposting them to relevant support agencies, and simply offering a compassionate listening ear.

We are a Bernardo's project and we work with anyone aged 16+ who is living in social housing or receiving support from an agency (i.e. any kind of support agency), in particular older people and women who have experienced domestic violence.

We are currently recruiting volunteers; would you be interested in being part of a vibrant team who offer this important service? You would receive full training, support, supervision, expenses and management through Barnardo's. Get in contact with us if you are interested so that we can give you some more information and answer any questions you might have.

If you feel that this service would benefit you or someone you work with then contact us either by phone, post or by e-mail.



COUNCIL FOR VOLUNTARY SERVICE
Rochdale

Volunteer Centre

FREE TRAINING COURSES FOR VOLUNTEERS

CONFIDENCE BUILDING AND SELF ESTEEM

Tuesday 23rd February 2010

at CVS Rochdale, Partnership House, Rochdale OL16 1QT
10.00 a.m. to 1.00 p.m.

We will help participants assess their level of confidence and self esteem and make more confident decisions with a positive attitude

We will look at levels of confidence and self esteem and find ways to raise these

INTRODUCTION TO VOLUNTEERING

Tuesday 23rd March 2010

at CVS Rochdale, Partnership House, Rochdale OL16 1QT
10.00 a.m. to 1.00 p.m.

We will help you adapt into your volunteering role to make sure you get the best from it

We will look at different types of volunteering, positives/negatives of volunteering and expectations. We will have practice interviews and look at volunteering opportunities for you

If you are interested in coming on either of the above FREE courses contact Sarah on 01706 631291 or email vc.admin@cvsr.org.uk for further details



Full cost recovery

Course summary:

Full cost recovery is a one day workshop which outlines the importance of full cost analysis within not for profit organisations. It outlines what full cost recovery is, the benefits of applying the principles in not for profit organisations. It also provides the opportunity for the participants to do practical exercises using full cost recovery principles that then can be applied within their organisations.

Who the course is aimed at:

Management committee members, staff and volunteers within VCS organizations.

Overall learning aims:

To increase the knowledge of full cost recovery principles within the VCS.

Specific learning aims:

By the end of the day participants will have learnt:

- ◆ What full cost recovery is
- ◆ How to define direct costs, support costs and apportion overhead/core costs
- ◆ How to use the full cost recovery software
- ◆ How to get the full cost recovery software

Course dates and times

2010

Wednesday 3rd March

Monday 17th May

Thursday 1st July

Wednesday 8th September

Friday 12th November

2011

Wednesday 19th January

Friday 25th March

Course times - 9:30am to 4:30pm

To book a place on this course please contact Stuart Golding, community accountancy development officer on 01706 631291 or e-mail s.golding@cvsr.org.uk

Business planning

Course summary:

This one day course explains what a business plan is, the process needed to develop one and what the plan should include and how it is used.

Who the course is aimed at:

Paid employees, volunteers and members of governing bodies of not for profit organisations.

Overall learning aim:

To increase knowledge and understanding of business planning.

Specific learning aims:

By the end of the day participants will have developed their understanding of :

- ◆ What a business plan is and how it is used in not for profit /third sector organisations
- ◆ The stages of the business planning process
- ◆ How to develop aims, objectives, outputs and outcomes
- ◆ Resource planning for what you want to achieve in the future
- ◆ The content and structure of a business plan

Course dates and times

2010

Thursday 4th March

Tuesday 7th September

2011

Friday 11th March

Course times 9:30am - 4:30pm

To book a place on this course please contact Denise on 01706 631291 or e-mail d.lancashire@cvsr.org.uk



Implementing PQASSO

Course summary:

PQASSO is the Practical Quality Assurance System for Small Organisations. This course covers all aspects of introducing and implementing PQASSO within an organisation. It outlines all the necessary steps and explores the process of establishing a sustainable quality assurance system. It is designed to support participants in developing an action plan for implementing quality within their organisation and involving all the key stakeholders in the process. The course also considers the next steps for an organisation should they wish to apply for the PQASSO Quality mark.

Who the course is aimed at:

Paid employees, volunteers, and members of governing bodies of not for profit organisations wanting to implement a quality assurance system within their organisation.

Overall learning aim:

To ensure that participants have the relevant knowledge and skills to implement PQASSO within their organisations.

Specific learning aims:

By the end of the two days the participants will have:

- ◆ Developed their understanding of PQASSO and the self-assessment process
- ◆ Considered the necessary steps for the successful implementation of PQASSO within their organisations.
- ◆ Discussed the key roles and responsibilities of key stake holders and considered ways of getting them involved in the process.
- ◆ Identified the key elements to be included in the planning process for implementing PQASSO within their organisation.
- ◆ A better understanding of the PQASSO quality mark service.

Course dates and times

2010

Saturday 6th and 13th of February
Wednesday 10th and Thursday 11th March
11th and 18th May
6th and 7th July
13th and 20th October

2011

Tuesday 18th and Tuesday 25th January

Course times - 10:00am to 4:00pm

To book a place on this course please contact Elaine Grace, Quality assurance officer on 01706 510834 or e-mail e.grace@cvsr.org.uk

New booking policy

CVS board of directors understand that organisations were having difficulties with paying the £25 deposit, as CVSR training courses are free of charge when people book and do not attend we incur unnecessary costs. CVSR are therefore implementing a new cancellation policy. In future organisations not turning up for training will be billed £25 administration charge, until you or your organisation pay this fee then your organisation will be ineligible to access CVS Rochdale training.



Training

COUNCIL FOR VOLUNTARY SERVICE

Rochdale

Governance Training

Saturday 17th April
Course Times
10am to 4pm

Venue: Middleton Community Training Centre
111A Long Street, Middleton, Manchester, M24 6UE
Tel: 0161 345 3876

Course summary:

This one day workshop outlines the importance of effective Governing Document and the different types of legal structures that are available to not profit/third sector organisations. It also outlines the roles and responsibilities of Trustees under these different structures.

Who is the Course aimed At:

Management Committee members, Charity Trustees or Directors, or individuals looking to become members of a governing body of not for profit/third sector organisations.

Overall Learning Aim:

To increase knowledge of Governance structures.

Specific Learning Aims:

By the end of the day participants will have learnt:
What governance documents they need and why they are need
Good practice tools relating to effective governance
Roles and obligations of Trustees

To book a place on this course please contact Tariq Khandoker, Governance Advice & Information Officer on 01706 510822 or e-mail t.khandoker@cvsr.org.uk

Additional Dates 2010

Tuesday 8th & Wednesday 9th June
6pm – 8pm

Venue: To be confirmed

Tuesday 14th September
Wednesday 10th November
10am – 4pm

Venue: To be confirmed

Please ask for our training schedule for further information and other training taking place
2010 to 2011



COUNCIL FOR VOLUNTARY SERVICE

Rochdale

VCS Co-ordination Project

VCS Co-ordination Project

The purpose of the project is to improve communication and knowledge within the sector, and to co-ordinate the involvement of the sector in local decision making structures, particularly the LSP.

The project will achieve this through the delivery of the following:

Communication & Information

This project will provide networking and collaboration opportunities for third sector organisations to address common issues or work in partnership. It will also develop existing communication tools like CVSR Newsletter, E-Briefings and Discussion Forums. The project will also act as a central point for the provision of information about the sector within the borough of Rochdale.

Policy Analysis & Strategy Development

The project will research local, regional and national policies affecting the sector, provide summaries for the sector and disseminate the information to organisations most likely to be affected. The project will also lead on the development and implementation of the borough's compact.

Provision of resource library

The project will establish a physical resource library and will develop electronic resources for the sector to access

Co-ordinate involvement of the sector in the Pride Partnership (Rochdale Borough's Local Strategic Partnership)

The project will develop and facilitate third sector thematic forums as follows:

Children & Young People's Forum

Housing & Environment Forum

Economic Forum

Health & Wellbeing Forum

Safer Communities Forum

Thriving Third Sector

These forums will link directly into the Pride Partnership's five thematic partnerships and will provide strong third sector representation and contribution to the achievement of national indicators for which the Pride Partnership is responsible. The project will also provide training, support for third sector representatives involved in the LSP thematic partnerships and will develop communication mechanisms to enable representatives to keep the wider sector informed about the work of the LSP thematic partnerships

VCS Forum Launch

On 26th January 50 representatives from third sector organisations within the borough of Rochdale joined us to support the formation of the third sector forums. The participants discussed the following:-

National Indicators for which the LSP thematic partnership is responsible and explored how a third sector thematic forum could demonstrate its contribution to those indicators

Terms of Reference - the participants discussed and agreed the purpose of each forum, potential membership, frequency of meetings and location.

Support needs – the participants looked at the support needs of the forums

Third sector representation on the LSP thematic partnerships – the participants discussed how members of the forums are going to represent the views of the forum and the wider sector on the LSP thematic and ensure that organisations not involved in the forums are kept up to date with partnerships, and what support the individual representative need in order to do this.

For more information about how you can become involved in the new third sector thematic forums, contact Umer Baleem – e-mail u.baleem@cvsr.org.uk

CVS Rochdale's Mission

To work with voluntary, community and faith sector organisations to enhance the quality of life for people within the Borough of Rochdale by promoting, supporting and developing voluntary and community sector activity.



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