

North and South Delivery Group – Meeting Notes

17 and 25 July 2018

- **Eligibility and Evidence Guidance** – Both groups were given a quick overview of the new document (version 5), including a summary of the changes. The document is available on the MOVE website, on the 'Participant' page.
- **Funding for Training Delivery** - The groups were informed that the MOVE project team were seeking out potential pots of funding for delivering training via the delivery groups and making use of existing skill sets with the BBO projects staff. Some of the ideas already received included supporting participants on the autistic spectrum, updates on benefits, and Universal Credit. A further suggestion was dealing with mental health issues. The project team will now evaluate the ideas and look to bring in training sessions.
- **Petty Cash Limits** – Attendees were reminded of the fact that petty cash transactions can only go up to a maximum limit of £50.00. If there is anything over that limit then the likelihood is that the transaction will be refused.
- **Participants induction pack** – The project team are putting together an induction pack for participants. Some of the things will be included because of the funder's requirements (e.g. a form for reporting fraud, GDPR privacy statement, info re financial support, permissions to share photos, and a case studies form). Partners in attendance thought this was a good idea and are looking forward to it being issued.
- **BBO Projects** – MOVE partners present were informed that the Financial Inclusion project has been brought to an end as the lead organisation, Community Foundation, made the decision to withdraw. There is still no information about any extension to the current round of BBO projects, but we remain hopeful and will inform partners if, and when we hear from the funders.
- **BBO Forms** – The partners were all reminded to certify all Annex N receipts and invoices as this is now a requirement of the funders. They are not currently asking for them to go back beyond this quarter, but be aware that it may come up if we get another audit. It might be worth going back through your documents in slow time and retrospectively certifying them, if they require it.

Partners were also reminded about the new entry and exit forms that have been in operation since 25 May – the project team will not accept any older versions. Just to remind partners as well that we don't need evidence of exit, as Annex J now acts as a self declaration. We will still Annex J to confirm that the exit has been within 4 weeks of the participant starting whatever it is that they have progressed into.

As regards benefits letters to prove that participants are in receipt of benefits, those on Universal Credit have to print from their online journal. There is an issue that this only has their name – there is NINo or address. Partners will probably have to get their proof of right to live and work in the UK (with the corresponding name). It might be that you will have to use the 'Alternative Credible Evidence' box in Part 4 of Annex H.

Exits with no outcome – because of a rule change, this can be applied retrospectively. We need partners to through files to look for signed Annex J that have no supporting evidence, as we can claim retrospectively for these as outcomes. Partners should speak with the Project Coord (Jennie Eaton) before putting the claim in. IT's really important that partners check out their files as some are behind their targets so this can help improve their stats.

Funders have asked us to be more specific on any spending we conduct on participants. We need to ensure that the participants sign to say that they understand that the spend is purely for ESF purposes, and the partner needs to give a strong justification as to why the purchase is being made.

- **Project updates** – Updates were given on the Boston pilot project with JCPD Boston, potential funds being sought for a Peer to Peer project, and the Military Veterans project.
- The MOVE project team have offered to support new members of partners' team with Aptem training, and requested to contact Les for further information.