



Minutes

Greater Lincolnshire MOVE Project

Delivery Group Meeting (North)

CLIP Market Rasen
19 October 2017
10.00-12.00

Attendees

First name	Surname	Email	Organisation
Jennie	Eaton	Jennie@voluntarycentreservices.org.uk	MOVE Team (JE)
Helen	Sutton	Helen@voluntarycentreservices.org.uk	MOVE Team (HS)
Ann	Hindley	ann@hindley.gn.apc.org	External Evaluation Team, Rose Regeneration (AH)
Alison	Braithwaite	alison.braithwaite@bishopg.ac.uk	Bishop Grosseteste University
Sophie	Connor	sophie@cliplearning.com	Clip Learning
Katie	Easey	katie@cliplearning.com	Clip Learning
Yvette	Foster	Yvette.foster@ageuklk.org.uk	Age UK
Dianne	Slapp	dianne@voluntarycentreservices.org.uk	VCS Lincoln
Carol	Campling	carol.campling@abbeyaccesstraining.co.uk	Abbey Access

Apologies

Peter	Hewson	peter@vanl.org.uk	VANEL
Francesca	Marritt	francesca.marritt@vanl.org.uk	VANL

- **Welcome and introductions:**

Jennie Eaton (JE) welcomed all attendees to the meeting and gave an overview of today's agenda. She also thanked CLIP for helping to organise this quarterly meeting.

- **Update on project activity this quarter:**

- We currently have 289 participants on the project, which is almost on target, but we have slightly more men than women on our books. We have managed to close the gap between employed and economically inactive to 169 to 120. There are 12 people from ethnic minorities, which is about half of the required numbers, and we have 120 participants with disabilities.
- Reprofiling is almost done and will be sent out in the very near future. The RAG report is slightly behind the drag curve, but we're endeavouring to get it done and dusted as soon as possible.
- Good news stories:

- JE explained that she's working closely with other BBO projects to standardise documents that will be used across all three projects. She is also seeking more guidance from the funders on progression and exiting clients from the project.
- There was a question about the length of time a participant can remain on the project. There is no set time, but partners were asked to use their own judgement. Post exit support can continue to be given, but no expenses can be claimed.
- In future, MOVE Delivery Group meetings will be opened up to members of the other BBO projects within the county.
- The MOVE team are looking at forming geographically based 'Cluster Groups' with the other projects. The aim is to work smartly and make use of local knowledge. It's intended that the 3 BBO projects will split responsibility for these groups, which will not be compulsory.
- JE will ask one of the other BBO Lead Partners to run a workshop on MWS for the benefit of the wider group, and asked that if anybody has an idea for subjects for workshops then to please let her or Les know.
- There is an ambition to set up a resource bank of forms etc that can help others. If you have something that might help, please let us know and we can begin to populate it.
- A request from the Internal Evaluator – there are many participants who do not have Participant Survey forms in their records. Can partners please try to get participants to fill these in as we need to report to the funders on distance travelled by your clients?
- HS explained about the participant file Audit Process – full audit followed by desktop audits at regular intervals, unless necessary to revisit.
- Participant expenses – we're seeing more use of expenses, which is encouraging. It is acknowledged that it is sometimes difficult. With regards to Annex N, please be more accurate in explaining why and what expenses are being paid for.

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- **Update on the Evaluation Process**

- There was a discussion on the contents of the Evaluation Report and the areas covered within the document.
- The Internal Evaluator will visit partners to seek views on BBO, MWS etc and how we can improve. The 'Cluster Groups' are as a result of suggestions made by partners.
- There was discussion about how participants might be more involved in shaping the project. The possibility of holding a 'participants' voice' event was discussed, as was involving them in the working groups to shape future bids. It is hoped that at some point the three BBO projects that are working closely together in Lincolnshire might be able to hold some form of awards event for past and present participants, and this might be used as an opportunity to gain some insight from participants.
- AH will shortly be starting another round of participant interviews, and would like there to be more focus on the progress of participants this year, as the project has matured. The possibilities of following up exited participants was also discussed, as a way of measuring sustained outcomes. The partners present identified how they could group together for evaluation interviews, so AH's time could be used more efficiently, either for group or one-to-one meetings with participants.

- **AOB:**

- Work is underway in the project management team for successor projects and new funding bids. It is envisaged that working groups will run in the new year to shape these bid ideas and get them ready to submit to potential funders.
- Future projects – the ideas for future projects is to place less emphasis on work and more about social integration etc. Suggestions made via the internal evaluation process include making outcomes more specific to partner's specialities. One suggestion was support for newly unemployed, with more tailored personal support and a tailored approach to getting people back to work.
- CLIP have funding to deliver functional skills in a number of areas of the county. Please contact CLIP for further information. Remember that MOVE can fund participants' travel expenses for such training.
- Thank you to CLIP for hosting the meeting ☺

- **Date of next Delivery Group Meeting (for MOVE, Steps Forward and Engagement Into Learning partners):** 10.00-12.00, ONGO Communities, Scunthorpe. (See Eventbrite invitation for details).