



Minutes

Greater Lincolnshire MOVE Project

Delivery Group Meeting (South)

Boston College
24 October 2017
10.00-12.00

Attendees

First name	Surname	Email	Organisation
Les	Davidson	les@voluntarycentreservices.org.uk	MOVE Team (LD)
Jennie	Eaton	Jennie@voluntarycentreservices.org.uk	MOVE Team (JE)
Julie	Pilkington	Julie@voluntarycentreservices.org.uk	MOVE Team (JP)
Donna	Garrard	Donna-ga@boston.ac.uk	Boston College
Katy	Roberts	katyr@bostonmayflower.org.uk	Boston Mayflower
Jackie	Elton	jackie.elton@communitylincs.com	Community Lincs
Audrey	Cook	Audrey.cook@frameworkha.org	Framework HA
Steph	Boyfield	steph@voluntarycentreservices.org.uk	VCS
Anzelika	Lorkievicz	Anzelika.lorkievicz@latcharity.org.uk	LAT
Suzanne	Willis	Suzanne.w@lincolnshirecvs.org.uk	Lincolnshire CVS
Caroline	Cakebread	Caroline.c@lincolnshirecvs.org.uk	Lincolnshire CVS
Jennifer	Jackson	JJackson@lincoln.ac.uk	University of Lincoln
Victoria	Herbert	yherbert@grantham.ac.uk	Grantham College
Vicky	Limb	Vicky@tayloritex.co.uk	TaylorITEX CIC

Apologies

Kayte	Howell	Kayte.howell@learning-communities.org.uk	Learning Communities
Liam	Parkman-Brown	lparkman@grantham.ac.uk	Grantham College
Dave	Vincent	Dave.vincent@lincsymca.co.uk	YMCA Lincolnshire
Mary	Hollis	mary@greensynergy.org.uk	Green Synergy

- **Welcome and introductions:**

Jennie Eaton (JE) welcomed all attendees to the meeting and gave an overview of today's agenda. She also thanked Donna Garrard, of Boston College, 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.

- Reprofitting 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:
 - Boston College – X is not diagnosed with autism, but has the traits. He came to BC on a traineeship, but then progressed to MOVE and took up a volunteer opportunity at Baytree. A job offer followed, but then X suffered from regression and underwent counselling. He is currently on work experience at Game in Spalding. Thanks received from parents.
 - Mayflower - Client with long term health and drugs issues was moved from ESA to JSA. Sought help from MOVE and achieved a level 1 qualification in drug counselling. Now seeking to work towards a level 2 award. Now much more positive and complimentary about Caille's work with him.
 - TaylorITEX – Man in his 50s with little education, but has done some volunteering. He checked out volunteering opps and, as he loves music, he tried Endeavour FM, but with no luck. Now volunteers at an Animal Rescue shop in Boston and the improvement has been amazing. In this organisation it's possible to work on getting formal training with a tutor, and this might lead to him getting a level 1 qualification. This opportunity has given him confidence and independence.
 - VCS – Y, in his 60s, has been with us for a year and has been registered blind for 3 years. Y is very confident and sees the positive in everything. He wants to work, but has had bad experiences with previous projects. MOVE has taken him on, giving him the opportunity to learn touch typing. We found matched funding to purchase a laptop and specific apps to support him. Working with other services and organisations (specifically ViTech Solutions) we have ensured that he now has all the necessary support.
 - Framework - Audrey Cook spoke of 2 clients, one of whom is working towards mentoring qualifications, with a long term aim of working with the Amy Winehouse foundation. The second has been helped into work, through the 'Wheels to Work project' and now has employment with a local company, which has increased his social interaction and personal confidence.
- 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 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 LD 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?
- JP explained about the 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.

- **Update on the Evaluation Process**

- There was a discussion on the contents of the Evaluation Report and the areas covered within the document. Jennifer Jackson asked partners to help arrange meetings with their clients in the future.
- A number of suggestions were made as to who Jennifer should liaise with:
 - Sleaford area – possibly Steph Boyfield
 - Boston area – possibly Katy Roberts or Caille Joyce
 - Grantham area – possibly Vicky Herbert
- 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.

- **AOB:**

- Progressions – following a query from a partner, it has been made clear that any participant who moves from one partner to another, will only be able to be claimed by the first partner.
- JE is looking at groundwork for follow-on projects from what we are currently delivering, so stand by for developments.
- The MOVE team are examining another way to move large sensitive and financial data around. QNS are looking to find a solution to problems involved in moving large files around on the internet. Partners will be informed when this solution is found.
- Future projects – the ideas for future projects is to place less emphasis on work and more about social integration etc. There might also be an aim to make 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.
- One partner asked a question about exiting participant without an outcome. LD/JE explained how this might be done.
- JP is also willing to visit partners to provide more support and explain about financial aspects of the project and finances for participants.
- CLIP have funding to deliver functional skills in the Sleaford, Spalding, Lincoln and coastal areas. Please contact CLIP for further information. Remember that MOVE can fund participants' travel expenses for such training.
- Thank you to Boston College for hosting the meeting ☺
- **Date of next Delivery Group Meeting (Combined):** 10.00-12.00 Tuesday 23 Jan, Community Lincs, Church Lane, Sleaford