



Minutes

Greater Lincolnshire MOVE Project

Q1 2017 Delivery Group Meeting (South)

Boston Mayflower, Boston
26th January 2017
10.00-12.00

Attendees

First name	Surname	Email	Organisation
Les	Davidson	les@voluntarycentreservices.org.uk	MOVE Team
Jennie	Eaton	Jennie@voluntarycentreservices.org.uk	MOVE Team
Donna	Garrard	Donna-ga@boston.ac.uk	Boston College
Tracy	Spikings	Tracy-s@boston.ac.uk	Boston College
Katy	Roberts	katyr@bostonmayflower.org.uk	Boston Mayflower
Janet	Bullivant	Janet.bullivant@childrenslinks.org.uk	Children's Links
Rita	Thompson	Rita.thompson@childrenslinks.org.uk	Children's Links
Sharon	Keeble	Sharon.keeble@communitylincs.com	Community Lincs
Jenny	Reynolds	Jenny.reynolds@communitylincs.com	Community Lincs
Audrey	Cook	Audrey.cook@frameworkha.org	Framework HA
Heidi	Fish	Heidi.fish@frameworkha.org	Framework HA
Ian	Birch	ian@greensynergy.org.uk	Green Synergy
Mary	Hollis	mary@greensynergy.org.uk	Green Synergy
Kayte	Howell	Kayte.howell@learning-communities.co.uk	Learning Communities
Suzanne	Willis	Suzanne.w@lincolnshirecvs.org.uk	Lincolnshire CVS
Caroline	Cakebread	Caroline.c@lincolnshirecvs.org.uk	Lincolnshire CVS
Travis	Clark	Travis.clark@seagullrecycling.org.uk	Seagull
Vicky	Limb	Vicky@tayloritex.co.uk	TaylorITEX CIC
Steph	Boyfield	steph@voluntarycentreservices.org.uk	VCS
Dave	Vincent	Dave.vincent@lincsymca.co.uk	YMCA Lincolnshire
Jennifer	Jackson	JJackson@lincoln.ac.uk	University of Lincoln

Apologies

Victoria	Herbert	vherbert@grantham.ac.uk	Grantham College
Graham	Potter	gpotter@grantham.ac.uk	Grantham College
Paul	Charles	Paul.charles@seagullrecycling.org.uk	Seagull Recycling
Gill	Collins	gill@sortified.com	Sortified

Focus: Raising awareness across the partnership of what everyone does and improving how we work together as a partnership

- **Welcome and introductions:** Jennie Eaton welcomed all attendees to the meeting and gave an overview of today's agenda. She also thanked Katy Roberts, of Boston Mayflower, for helping to organise this quarterly meeting.

- **Brief presentations were given by each partner organisation**, on what they deliver:
 - (a) As part of MOVE and
 - (b) Through other services/ projects that they are involved with.

As a result of these briefings, the MOVE Partners Client Support Guide will be updated (to include the briefings given by the North Group partners, and reissued (both on the website and via email).

- **Because of the length of time given over to briefings, we were unable to complete the agenda, and a number of items have been carried over to the next meeting. These were:**
 - How can we develop a 'plan B' for people who are ineligible for MOVE but who would still benefit from some employability training
 - How can we set up cross referral mechanisms between partners, to ensure that participants get the specialist support that they need.
- **Short update on project evaluation and overall progress towards our targets:**
 - We are presently 5% below our target numbers
 - Evidence can be photographed and uploaded onto the participants documents section on MWS
 - Version 2 Eligibility and Evidence Briefing was sent by email to MOVE partners on 16/01/2017, and is available on the MOVE website
 - Self declaration is now possible, but should be the absolute exception
 - It was noted that if the participant is registered with JCP, they may pay for participant to obtain a copy of their birth certificate
- **Brief chat from Jennifer Jackson, representing the University of Lincoln** (External Evaluator)
 - Jennifer Jackson will be evaluating the MOVE partners based in the south of Greater Lincolnshire
 - There will be regular feedback meetings between the external evaluators and the MOVE partners (at the end of each project year)
 - There will be participant group meetings for MOVE participants to attend to obtain their feedback on MOVE
 - There will be a requirement to see 10 participants from both North and South of the Greater Lincolnshire region
 - It was agreed that to engage participants, this was better done in a focused way, with perhaps lunch provided at one of the MOVE partners venues
 - Several partners suggested that it might be worth the external evaluators seeking advice from partners about which participants might be worth interviewing, and what sort of environment might be suitable for the interview. This was because the partners will have a better understanding of which participants might be more responsive. Telephone and skype were also mentioned as a medium for obtaining feedback, if meeting locations were a barrier to the participant
 - The ongoing evaluations, with responses from those questioned, will help to shape the course of the project as it moves forward
 - The questionnaire will be sent to the MOVE project team so that it can be sent out to partner for feedback on its content. The evaluation will both qualitative and quantitative
 - Jennifer will give a more in-depth briefing to partners at the next meeting, in April.
- **Any other business: None**

Date of next Delivery Group Meeting (North): 10.00-12.00 Tuesday 26 April, Grantham College, Grantham.
Eventbrite invitation to follow