

## Minutes

### Greater Lincolnshire MOVE Project

### Q3 2017 Delivery Group Meeting (South)

Grantham College, Grantham  
26<sup>th</sup> April 2017  
10.00-12.00

#### Attendees

First name	Surname	Email	Organisation
Les	Davidson	<a href="mailto:les@voluntarycentreservices.org.uk">les@voluntarycentreservices.org.uk</a>	MOVE Team
Jennie	Eaton	<a href="mailto:Jennie@voluntarycentreservices.org.uk">Jennie@voluntarycentreservices.org.uk</a>	MOVE Team
Donna	Garrard	<a href="mailto:Donna-ga@boston.ac.uk">Donna-ga@boston.ac.uk</a>	Boston College
Katy	Roberts	<a href="mailto:katyr@bostonmayflower.org.uk">katyr@bostonmayflower.org.uk</a>	Boston Mayflower
Chris	Thomas	<a href="mailto:Chris.thomas@childrenslinks.org.uk">Chris.thomas@childrenslinks.org.uk</a>	Children's Links
Sharon	Keeble	<a href="mailto:Sharon.keeble@communitylincs.co.uk">Sharon.keeble@communitylincs.co.uk</a>	Community Lincs
Jackie	Elton	<a href="mailto:Jenny.reynolds@communitylincs.co.uk">Jenny.reynolds@communitylincs.co.uk</a>	Community Lincs
Audrey	Cook	<a href="mailto:Audrey.cook@frameworkha.org">Audrey.cook@frameworkha.org</a>	Framework HA
Kayte	Howell	<a href="mailto:Kayte.howell@learning-communities.co.uk">Kayte.howell@learning-communities.co.uk</a>	Learning Communities
Suzanne	Willis	<a href="mailto:Suzanne.w@lincolnshirecvs.org.uk">Suzanne.w@lincolnshirecvs.org.uk</a>	Lincolnshire CVS
Caroline	Cakebread	<a href="mailto:Caroline.c@lincolnshirecvs.org.uk">Caroline.c@lincolnshirecvs.org.uk</a>	Lincolnshire CVS
Travis	Clark	<a href="mailto:Travis.clark@seagullrecycling.org.uk">Travis.clark@seagullrecycling.org.uk</a>	Seagull
Jennifer	Jackson	<a href="mailto:JJackson@lincoln.ac.uk">JJackson@lincoln.ac.uk</a>	University of Lincoln
Gill	Collins	<a href="mailto:gill@sortified.com">gill@sortified.com</a>	Sortified
Victoria	Herbert	<a href="mailto:vherbert@grantham.ac.uk">vherbert@grantham.ac.uk</a>	Grantham College
Vicky	Limb	<a href="mailto:Vicky@tayloritex.co.uk">Vicky@tayloritex.co.uk</a>	TaylorITEX CIC

#### Apologies

Julie	Pilkington	<a href="mailto:julie@voluntarycentreservices.org.uk">julie@voluntarycentreservices.org.uk</a>	MOVE Team
Steph	Boyfield	<a href="mailto:steph@voluntarycentreservices.org.uk">steph@voluntarycentreservices.org.uk</a>	VCS
Dave	Vincent	<a href="mailto:Dave.vincent@lincsymca.co.uk">Dave.vincent@lincsymca.co.uk</a>	YMCA Lincolnshire
Anzelika	Lorkievicz	<a href="mailto:anzelika.lorkievicz@latcharity.org.uk">anzelika.lorkievicz@latcharity.org.uk</a>	LAT
Mary	Hollis	<a href="mailto:mary@greensynergy.org.uk">mary@greensynergy.org.uk</a>	Green Synergy

- **Welcome and introductions:**

Jennie Eaton welcomed all attendees to the meeting and gave an overview of today's agenda. She also thanked Victoria Herbert, of Grantham College, for helping to organise this quarterly meeting.

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

- The project is doing quite well, but there are still some issues with records not being correctly completed, thus they are not eligible for being counted in the quarterly reports.
- Targets are generally being met; although it is believed that there is some misunderstanding over the terms 'economically inactive' and 'unemployed', which leads to misreporting and

apparently not reaching targets for 'economically inactive'. Jennie explained what partners should be looking for to better reflect the two, and thus more accurately reflect our client's status.

- It's also been noticed that we're under target on recruiting clients who are classified as 'disabled'. This might be due to clients not wishing to be classified as such.
- We are overachieving on our targets for minority ethnic groups, which is good news.
- Jenny thanked the groups for the noticeable improvement in record keeping, but stressed that we need to keep on top of the data input, as the funders are requesting 5 x random records per quarter for inspection. They have picked up on a small number of faults, which we have had to spend time on rectifying with the partners. This could mean that payment to a partner is delayed, or even deferred, so don't let this happen to you.
- There has been an underspend this quarter, but much less than previous quarters. She advised partners on things that they should claim for, and how to claim.

- **External Evaluator:**

- Jennifer Jackson asked the group about the main routes for referrals, which drew a number of responses from the group.
- There was also a discussion on how Job Centres are dealing with the MOVE Project, or not, as the case is with some centres.
- A general discussion was also held on county transport issues, childcare, and timescale variances for participants.

Jennifer's notes can be seen at Annex A.

- **Future Activity by the MOVE Team:**

- Jennie Eaton explained that both Kate McGibbon and Les Davidson will begin to visit partners with a view to reviewing all their MOVE files, to help keep them up to date. Partners are urged to use these visits to clear up any misunderstandings, and to help get a better understanding of MWS.
- Some partners may be requested to spread their wings to take in more of the territory that they said that they would in the initial agreements.
- Jennie will be producing RAG (red, amber, green) reports to highlight successes, potential shortfalls and areas for improvement. These are designed to help partners concentrate on those records that have gaps in them, or do not have sufficient supporting evidence.
- District clusters – Jennie spoke of setting up district clusters, helping to make partners to work in a 'smarter' way. They will be looking at training etc, and make use of smarter ways of communicating, through working groups, Skype, teleconferencing etc.
- The internal evaluator, Caty Collier, will shortly be contacting groups to discuss management and support of partners.

- **Sharing Learning Event:**

- The event will take place 27 June 2017 at the Showroom in Lincoln.
- The morning session will centre on evaluation of the project, and will involve all partners.
- The afternoon session will have other BBO projects present, so that MOVE partners can listen and learn from their experiences.

- **Combined Delivery Group Meeting – July:**

- Les gave an update on plans so far. We hope to have speakers from Sustrans, the LCVS Health team, Green Synergy, and we are awaiting confirmation from a national concern to speak on corporate social responsibility. The Lincolnshire Co-Op have agreed to sponsor food for the meeting, and we also hope to have representatives of the media present to capture the day's activities.

- **Self Declarations:**

- The funders have adopted a slightly relaxed approach on self declarations, but partners must show that they have done everything possible, and tried all avenues to avoid using this process. However, we should not be putting up barriers to clients, some of whom will be from the groups most requiring our help. If you have to make use of a self declaration, please attempt to get another section of your organisation, or a staff member not involved in

the project, to complete the declaration. Remember, this route is only to be used as the last resort.

- **AOB:**

- There was a question about clients not using MWS. Jennie informed the group that this is not a problem, we understand that clients will not want to use IT for a variety of reasons
- Evaluation forms – if you have early starters that are still on the project, could you please have them complete a form, to capture their thoughts on how are at their mid-way point through MOVE.

**Date of next Delivery Group Meeting (Combined):** 9.30am - 3.00pm Wednesday 17 July, ECO Centre Skegness (with Seagull Recycling)

External Evaluator Notes - MOVE Delivery Meeting – 26 April Grantham

Discussion on Referrals

What is the main route for referrals?

- Boston Mayflower – tenants/probation/ partnerships
- Framework – Service users and P3 housing support organisations. Most participants have tenancies issues/background of homelessness etc
- Grantham college – Children’s Centres links with – single parents etc, Job Centre
- Learning Communities – mostly participants from previous ESF projects with organisation and connections with project worker
- Seagull Recycling – Shaw Trust, Aegis. some from other ESF projects cross-over
- Sortified – Referrals through carers’ organisations/carers
- Tayloritex – Job Centre and Local partners
- Community Lincs more difficulty in getting referrals – now targeting specifically women who want to start up their own business – ie women with younger children

Referrals from Job Centres –

- Work coaches not always having sufficient information/understanding of projects
- Often there is no consistency in who you liaise with – different person every time
- Can be impersonal with the agenda/tick boxes important focus
- Not uniform approach and responses – some Job Centres are very helpful and not part of a tick-box culture ie Boston very good but they have a low level of unemployment and have more time. Others ie Skegness ability to help can vary with seasonal effects on employment.

General Discussion

- Transport big issue – consideration of paying for driving licences/theory tests. Any help has to be sustainable
- Sustainable changes for participants – ie support for childcare during project – but consideration still of childcare barriers once they finish – long summer holidays etc
- Wider range of timescales given for help in projects - support often given beyond contact sessions ie telephone and e-mail. The balance between supporting participants sufficiently to ‘move’ on and potential dependence on projects – more use of clusters/partnerships to refer participants to other projects/recognition of need – ie Boston cluster.