



## Minutes

### Greater Lincolnshire MOVE Project

### Q1 2017 Delivery Group Meeting (North)

The Engine House, Marshall's Yard, Gainsborough DN21 2NA  
17<sup>th</sup> January 2017  
09:30 – 11:30

#### Attendees

**First name**      **Surname**      **Email**      **Organisation**

Heather	Arnatt	<a href="mailto:heather@voluntarycentreservices.org.uk">heather@voluntarycentreservices.org.uk</a>	VCS West Lindsey
Angela	Barker	<a href="mailto:angela@vanel.org.uk">angela@vanel.org.uk</a>	VANEL
Sarah	Belcher	<a href="mailto:sarah.belcher@latcharity.org.uk">sarah.belcher@latcharity.org.uk</a>	Lincolnshire Action Trust
Alison	Braithwaite	<a href="mailto:alison.braithwaite@bishopg.ac.uk">alison.braithwaite@bishopg.ac.uk</a>	Bishop Grosseteste University
Carol	Campling	<a href="mailto:Carole.campling@abbeyaccesstraining.co.uk">Carole.campling@abbeyaccesstraining.co.uk</a>	Abbey Access Training
Emma	Cim	<a href="mailto:emma.cim@ongo.co.uk">emma.cim@ongo.co.uk</a>	Ongo Communities
Katie	Easey	<a href="mailto:katie@cliplearning.com">katie@cliplearning.com</a>	Clip Learning
Jennie	Eaton	<a href="mailto:jennie@voluntarycentreservices.org.uk">jennie@voluntarycentreservices.org.uk</a>	MOVE
Peter	Hewson	<a href="mailto:peter@vanel.org.uk">peter@vanel.org.uk</a>	VANEL
Angela	Lockett	<a href="mailto:angela.lockett@vanl.org.uk">angela.lockett@vanl.org.uk</a>	VANL
Kate	McGibbon	<a href="mailto:kate@voluntarycentreservices.org.uk">kate@voluntarycentreservices.org.uk</a>	MOVE
Dianne	Slapp	<a href="mailto:dianne@voluntarycentreservices.org.uk">dianne@voluntarycentreservices.org.uk</a>	VCS
Debbie	Stacey	<a href="mailto:debbie@riverside-training.org.uk">debbie@riverside-training.org.uk</a>	Riverside Training
Jane	Warman	<a href="mailto:jane.warman@ageuklk.org.uk">jane.warman@ageuklk.org.uk</a>	Age UK LK
Ann	Hindley	<a href="mailto:ann@hindley.gn.apc.org">ann@hindley.gn.apc.org</a>	Rose Regeneration

**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.
- **5 minute 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 in

**VCS: Heather Arnatt and Dianne Slapp**

VCS services include:

- Support to community and voluntary groups, clubs and other organisations that operate wholly or mainly for community benefit, which includes free advice, information and resources.
- Advice and training on all aspects of managing and supporting volunteers
- Working with volunteers: There are volunteer centres in Gainsborough, Lincoln and North Kesteven, which are one-stop shops for volunteer recruitment. There are also volunteering access points in Market Rasen, Caistor and Saxilby.
- Access to disclosures via the Disclosure and Barring Service (DBS)
- Training courses and local networking events
- MOVE clients are often identified by volunteer advisors and then triaged either into the MOVE project or other more suitable projects.
- Other projects besides MOVE include:
  - **Talent Match:** Talent Match is a Big Lottery Fund project managed by The Prince's Trust that helps young people aged 18 to 24 who are out of work for more than 12 months. By providing collective support from a range of local organisations including employers, education providers and others, Talent Match helps young people get the skills and confidence they need to get back into work, education or training.
  - **The Network:** This is a one-stop shop for young people (aged 16-24) in Lincoln, looking for advice on work, education, training or support. It is based on the ground floor within City Hall, Lincoln.

**VANEL: Peter Hewson and Angela Barker**

- Part of the Voluntary Centres Lincolnshire network, VANEL's main activities are the provision of organisational development services to voluntary and community groups, development of best practice and a volunteer brokerage service for groups, public sector and volunteers.
- VANEL works closely with job centres, the probation service and mental health services to assist their clients via volunteering pathways back to work.
- Other services include supporting NEET young people to secure paid work in voluntary and community groups, IAG and training
- They deliver the Lincolnshire Volunteer card training
- They are a membership based organisation

**VANL: Angela Lockett**

- Also part of the Voluntary Centres Lincolnshire network.
- Their services are similar to those of VANEL
- The Lincolnshire Volunteer Card training has worked well with MOVE participants
- They presently have 6 active participants, and focus on personal development through volunteering, training and education

**Lincolnshire Action Trust: Sarah Belcher**

- Lincolnshire Action Trust offers a range of training opportunities and employment support to prepare people for their release. Additional key services are also offered to their families and dependents, both during their time in prison and following their release.
- Lincolnshire Action Trust has a team of staff working in the court cells at Lincoln District Magistrates Court and on a call out basis to Lincoln Crown Court. This is the SPARC (Supporting People After Remand or Conviction) Project. They offer a support program to the offender whilst in prison, and an information support scheme to their family and friends if requested.

- Sova CFO3 Mentoring East Midlands Project find, train and support volunteer mentors across Lincolnshire, to help adult offenders (aged 16 years and above) move towards social inclusion and mainstream provision by addressing their multiple barriers. They support those who are serving custodial sentences, on remand, on release from prison or serving their sentence in the community or serving a community order.
- FIRST (Children and families: Information, Advice and Guidance), are the point of contact for family and friends and offer a welcoming place for any visitors, by providing emotional and practical support. They offer support by making referrals and contacting other agencies with any family or children issues.
- MOVE is available to family and friends of the offender, offering employment support.
- Please click on this link to view LAT featured on BBC Children In Need 2016  
<http://latcharity.org.uk/lats-purple-people-featured-on-bbc-children-in-need-appeal/>

#### **CLIP Learning: Katie Easey**

- CLIP has 3 learning centres in Gainsborough, Market Rasen and Mablethorpe
- They offer a range of courses that are subsidised, (concessions are available in certain cases) including:
  - English and Maths
  - Vocational Courses (Accredited)
  - Community Learning (Non-Accredited)
  - Learning Minds Courses (for people who have experienced mental health problems)
- CLIP's FLARE program offers a combination of vocational learning, personal and social development and functional skills (English, Maths and ICT.) for learners aged 16 and over who wish to progress to FE college to follow a vocational programme, progress to employment, progress to an apprenticeship and/or develop skills for future independence
- They run a successful Healthy Minds support group, whom have set up a Sunday lunch club between themselves

#### **Age UK: Jane Warman**

- Age UK Lincoln and Kesteven Head Office and activity centre are in Park Street, Lincoln
- Their services and support include:
  - Personal care
  - Help in the home
  - Technical support
  - Information and advice
  - Befriending
  - Volunteering department: volunteering opportunities across a variety of their services (available from age 16yrs with no upper age limit)
- MOVE signpost their participants into volunteering opportunities when applicable, and offer a PDP plan, further training opportunities and training on interview techniques through their HR department
- Many of their MOVE referrals have come through the Job Centre

#### **Bishop Grosseteste University: Alison Braithwaite**

- BGU offer Humanities, Education, Community and Social Work degrees
- BG Futures: Opened in 2007, this business and enterprise hub was a pilot project created and funded via the Higher Education Innovation Fund. Having enjoyed major success and more demand than availability, the University took the next step and secured funding to develop the building from a 5 unit, 1 meeting room, small scale business and enterprise facility to a two-storey, 15 unit business and enterprise hub with 3 state of the art conference rooms. The Business Development Office is now co-located within BG Futures who aim to develop enterprising students, staff and alumni seeking to further their business ideas. For more information please click here  
<http://www.bishopg.ac.uk/campus/bgfutures/Pages/default.aspx#sthash.oG8NCdrf.dpuf>
- MOVE was an opportunity to offer their skills and experience to a different mix of clients. Support is offered through careers, advice and guidance, employability skills, psychometric testing, coaching and mentoring, business start up support and in-depth personal support.
- MOVE referrals have come from the Job Centre, self referrals and the Forces Support Association

#### **Riverside Training: Debbie Stacey**

- Riverside Training offers a wide range of learning and advice from free introductory course, work related qualifications, leisure courses and social and skills groups.

- Pathway to Wellness is a programme which provides advice and support for people who have had or are currently experiencing mental health issues.
- The Traineeship programme (aged 16-24yrs) gives young people an opportunity to gain real work experience. 1 day of the program is classroom based with help with Maths and English and preparing for work, as well as 2-3 days on the job experience within a wide range of trades including administration, retail, customer service and labouring.
- MOVE is a different project for Riverside Training in that the route that each participant takes is so individual to that person
- It was clarified that persons accessing their services can live in any area (not just Gainsborough)

### **Abbey Access Training: Carole Campling**

- Supported Employment Skills Programme: Abbey Access runs a Job Club which has been successful in helping people gain employment (2000 people +) Participants are taught: how to put a CV together to get the employers attention, how to write a covering letter, interview techniques, telephone techniques, how to complete a successful application form and writing speculative letters
- They run courses such as First Aid, Manual Handling, Fire Safety, CSCS Cards, Food Hygiene, COSHH, Safeguarding and many more to increase employability
- Abbey Access Training has recently been successful in gaining funding from the Aviva Community fund to help them buy new equipment to re-open their Arboretum Cafe. This café has now reopened and also provides a training facility for catering related skills
- MOVE: 5 participants registered on MWS, of which 2 have already moved on into employment, and 1 into further education



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COMMUNITIES PRESE

### **Ongo Communities: Emma Cim**

- Please click above to see presentation
- Please click above to see Ongo training leaflet (If other partners wish to refer one of their MOVE participants to any of the training run by Ongo they can email [emma.cim@ongo.co.uk](mailto:emma.cim@ongo.co.uk) )
- **How can we set up cross-referral mechanisms between partners, to ensure that participants get the specialist support that they need**
  - Jennie Eaton informed the attendees that a referral option would be made available on MWS to track this activity. This would be evidenced by uploading a copy of the referral email sent, onto the participants documents section (Action: Jennie Eaton to liaise with MWS)
  - There will be a MOVE Directory of Services of all the 24 partner organisations rewritten and made available on the MOVE website (Action: Kate McGibbon and Les Davidson)
  - Any participants referred to Ongo Communities would have to register on their employment program
  - Any costs (including travel costs) would be invoiced to the MOVE partner who originally registered the referred participant on MWS
  - It is possible to transfer participants completely from one MOVE partner organisation to another, if it is deemed more applicable to that participant
  - It was noted that DWP have many centres across Greater Lincolnshire, and that they need some guidance as to which MOVE partner would be the most appropriate to refer potential participants to (Action: Jennie Eaton to meet with DWPs and discuss)
- **How can we develop a 'plan B' for people who are ineligible for MOVE but who would still benefit from some employability training**
  - It was agreed that a triage approach is often required in the advice and guidance of potential MOVE participants
- **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

- There are 2 MWS training sessions taking place on-line the 19<sup>th</sup> and 24<sup>th</sup> January (these will be recorded and available to view afterwards) covering the following features:
  - Outcomes
  - CRM- Organisations/Participants/Activities/My Calendar
  - Job Suggestion
  - Additional features on request
  
- **Talk with Ann Hindley from Rose Regeneration (External Evaluator)**
  - Contact details for the Rose Regeneration team will be available on the MOVE website (Action Kate McGibbon/Les Davidson)
  - Ann Hindley is based in north Lincolnshire and will be evaluating the MOVE partners based in the North of Greater Lincolnshire, including Lincoln and Gainsborough
  - Jennifer Jackson will be evaluating the MOVE partners based in the South of Greater Lincolnshire
  - They both work together with Liz Price, a Senior Research Fellow in the Enterprise Research and Development Unit at Lincoln Business School. She has expertise in data analysis and modelling, survey and interview consultation, and use of geographical information systems.
  - There will be regular feedback meetings between the external evaluators and the MOVE partners (at the end of each project year)
  - There will be sub 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
    - Liz Price is presently putting this through an ethics evaluation at Lincoln University to ensure that there is informed consent with participants
    - It was agreed that a steering group meeting at a central point suitable for several MOVE partners would be the best suited for the evaluators to meet MOVE participants
    - Abbey Access Training café was suggested as a suitable venue for MOVE partners in and near to Lincoln
    - Gainsborough was suggested as a good location for VCS, Riverside Training and CLIP Learning
    - LAT informed Ann Hindley that due to many clients already travelling long distances to the prison, it would be better for them to hold these meetings at their FIRST Centre
    - Scunthorpe was suggested as a good location for VANL and Ongo Communities
    - Telephone and skype were also mentioned as a medium for obtaining feedback, if meeting locations were a barrier to the participant
    - Which participants do the evaluators want to talk to?
      - Those that are willing
      - A split between Economically Inactive and Unemployed
      - Those that have moved on can be spoken to by telephone
    - The time scale for these meetings is between now and June 2017
    - What questions would be useful to ask?
      - How can MOVE help participants further?
      - What would the participants have done if MOVE didn't exist?
      - Encourage stories as well as statistics
      - Who else is the participant actively working with?
      - How have they found their engagement with MWS?
      - What has made this program different to others they have participated in?
      - Has the process of referral to other MOVE partners worked?
      - Capture the participant's attitude to the program being voluntary
      - What was their trigger point to wanting to enrol on the MOVE program
    - Action: Share MOVE partners contact list with Ann Hindley (Kate McGibbon)
    - The evaluators will require evidence of the MOVE partners working together
    - The next Delivery Group Meeting will have the topic of Evaluation as the first half of the Agenda
  
- **Any other business: None**
  
- **Date of next Delivery Group Meeting (North):** Wednesday 19/04/2017, Ongo Communities, Meridian House, Normanby Rd, Scunthorpe DN15 8QZ (10:00-12:00) Eventbrite invitation to follow