



Minutes of Greater Lincolnshire MOVE Project Board Meeting

Wednesday 06 December 2017, The Showroom, Tritton Road,
Lincoln, LN6 7QY, 9:30-11:30

Attendees

First name	Surname	Email	Organisation
Ben	Barley	ben@voluntarycentreservices.org.uk	MOVE
Jen	Eaton	jennie@voluntarycentreservices.org.uk	MOVE
Alison	Braithwaite	alison.braithwaite@bishopg.ac.uk	Bishop Grosseteste University
Ruth	Copleston	Ruth.c@lincolnshirecvs.org.uk	LCVS
John	Manton	john.manton@ymca-humber.com	YMCA Humber
Caty	Collier	caty@voluntarycentreservices.org.uk	VCS
Les	Davidson	les@voluntarycentreservices.org.uk	MOVE
Julie	Mitchell	julie@tayloritex.co.uk	Taylor ITEX CIC
Richard	Collins	richard@sortified.com	Sortified CIC
Damon	Parkinson	damon.parkinson@riverside-training.org.uk	Riverside Training
Alison	Goddard	Alison.goddard@latcharity.org.uk	LAT
Amanda	Sowerby	Amanda.sowerby@ageuklk.org.uk	Age UK LK
Heidi	Fish	heidi.fish@frameworkha.org	Framework Housing

Dave	Hallam	Dave.hallam@frameworkha.org	Framework Housing
Elaine	Ward	Elaine.ward@learning-communities.co.uk	Learning Communities
Rebecca	Clark	Rebecc-c@boston.ac.uk	Boston College
Katy	Roberts	katyr@bostonmayflower.org.uk	Boston Mayflower
Lauren	Mumby	Lauren.mumby@latcharity.org.uk	LAT
Aaron	Hodgson	ahodgson@grantham.ac.uk	Grantham College
Theresa	Salisbury	Theresa@cliplearning.com	CLIP
Emma	Cim	Emma.cim@ongo.co.uk	ONGO
Apologies Received			
Dave	Vincent	dave.vincent@lincsymca.co.uk	YMCA Lincoln
			VANL
			VANEL
			Children's Links
Ivan	Annibal	Ivan.annibal@roseregeneration.co.uk	Rose Regeneration

- Welcome and Introductions:** Ben Barley welcomed all attendees to the Greater Lincolnshire MOVE Project Board Meeting.
- Progress Report:** (see previously sent Highlight Report Q6)
Ben Barley gave an overview of the last quarter's Progress Report:
 - Overall, the numbers on the project are generally good, but minor discrepancies are stopping us from claiming for all the clients on the project (306 on the database, but only 289 claimed for). Partners are urged to run the MWS report each month and this should catch the errors before the quarter's end.
 - There is a gap in the male/female split and, while not concerning at the moment, it is something that the partnership should be aware of
 - We still have a gap between those classified as long term unemployed and those as economically inactive. However, as partners are becoming more adept at identifying the differences, this gap is beginning to close.

- We are over achieving on our numbers for participants over 50, for those with disabilities, and BME participants. However, we are down on outcomes and progressions.
- The focus for the next quarter will involve:
 - The proper use of logos and branding. Funders have stated that they will be checking that logos are of the correct size etc, so please ensure that your paperwork is up to scratch and complies with the funders' requirements.
 - Needs Assessments. These have been patchy amongst partners and we'll be putting together a checklist that shows how the assessments should be carried out
- Outcomes. The project is behind on the schedule for outcomes. This is because we have found that there are participants who need support, but also because of changing and unclear advice from the funders.
 - The Chair answered questions from both Sortified and Boston Mayflower about the idiosyncrasies of the system and the 4 week rule in particular. There was a feeling amongst the board that the 4 week rule was against the ethos of the BBO project and its aims. The Chair has been in contact with the funders about the guidance on outcomes and it appears that the 4 week rule is not an EU requirement, but one from Big Lottery. The Chair will continue to raise concerns with the Big Lottery and highlight the problems using case studies.

3. Reporting and Monitoring:

- Points from the BL audit at the end of Aug:
 - Expenditure check – mainly minor points and we expect that the majority of files checked should be passed.
 - Concern expressed about logos and branding – partners are again urged to ensure compliance with the funders' requirements.
 - Hourly rate calculations should be checked for accuracy. There are still errors creeping into some partners' spreadsheets.
 - Timesheets must be signed by the project worker, and also countersigned by a line manager. In addition, more detail is needed to explain the working time claimed for.
 - Timesheets for staff working full time on BBO but two separate projects - need to be completed, but they don't need to be calculated using the 1720 scale.
 - Defrayal evidence – we need full defrayal evidence to be submitted, or the paperwork cannot be included in the quarterly report.
 - Defrayal of petty cash – evidence needs to be provided showing that the petty cash is topped up directly from the bank account receiving the BBO grant.
 - Finally- you must check that all the necessary evidence is included when forwarding it to the BBO finance team.

4. Evaluation Update:

- The Internal Evaluation (aka Distance Travelled and Participant Survey) forms are an important part of the journey made by the participant. So far, at the end of the last quarter we have seen only 9 Pt 1 with accompanying Pt2 forms. While this isn't a lot, the measurements taken were enough to show that the project is making an impact

as they reflect an increase in the quality of life of the participants. Next quarter's report may show a difference as more participants begin to leave the project.

- The Internal Evaluator will contact organisations as necessary to clarify points, and to thank them for their input. Please call the evaluator should you have any concerns or queries about how to complete the forms. A request was put out to the partners that they try to complete mid-point Pt1 forms.
- The next round of visits to partners will begin in the New Year, who will contact organisation to arrange dates, times etc.
- External evaluation has been focusing mainly on participant feedback and statistics analysis. Reports will be issued as they are compiled.

5. **Cross Cutting Themes:**

- The sustainable Development questionnaire has been sent out to all partners, with a request for it to be completed and returned by the time the Christmas break starts. Those partners who are participating in the other Lincolnshire BBO Projects will only have to complete this form once and send it to the coordinator of each project.

6. **Ideas for successor projects:**

- In January we will be better informed about any possible further spending for ESF projects (it is possible that they will commit to a second round of BBO projects for Lincolnshire). We may have to bid for future projects with matched funding, so looking for suitable funds will be at the forefront for any bid teams.
- We need to think of follow-on projects to succeed BBO projects. We need to identify any groups that are missing from current projects
- Early next year, JE will be setting up working groups to discuss future projects, where issues to be discussed will include potential leads, and the needs of clients etc.
- Already identified are the requirements of a MOVE 'shed' type project aimed at ex-military personnel, and also a MOVE-type project aimed at supporting families.
- Partners' ideas included:
 - We are not currently able to support people in work (under MOVE). This is an area that might be addressed. (from Boston Mayflower)
 - Currently, there is a massive gap in the support mechanism for young carers of people with autism. They fall between the gaps and are not being picked up by established services (Sortified)
 - There are many 16-18 year olds who are not eligible for mainstream employability projects, so what can we do for them?
 - Examine the types of support that we might be able to provide for the travelling community.
 - Those with learning disabilities have nothing to help them get into employment. Many people are unaware of the help or the projects that are within the county.
 - We could look at the 18-24 age group, where there are significant numbers who could benefit from help.
 - Many over-50s are unemployed, but they still have much to offer and may benefit from a project to help them showcase their skills and move back into work. Also, support for the over-50s with mental health problems?
 - Could we provide support for those who are moving from ESA to JSA, which can be quite stressful and bewildering for many.

- We must sure not to attempt to duplicate other activities – could lead to loss of funding etc – but we must be disciplined when targeting groups or subjects. There could be a crossover of project funders and eligibility issues to be aware of.
- JE will be looking to consolidate ideas and arrange for a series of working groups for potential interested partners to be held in the new year
- JE posed the question as to how we might be able to measure quality and define success. Partners were unanimous in agreeing that participant stories and reports on the outcomes (soft and hard) and effects on clients. The internal evaluator, Caty Collier) has volunteered to work with partners to produce good quality case studies, whether they are positive or otherwise.

7. AOB

- The first of the Cluster Groups have been held, in the Lincoln and Boston and S Holland areas, and have proved successful. Partners are urged to look out for future sessions. They are organised on a geographical basis and are designed to share best practices, pass on experience and knowledge etc, all in an informal, non-minuted manner. They are for frontline delivery staff, who can let us know what's worked and what hasn't.
- CLIP are holding Functional Skills Information sessions in Lincoln and Sleaford to gauge the level of interest in L1-3 English and Maths. Lincoln sessions were to be held at Abbey Access, 07 and 14 December, between 2.00-5.00pm. Sleaford sessions have been arranged for 10 and 17 January, in The Source on Southgate, between 09.30- 12.00. CLIP has stated that, in order to make the session viable, the class sizes should be a minimum of 10 students.
- The date for the next meeting is set for Tuesday 06 Mar 2018, to be held at The Showroom, Tritton Road, Lincoln, between 09.30-11.30