



**Minutes of Greater Lincolnshire MOVE Project Board Meeting**  
 Wednesday 06 Mar 2018, The Showroom, Tritton Road, Lincoln,  
 LN6 7QY, 9:30-11:30

**Attendees**

First name	Surname	Email	Organisation
Ben	Barley	<a href="mailto:ben@voluntarycentreservices.org.uk">ben@voluntarycentreservices.org.uk</a>	MOVE
Jen	Eaton	<a href="mailto:jennie@voluntarycentreservices.org.uk">jennie@voluntarycentreservices.org.uk</a>	MOVE
Alison	Braithwaite	<a href="mailto:alison.braithwaite@bishopg.ac.uk">alison.braithwaite@bishopg.ac.uk</a>	Bishop Grosseteste University
Les	Davidson	<a href="mailto:les@voluntarycentreservices.org.uk">les@voluntarycentreservices.org.uk</a>	MOVE
Julie	Mitchell	<a href="mailto:julie@tayloritex.co.uk">julie@tayloritex.co.uk</a>	Taylor ITEX CIC
Richard	Collins	<a href="mailto:richard@sortified.com">richard@sortified.com</a>	Sortified CIC
Damon	Parkinson	<a href="mailto:damon.parkinson@riverside-training.org.uk">damon.parkinson@riverside-training.org.uk</a>	Riverside Training
Christina	Hall	<a href="mailto:Christina.hall@latcharity.org.uk">Christina.hall@latcharity.org.uk</a>	LAT
Amanda	Sowerby	<a href="mailto:Amanda.sowerby@ageuklk.org.uk">Amanda.sowerby@ageuklk.org.uk</a>	Age UK LK
Dave	Hallam	<a href="mailto:Dave.hallam@frameworkha.org">Dave.hallam@frameworkha.org</a>	Framework Housing
Elaine	Ward	<a href="mailto:Elaine.ward@learning-communities.co.uk">Elaine.ward@learning-communities.co.uk</a>	Learning Communities
Rebecca	Clark	<a href="mailto:Rebecc-c@boston.ac.uk">Rebecc-c@boston.ac.uk</a>	Boston College
Katy	Roberts	<a href="mailto:katyr@bostonmayflower.org.uk">katyr@bostonmayflower.org.uk</a>	Boston Mayflower
Lauren	Mumby	<a href="mailto:Lauren.mumby@latcharity.org.uk">Lauren.mumby@latcharity.org.uk</a>	LAT

Aaron	Hodgson	<a href="mailto:ahodgson@grantham.ac.uk">ahodgson@grantham.ac.uk</a>	Grantham College
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Gail	Dunn	<a href="mailto:Gail.Dunn@abbeyaccessstraining.co.uk">Gail.Dunn@abbeyaccessstraining.co.uk</a>	Abbey Access
Annamarie	Burgess	<a href="mailto:Annamarie.Burgess@childrenslinks.org.uk">Annamarie.Burgess@childrenslinks.org.uk</a>	Childrens Links
Dave	Vincent	<a href="mailto:Dave.Vincent@lincsymca.co.uk">Dave.Vincent@lincsymca.co.uk</a>	YMCA Lincoln
Chris	Johnson	<a href="mailto:chris.j@lincolnshirecvs.org.uk">chris.j@lincolnshirecvs.org.uk</a>	LCVS
<b>Apologies Received</b>			
Carol	Phillips	<a href="mailto:carole.phillips@vanl.org.uk">carole.phillips@vanl.org.uk</a>	VANL
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Caty	Collier	<a href="mailto:caty@voluntarycentreservices.org.uk">caty@voluntarycentreservices.org.uk</a>	VCS
Ivan	Annibal	<a href="mailto:Ivan.annibal@roseregeneration.co.uk">Ivan.annibal@roseregeneration.co.uk</a>	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 Q7)  
Ben Barley gave an overview of the last quarter's Progress Report:
  - Jennie Eaton gave an explanation of some of the contents of the report
    - There has been a noticeable lack of quality control on the marketing element of partners output. More emphasis has to be placed on the use of logos and compliance with marketing guidance (as given in the document on the MOVE website).
    - Quarterly reporting submissions on the spreadsheets are patchy, partners are requested to make more timely submissions, in order that the project management team has more time to check inputs.

- Cluster group meetings, although well received by a minority, have not been well attended so far, but we have had some good ideas and feedback from attendees. We will monitor these sessions and make a decision as to whether we'll continue or stop them.
- There have been 5 x Funding Working Groups so far, and 3 organisations have expressed interest in leading 4 of the potential projects. They are:
  - LAT (helping ex-offenders)
  - BGU (helping NEET clients)
  - VCS (military veterans and volunteer support)
- Despite a number of requests there are still a number of outstanding sustainable Development forms to be returned. Partners are asked to check that they have completed and returned theirs in time for the forthcoming audit.
- Targets have been a mixed bag but, despite being slightly behind in numbers, there are no concerns at the moment.

### **3. Reporting and Monitoring:**

- There continues to be inconsistency between the partners over narrative and spreadsheet reports. Jenni Eaton will issue a paper over the next few weeks to attempt to give clarification.
- Financial Report:
  - The MOVE project has been selected for an ESF A125 Audit, covering Q2 of 2017. Please can partners ensure that files are up to date and comply with marketing guidance.
  - Guidance was given by Ben Barley about salary calculations.
  - Certification of financial documentation is compulsory and must be carried out by all partners.
  - Staff appointment letters must have the correct logos, dates etc, in accordance with guidance give in the marketing and logos document.
  - Staff time sheets must show all hours worked, with BBO hours to be explained in detail.
  - There was a discussion on the potential impact of GDPR on the project and the right of funders to have access to the various types of info held. Funders have been approached about this, but we are still waiting for more detailed guidance.
  - A question was asked about redundancy payments to staff at the end of the project. Will these payments be made from the project, or will they be made by the employing organisations. Again, we await guidance from the funders.
  - There have been some problems highlighted with the electronic filing system (FTP). Hopefully these problems have been overcome by the installation of a new superfast broadband by VCS in the Lincoln office.
  - There are discussions with LEP and BBO about further project funding. LEP would appear to be keen on another round to follow this current round, while BBO are examining the potential and will inform us at a later date. Because of this situation we don't yet know the makeup of any new potential programmes.

### **4. Evaluation Update:**

- There was a discussion about the evaluation report issued by Rose Regeneration. The report will be discussed in greater depth at the June PMB, but some of the highlights are as follows:
  - The average length of unemployment has continued to increase since the last analysis, from 4.1 years to 4.5 years. Long term unemployed now account for more than half (51%) of the total
  - The geographic spread of clients has broadened since the last analysis. Lincoln continues to account for the largest number of beneficiaries, but E Lindsey now accounts for the second largest share, with 15% of beneficiaries.
  - The age profile of participants remains broadly similar to the last report, although the mean age has increased slight to 38 years, from 37 years. All age groups are represented, but there are 3 apparent spiked – 19-21 year olds, 35-36 year olds, and 58-60 year olds
- There have been 23 participant interviews to date this project year, and that feedback from these will be explored in more detail at the sharing learning meeting in June.

#### **5. Cross Cutting Themes:**

- The board took part in an e-type of questionnaire using the Kahoot app. It was well received and threw up some interesting points about partners attitudes and understanding of cross cutting themes.

#### **6. AOB**

- There was no other business for discussion.
- The date for the next meeting is set for Tuesday 06 Jun2018, to be held at The Showroom, Tritton Road, Lincoln, between 09.30am -1.00pm.