



Minutes of Greater Lincolnshire MOVE Project Board Meeting Q4

Wednesday 07 June 2017, The Showroom, Tritton Road, Lincoln, LN6 7QY, 9:30-12:00

Attendees

First name	Surname	Email	Organisation
Ben	Barley	ben@voluntarycentreservices.org.uk	MOVE
Alison	Braithwaite	alison.braithwaite@bishopp.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
Debbie	Stacey	Debbie@riverside-training.org.uk	Riverside Training
Christina	Hall	christina.hall@latcharity.org.uk	LAT
Francesca	Marritt	Francesca.marritt@vanl.org.uk	VANL
Heidi	Fish	heidi.fish@frameworkha.org	Framework Housing

Wendy	Humphreys	Wendy.humphreys@ageuklk.org.uk	Age UK LK
Gail	Dunn	gail.dunn@abbeyacesstraining.co.uk	Abbey Access Training
Mary	Hollis	mary@greensynergy.org.uk	Green Synergy
Annamarie	Burgess	Annamarie.burgess@childrenslinks.org.uk	Children's Links
Carole	Campling	Carole.campling@abbeyacesstraining.co.uk	Abbey Access
Elaine	Ward	Elaine.ward@learning-communities.co.uk	Learning Communities
Donna	Garrard	Donna-ga@boston.ac.uk	Boston College
Richard	Wendel-Jones	richard@vanel.org.uk	VANEL
Katy	Roberts	katyr@bostonmayflower.org.uk	Boston Mayflower
Dave	Vincent	dave.vincent@lincsymca.co.uk	YMCA Lincoln
Apologies	Received		
Jennie	Eaton	jennie@voluntarycentreservices.org.uk	Apologies received
Travis	Clark	travis.clark@seagullrecycling.org.uk	Seagull Recycling
Ivan	Annibal	Ivan.annibal@roseregeneration.co.uk	Apologies received

1. Welcome and Introductions: Ben Barley welcomed all attendees to the Greater Lincolnshire MOVE Project Board Meeting Q4.
2. Progress Report: (see previously sent Highlight Report Q4)
Ben Barley gave an overview of the last quarter's (Q3) Progress Report:
 - Funder's audit resulted in a 100% failure of those client files checked. While we're not the only BBO project to experience these problems, we have to improve.
Reasons included:
 - Incorrect dates/no dates on forms
 - Evidence certification incorrect.
 - Discussions took place on eligibility.

- While it is initially viewed as time consuming to ensure we abide by the regulations, eventually partner's diligence will pay off at audit.
- Evidence of 'Economically Inactive' clients is sparse and could be affecting stats for the project. Partners are encouraged to be thorough when determining a participant's status.
- Meetings with other BBO project teams show that they are having the same issues as the MOVE partnership:
 - Providing evidence of eligibility
 - Frustration at funder's guidance
 - Provision of financial evidence
 - Financial caps imposed by some organisations. MOVE will remain as it is at the moment.
 - Many groups are experiencing financial problems and have had their payments stopped. Again, MOVE is ok.
- Quarterly reporting:
 - We are 19 short of our target at the end of the 3rd quarter
 - The split for male/female is good
 - The split between 'Economically Inactive' and 'Unemployed' is not what it should be and partners are requested to address this imbalance by questioning potential clients more closely about their status.
 - The current underspend may be utilised to address the above problem
 - Partners are starting to spend more on participants than before – this is a good sign that partners are beginning to help people address their situations by funding travel, equipment, qualifications and skills needs.
 - Discussions on changes in paperwork and the frustration this is causing partners. Jen has brought this problem up with the funders, but it is likely to continue in the near future.
 - Ben was asked to clarify the term 'Evidence within 4 weeks of exiting must be shown'. Lincs YMCA also wanted clarification on, and the meaning of the term 'Exit into training'.

3. Reporting and Monitoring:

- The focus on financial monitoring for Q3 had identified an underspend of approx. £3K. This is seen as good progress after massive underspends in Q1 and Q2. Partner's are encouraged to make themselves aware of their budgets and make sure that they claim properly and exactly for what they spend.
- We had an initial fail from the auditors for the lack of appointment letters for staff and defrayal of costs. This was rectified and the MOVE project eventual gained an 80% pass. This is much better, but partners must maintain vigilance
- Timesheets must be completed with the proper information, signed and dated, and put in on time.
- Claims for indirect staff may be made, providing there is evidence to support their activity on the project and that partners have approached Ben Barley initially to have their budget adjusted.
- Partner expenses are to be compiled on the relevant Annex, which should be sent in with the correct supporting evidence.
- Participant expenses – there must be evidence to support eligibility. For instance, separate Annex Hs must be completed where participants have shared e.g.' taxis or coffees.

- The appointment letter and job description for all MOVE appointees must be copied to Ben Barley.
 - A new financial monitoring sheet has been introduced. There are some improvements and some less so. It is a large size, so some partners are experiencing problems sending it over the internet to the MOVE management team. It may be that we have to look at alternative methods of moving the information around e.g. 'Drop Box'.
 - Reference 'internal' charges, partners are reminded that they can only charge for things that are not theirs – e.g. they cannot claim costs for rooms that are theirs, but only for those that they have had to hire from other sources.
4. Participants and My Work Search:
- The boxes that have Urban Challenge as the set name of the organisation will be changed to provide partners with the ability to enter their own organisation's name. This will be done with the issue of the new Annex H (not far off now).
5. Marketing and Publicity:
- The latest BBO Newsletter (sent out by Ben) details changes to the section on Marketing – there is a new logo – and there are new notes for press releases.
6. Evaluation Update:
- The 'distance travelled' forms (to be completed at entry to and exit from the project) are beginning to be completed, but it is too early for meaningful analysis to be carried out.
 - The Sharing and Learning event will be evaluator-led and it will be held at the end of June (there is an Eventbrite invitation that has been sent out to partners).
 - Evaluation with partners: Caty Collier will meet with partners, probably twice, during the life of the project, for structured conversation to make a formative evaluation.
 - Evaluation with participants: Both Ann Hindley and Jennifer Jackson are already undertaking interviews as part of the sampling process. There were questions about this delivery to those with less confidence. Suggestions about use of Dictaphones were thought to be a good idea, and another way of collecting evidence.
7. Cross Cutting Themes:
- Thanks were offered by the project team to all who have completed the Sustainability Development benchmarking paper. The Big Lottery have given their approval and there are many other organisations keen to use our template.
8. AOB:
- There were no other subjects brought up for discussion
9. Date of next meeting:
- The date for the next meeting was set for 11 September 2017, to be held at The Showroom, Tritton Road, Lincoln.