



Minutes of Greater Lincolnshire MOVE Project Board Meeting
 Monday 11 September 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
Jen	Eaton	jennie@voluntarycentreservices.org.uk	MOVE
Alison	Braithwaite	alison.braithwaite@bishoppg.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@sorted.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@abbeyaccessstraining.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@abbeyaccessstraining.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		
Travis	Clark	travis.clark@seagullrecycling.org.uk	Apologies received
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.
2. Progress Report: (see previously sent Highlight Report Q4)
Ben Barley gave an overview of the last quarter's (Q4) Progress Report:
 - This quarter has been a busy quarter that has seen a number of changes within the project management team, including the introduction of 'Finance and Compliance Officer' roles, which are currently filled by Julie Pilkington and Helen Sutton.
 - Jen Eaton is endeavouring to complete a RAG report, which will highlight strengths and weaknesses, and show any trends.
 - We are still having audit fails on partner files; while some of the failure points are not fair and are appealed against. Other failures are due to often simple things being overlooked. Partners are asked to run reports for QA purposes, in an effort to try and put an end to the audit failures.

- As part of their role, the finance and compliance officers will be conducting in-depth, on-site audits and also desktop checks
 - The MOVE team is beginning to work with other BBO project teams within the county. This is so that we can standardise working practices as far as possible, thus saving work for partners who belong to more than one project. The benefits will be seen in coming months when exercises such as the Sustainability Assessment are run.
 - The BBO leads are in the process of putting together clusters of partners, which might be useful for understanding cross-referrals, training etc. They will be locally led and convened, and will not be mandatory, rather they are to help locally based partners understand what is available within their areas, and to network with like minded organisations.
 - A brief on the implications of the upcoming change from Data Protection Act 1998 to GDPR was given by the MOVE Project Administrator, who will be looking for potential training for partners. When any suitable training is found, links will be sent out to partners.
 - Expenses – partners are having difficulties with spending their allotment of finances, and also understanding the requirement for paying participants. There will be further discussions at the Delivery Group quarterly meetings. , but it is a general rule that participants should be reimbursed for the likes of travel – it is a part of the MOVE partnership contract. Staff should be made aware of this to forestall any further misunderstandings.
 - Jennie stated that our targets are broadly being reached and that we are not performing badly. We just need to be more vigilant on our record keeping.
 - Lessons learned so far include:
 - We need to focus more on delivery in rural areas for the second year of the project. Partners are asked to try and address the imbalance we have between rural and urban delivery.
 - The partnership, as a whole, should be looking to see where we can act on the recommendations of the evaluators.
3. Reporting and Monitoring:
- The finance team are continuing to find problems with apportionment of costs (e.g. with stationery and room hire). Please seek advice from the finance team if you are unsure of how to handle problems with the subject.
 - There followed a discussion on defrayal of costs. Petty cash was a major issue, following changes in guidance from the funders.
 - Partners were asked to check their 17/20 calculations in staff costs for accuracy.
 - There have been a number of underspends over the last quarter – partners are asked to keep on top of their spending and should claim for all time spent on the project.
 - Staff employed on 2 x BBO projects, but employed full time, do not need to have a 17/20 calculation.
4. Participants and My Work Search:
- We are working to make sure that MWS/Aptem is sorted by the end of the month, to have report table headings in line with funders headings.
5. Marketing and Publicity:

- In line with the aspiration to cut workloads on individual BBO project leads, the Lincolnshire BBO leads have made a decision to split responsibilities for various elements of compliance with the funders requirements. Grantham College have taken the lead on Marketing and Publicity and will, in future, be the point of contact for any queries.
6. Evaluation Update:
- The External Evaluators gave a debrief on the 1st year of the project (the main points from this evaluation can be found in the accompanying document).
 - The internal evaluator has also issued an evaluation, which is also be made available as an accompaniment to the minutes.
7. Cross Cutting Themes:
- The Sustainability Day, held as the Joint Delivery Group Meeting at the Skegness ECO Centre in July. It was deemed to have been a success, with some excellent speakers.
 - The sustainability benchmarking exercise will be repeated again October.
8. AOB:
- Partners were asked to begin to update their Data Protection policies, in line with the requirements of GDPR and submit copies for their files held by the project team.
9. Date of next meeting:
- The date for the next meeting was set for 06 December 2017, to be held at The Showroom, Tritton Road, Lincoln, between 10.00-12.00