



## Minutes of Greater Lincolnshire MOVE Project Board Meeting Q3

Monday 6th March 2017, The Showroom, Tritton Road, Lincoln, LN6 7QY, 9:30-12:00

### Attendees

First name	Surname	Email	Organisation
Ivan	Annibal	<a href="mailto:Ivan.annibal@roseregeneration.co.uk">Ivan.annibal@roseregeneration.co.uk</a>	Rose Regeneration
Ben	Barley	<a href="mailto:ben@voluntarycentreservices.org.uk">ben@voluntarycentreservices.org.uk</a>	MOVE
Alison	Braithwaite	<a href="mailto:alison.braithwaite@bishopg.ac.uk">alison.braithwaite@bishopg.ac.uk</a>	Bishop Grosseteste University
Caroline	Cakebread	<a href="mailto:Caroline.c@lincolnshirecvs.org.uk">Caroline.c@lincolnshirecvs.org.uk</a>	LCVS
Rebecca	Clark	<a href="mailto:Rebecc-c@boston.ac.uk">Rebecc-c@boston.ac.uk</a>	Boston College
Caty	Collier	<a href="mailto:caty@voluntarycentreservices.org.uk">caty@voluntarycentreservices.org.uk</a>	VCS
Richard	Collins	<a href="mailto:richard@sortified.com">richard@sortified.com</a>	Sortified CIC
Gail	Dunn	<a href="mailto:gail.dunn@abbeyaccessstraining.co.uk">gail.dunn@abbeyaccessstraining.co.uk</a>	Abbey Access Training
Jennie	Eaton	<a href="mailto:jennie@voluntarycentreservices.org.uk">jennie@voluntarycentreservices.org.uk</a>	MOVE
Heidi	Fish	<a href="mailto:heidi.fish@frameworkha.org">heidi.fish@frameworkha.org</a>	Framework Housing
Christina	Hall	<a href="mailto:christina.hall@latcharity.org.uk">christina.hall@latcharity.org.uk</a>	LAT
Mary	Hollis	<a href="mailto:mary@greensynergy.org.uk">mary@greensynergy.org.uk</a>	Green Synergy
Wendy	Humphreys	<a href="mailto:wendy.humphreys@ageuklk.org.uk">wendy.humphreys@ageuklk.org.uk</a>	Age UK

Alice	James	<a href="mailto:alice.james@childrenslinks.org.uk">alice.james@childrenslinks.org.uk</a>	Children's Links
John	Manton	<a href="mailto:john.manton@ymca-humber.com">john.manton@ymca-humber.com</a>	YMCA Humber
Kate	McGibbon	<a href="mailto:kate@voluntarycentreservices.org.uk">kate@voluntarycentreservices.org.uk</a>	MOVE
Julie	Mitchell	<a href="mailto:julie@tayloritex.co.uk">julie@tayloritex.co.uk</a>	Taylor Itex CIC
Trudy	Norris	<a href="mailto:trudy.norris@vanl.org.uk">trudy.norris@vanl.org.uk</a>	VANL
Graham	Potter	<a href="mailto:gpotter@grantham.ac.uk">gpotter@grantham.ac.uk</a>	Grantham College
Katy	Roberts	<a href="mailto:katyr@bostonmayflower.org.uk">katyr@bostonmayflower.org.uk</a>	Boston Mayflower
Theresa	Salisbury	<a href="mailto:theresa@cliplearning.com">theresa@cliplearning.com</a>	CLIP Learning
Dave	Vincent	<a href="mailto:dave.vincent@lincsymca.co.uk">dave.vincent@lincsymca.co.uk</a>	YMCA Lincoln
Elaine	Ward	<a href="mailto:elaine.ward@learning-communities.co.uk">elaine.ward@learning-communities.co.uk</a>	Learning Communities
Richard	Wendel-Jones	<a href="mailto:richard@vanel.org.uk">richard@vanel.org.uk</a>	VANEL
<b>Apologies</b>	<b>Received</b>		
Debbie	Stacey	<a href="mailto:Debbie@riverside-training.org.uk">Debbie@riverside-training.org.uk</a>	Riverside Training
Amy	Nichols-Thomas	<a href="mailto:Amy.nichols-thomas@communitylincs.com">Amy.nichols-thomas@communitylincs.com</a>	Community Lincs
Travis	Clark	<a href="mailto:travis.clark@seagullrecycling.org.uk">travis.clark@seagullrecycling.org.uk</a>	Seagull Recycling
Paul	Charles	<a href="mailto:paul.charles@seagullrecycling.org.uk">paul.charles@seagullrecycling.org.uk</a>	Seagull Recycling
Katie	Easey	<a href="mailto:katie@cliplearning.com">katie@cliplearning.com</a>	CLIP Learning
David	Fannin	<a href="mailto:david.f@lincolnshirecvs.org.uk">david.f@lincolnshirecvs.org.uk</a>	LCVS
Emma	Cim	<a href="mailto:emma@crosbyemployment.co.uk">emma@crosbyemployment.co.uk</a>	Ongo Communities

1. Welcome and Introductions: Ben Barley welcomed all attendees to the Greater Lincolnshire MOVE Project Board Meeting Q3, and asked everyone to introduce themselves.



Highlight Report  
Q3.doc

2. Progress Report: (see handout Highlight Report Q3)  
Jennie Eaton gave an overview of the last quarter's (Q2) Progress Report:
  - Q2 figures are a bit behind track
  - MWS User Records are not all fully completed
  - 153 participants are enrolled on MWS, of which 75 are female and 78 male.
  - As of 5<sup>th</sup> March 2017 41 were economically inactive, 94 unemployed and 18 non specified
  - Under reporting may be due to confusion of definitions
  - The error with the MWS reporting function was solved on 3th March. There was a problem with fields only showing 'true' or 'false' when exported to Excel. This has now been corrected and will make quarterly reporting much easier.
  - Most MOVE Partners are on track in terms of participant numbers
  - Some totals have been revised both upwards and downwards
  - MOVE Partners are engaging well with external agencies, specifically the Job Centres
  - MOVE Partners are working well together and cross referring between one another
  - Jennie will be looking further into district 'clusters' to see if this will be helpful to MOVE Partners
  - Next quarter we will be looking at milestones to date
  - Since the last Project Board Meeting (Q2) there is now a MOVE Weekly Bulletin, issued by Les Davidson
  - Jennie Eaton will be circulating a MOVE case study template (in addition to the official one) to create a 'snapshot' of stories and successes of participants
  - Cross Cutting Themes: please see item 7
  - Q3 Monitoring Meetings are almost complete; all MOVE Partners have some gaps in information provided
  - MWS has been revamped, and is now known as Aptem. It is not that different but now has tiles at the top of the screen; the user records are the same. There is a revised MWS User Guide on line
  - An email has been sent today by Jennie Eaton to all Partners regarding a Sustainable Development Benchmarking Exercise to be completed by Friday 24<sup>th</sup> March 2017
  -



Y1 Sustainable  
Development Annual

- Each MOVE Partner will need to define 3 x sustainable development SMART Goals
- All scores on sustainable development will require supporting evidence, and are subject to Article 13 at audit

3. Reporting and Monitoring: Ben Barley informed the attendees that Q1 and Q2 audit had been undertaken jointly by the Big Lottery and RSM.
  - Both audits have been fine. For Q2, the only errors were timesheets that were not signed. This was because of the 14 day turnaround period
  - The 14 day turnaround period will stay, and all quarters' information will have to be submitted on time
  - It was stressed that MOVE Partners can only claim for expenses that were incurred in the same quarter that they are being claimed for
  - It was noted that underspends should be kept to a minimum
  - In January there were some underspends; please claim for everything related to the Project
  - The reporting element has taken a lot longer than anticipated, please ensure that any additional time is claimed
  - Indirect staff costs are 15% of direct staff costs
  - There is flexibility in re-profiling spend with justification
  - Question: If there is an under spend with participant costs (for example travel and training expenses), can we re-profile spend? Ben Barley responded that we have to be strategic in where we put in extra resource; gaps and priorities have to be looked at. There is a possibility we will be looking at putting in more resource to closing the gap with the number of economically inactive participants compared to unemployed participants
  - MOVE Consumables should be claimed at the correct percentage of overall cost to the organisation. It was noted this is harder to achieve in larger organisations
  - In Q3, Big Lottery reduced payment by the amount of underspend. If there are any issues with reduced payments, please put in a request to the MOVE finance team
4. Participants and My Work Search:
  - Please ensure all data regarding participants is recorded on MWS, including signed evidence
  - One common error is that JSA are giving participants a benefit letter as an item of evidence of eligibility, but these have nothing on them to say the participant is not in paid employment
  - There is a sample letter on the MOVE website of an acceptable letter of eligibility for participants, under the section Participants
  - Any referral forms from the Job Centre or other agencies need to have a 'wet' signature
  - The referral form should have a field added 'I give consent' for the participant to sign, to enable the agency to pass on details of their employment circumstances
  - The MWS wizard can be revisited at any point, once the participant record is created
  - At present on MWS, 'notes' are a better section to record information than 'activities'
  - Eligibility evidence is checked at the quarterly monitoring meetings and the end of the quarter. The responsibility is on the partners to check
  - Copies of birth certificates are accepted
5. Marketing and Publicity:
  - The Big Lottery Logo changed last quarter. If partners have already completed a big print run with the previous logo, please use a sticker with the revised logo to cover

- A3 funders posters must be up in all delivery spaces of the MOVE project
6. Evaluation Update: Ivan Annibal from Rose Regeneration introduced himself and his team.
- There are a team of 5 external evaluators from Rose Regeneration and the Business School at Lincoln University
  - Ann Hindley and Jennifer Jackson are dealing with the qualitative side
  - Liz Price and Jessica Sellick are covering the quantitative side
  - Ivan Annibal is leading on the social return on investment
  - They will be conducting a 'formative' evaluation. The benefits are:
    - A mirror can be held to performance
    - A thorough job can be done over 3 years (not just at the end of the project)
    - Evidence and value outcomes are very important to the MOVE project
  - With reference to the Evaluation Update handout:
    - Page 5: Logic Model: We should all be in agreement as to what the projects aims and goals are
    - Beneficiaries will be interviewed once per annum for evaluation purposes
- 

Evaluation Update.doc
- The external evaluators will liaise with delivery group partners to decide the best way to obtain this information
  - Page 8: Quarterly data monitoring: this will be extracted from data the delivery partners input onto MWS
  - Page 9: 140 indicators of change have been developed, linking a value to an outcome
  - If we collect data on questions, then we can calculate a financial value; then we can 'prove' achievements
  - The questions will use the JET Framework compendium of employability questions
  - Caty Collier, the internal MOVE evaluator has refined these questions to compile the 'Greater Lincolnshire MOVE Participant Survey Part 1'. This will be completed at entry stage of the participant
  - If you wish to complete this form retrospectively, please use your own judgement as to whether it would be applicable now. New joiners to the project should complete the form, and a second form will be distributed to complete on exit of the MOVE project
  - Once completed they should be uploaded onto 'documents' on MWS
  - An Attribution Table (spreadsheet) will be circulated by Caty Collier for delivery partners to review
7. Cross Cutting Themes: The male/female split of participants is even, we are overachieving on aged 50 plus participants, participants with a disability and those from an ethnic minority.

8. Other ESF jointly funded Projects:

- BBO projects in Greater Lincolnshire:

BBO Project	Name	Lead
Supporting the Economically Inactive	(Stage 2)	Children's Links
Considering Employment Options	Greater Lincolnshire MOVE: Moving On, Volunteering and Employability	Urban Challenge
Engagement into Learning	Learning Journey	Grantham College
Money and Debt Advice	Money LINCS	Lincolnshire Community Foundation

- BBO projects cross border:
    - Humber and Greater Lincolnshire In to Work Programme [www.maximusuk.co.uk](http://www.maximusuk.co.uk)
    - In to Work is a back to work programme funded by the European Social Fund (ESF) and the Department for Work and Pensions (DWP) on behalf of Humber Local Enterprise Partnership (LEP) and Greater Lincolnshire LEP, designed and delivered by MAXIMUS and our delivery partners
  - Skills Fund Agency/ESF projects:
    - Skills support for the workforce
    - Skills support for the unemployed
    - Bishop Grosseteste University and CLIP are involved and give specialist needs and training support
  - 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
  - With regards to a participant's eligibility to be on more than one ESF funded project, it was decided that Ben Barley will raise this question at the next ESF meeting for Lincolnshire
9. Shared Learning Event: This will be held on 27<sup>th</sup> June 2017, The Showroom, Tritton Road, Lincoln. The morning will be a MOVE partnership event, joined by other BBO project leads and the Funders in the afternoon for a workshop session.
10. Date of next meeting: 7<sup>th</sup> June 2017 9:30-11:30, The Showroom, Tritton Road, Lincoln.