



Minutes of MOVE meetings held 13/10/2016, Council Chamber, Guildhall, Gainsborough Dn21 2NA

1. Greater Lincolnshire Move Project MECC Training

Attendees

First name	Surname	Email	Organisation
Angela	Barker	angela@vanel.org.uk	VANEL
Alison	Braithwaite	alison.braithwaite@bishopg.ac.uk	Bishop Grosseteste University
Jennie	Eaton	jennie@voluntarycentreservices.org.uk	MOVE
Georgina	Garrett	georgina.garrett@ageuklk.org.uk	Age UK LK
Stuart	Gomes	stuart.gomes@childrenslinks.org.uk	Children's Links
Peter	Hewson	peter@vanel.org.uk	VANEL
Kate	McGibbon	kate@voluntarycentreservices.org.uk	MOVE
Dianne	Slapp	dianne@voluntarycentreservices.org.uk	VCS Lincoln
Alison	Sneddon	alison.sneddon@riverside-training.org.uk	Riverside Training
Gail	Dunn	Gail.dunn@abbeyaccessstraining.co.uk	Abbey Access Training

- MECC: Make every interaction with other people count
- MECC is a national program, delivered mainly within the NHS
- Cynics believe that this 'training' should be delivered by public health services, however the message within MECC is a common moral position for everyone to take
- It is applicable in a range of settings; it has been delivered to hospital porters, hairdressers and others within the healthcare industry
- MECC aims to close the health inequalities gap

- **MECC presentation delivered by Tony Connell to be added to MOVE website when received**

2. Greater Lincolnshire Delivery Group Meeting (North)

Attendees

First name	Surname	Email	Organisation
Angela	Barker	angela@vanel.org.uk	VANEL
Alison	Braithwaite	alison.braithwaite@bishopg.ac.uk	Bishop Grosseteste University
Heather	Arnatt	heather@voluntarycentreservices.org.uk	VCSWL
Adam	Backhouse	adam@voluntarycentreservices.org.uk	MOVE (Volunteer)
Jennie	Eaton	jennie@voluntarycentreservices.org.uk	MOVE
Katie	Easey	katie@cliplearning.com	CLIP Learning
Georgina	Garrett	georgina.garrett@ageuklk.org.uk	Age UK LK
Stuart	Gomes	stuart.gomes@childrenslinks.org.uk	Children's Links
Peter	Hewson	peter@vanel.org.uk	VANEL
Kate	McGibbon	kate@voluntarycentreservices.org.uk	MOVE
Angela	Lockett	Angela.lockett@vanl.org.uk	VANL
Anzelika	Lorkievicz	Anzelika.lorkievicz@lincolnshire-action-trust.org.uk	LAT
Sarah	Belcher	Sarah.belcher@lincolnshire-action-trust.org.uk	LAT
Dianne	Slapp	dianne@voluntarycentreservices.org.uk	VCS Lincoln
Alison	Sneddon	alison.sneddon@riverside-training.org.uk	Riverside Training
Rita	Thompson	Rita.thompson@childrenslinks.org.uk	Children's Links

- Introductions
 - All attendees introduced themselves
- Project Overview – progress to date
 - Jennie Eaton informed the attendees of the 'highlights' of the first quarter
 - 24 eligible participants have been registered across the partner organisations

- A minimum of 4 participants per partner organisation are required by Christmas
 - There has been a definite leaning towards unemployed persons opposed to economically inactive
 - We will try to address this split moving forwards
 - The quarterly 1-1 meetings were useful and helpful; these will be ongoing
 - Quarterly financial reporting is to be moved to monthly financial reporting going forwards
 - We are working together with Grantham College, whom are hosting one of the other BBO projects
 - We will be sharing training resources, mirroring, and learn from each other in the process of continuous improvement
- Participant eligibility and evidence
 - Attendees stated that not all potential participants had the required evidence stipulated by the Big Lottery/ESF to be eligible for participation
 - Jennie Eaton informed the attendees that birth certificates would be funded by MOVE as first choice to evidence eligibility
 - It was decided that a strategic conversation needs to take place with MOVE and all job centre pluses across Greater Lincolnshire, to ensure that we have a similar level of cohesion and support for signposting individuals to the MOVE project.
 - There is also a need for agreement with job centre pluses for a standard letter of evidence of 'receiving benefits but not working' (for at least 2 weeks), for potential participants of MOVE
 - There is a form available on the MOVE website for this purpose, which some job centre pluses have agreed to complete for potential participants
 - This form would constitute Tier 1 evidence
 - Tier 2 evidence can be admissible from other organisations (such as organisations involving volunteers)
 - If a potential participant is down to Tier 3 evidence, Jennie Eaton informed the attendees that she would seek advice from the funder (Big Lottery/ESF).
 - MOVE Participants need to be over 15 years and not in paid work for at least 2 weeks before enrolment
 - FAQ for eligibility and evidence is in the process of being created, and will be available on the MOVE website
 - If the potential candidate is young and not on JSA, their school/college can vouch for them
 - BBO evidence and eligibility [WEB SITE LINK](#)
 - My Work Search
 - It was confirmed that MWS conform to the 'standard' of sharing any personal details of participants that are stored on the MWS information management system
 - It was asked if MWS is user adaptable to those with a sensory impairment.
 - Heather Arnatt answered that it was highly likely that MWS would be compatible with 'E-Reader'
 - It was noted that the job search function of MWS was very good, and was easily linked to a participant's JSA account
 - MWS was stated as easy to navigate and user friendly

- It was asked what happens when a participant comes in and out of the MOVE project?
 - It was answered that if a past participant comes back into the project, then their outcome is wiped. More up-to-date evidence would be required to evidence that the participant is out of work
 - It was asked what would be the procedure if the participant left the Greater Lincolnshire area?
 - It was suggested that there could be a possibility of signposting participants onto other similar projects
 - There are overlapping LEP areas, such as N2 and D2 LEP. We will be doing some work in this area in the New Year
 - We are planning to run an annual event where all partner organisations can share their experiences of MOVE
 - It is hoped that through this project new partnerships will be formed and spin off projects will be developed. Already we are looking for opportunities beyond the end of this project
- Making referrals
 - Kate McGibbon informed the attendees on the updating of referral organisations onto MWS
 - This process is ongoing
 - It is possible to link these organisations onto a participants record when the MOVE administrator signposts or refers a participant to them
- Evaluation
 - There will be both an internal and external evaluator for MOVE
 - Caty Collier (VCS) is the appointed internal evaluator and will make an audit of all partner organisations every quarter
 - The external auditor is out to tender with interviews to take place w/c 24th October. External audit will be a once a year interim report
 - Evaluators will want information on how partners are working, and about the participants
 - Participant feedback will be sought once the project progresses
 - The partner organisation, whom is the first point of contact for the participant, claims any participant outcomes. This is regardless of which organisation they maybe subsequently signposted to
- Expenses
 - Childcare providers must be registered and/or Ofsted inspected
 - Respite care providers do not necessarily have to be CQC registered but must be able to show they have the appropriate safeguarding measures in place
 - Direct invoicing from caring providers is up to the partner organisation's discretion
 - Travel expenses will funded by MOVE for participants to attend MOVE related appointments/training & courses
 - Allowances can be given to participants to enable them to overcome barriers to employment such as for clothes or a haircut, but are discretionary
 - JCP is the first point of call for any such allowance if the participant is registered with them

- Embassies may help with obtaining passports (details to be added onto referral organisations on MWS)
- With regards to DBS checks, it should be noted that the participant should register on the DBS 'update' system, so that their DBS check can be transferred if a job application is not successful
- www.gov.uk/government/organisations/disclosure-and-barring-service
- Other
 - Heather Arnatt will look into the possibility of creating a Forum on the MOVE website
 - If any partner organisations are running courses that they feel other members may wish to attend, please email details to kate@voluntarycentreservices.org.uk who will distribute the details amongst all MOVE partners
 - Finance Officer update from Dianne Slapp (VCS Lincoln): Helen Sutton is the appointed MOVE Project Finance Officer. Helen is presently on maternity leave and is covered for the interim by Julie Pilkington
- Cross-cutting themes (sustainable development; equality and diversity)
 - The nominated MOVE champions for equality and diversity are Steph Boyfield from VCS and Katy Roberts from Boston Mayflower
 - The nominated MOVE champions for sustainable development are Mary Hollis from Green Synergy and Seagull Recycling
 - Partner organisations will have to complete one questionnaire per annum on sustainable development and your positive impact
- Handouts
 - Outcomes Evaluation – draft questions for MIS
 - With regards to softer outcomes it was decided that the RAG module was too stark to assess these
 - It was thought that a measurement on scale of 1-10 would be more appropriate, or perhaps a system of outcome stars
 - The decision of how to capture progress outcomes will be discussed between Jennie Eaton and MWS to see what is possible
- My Work Search FAQ
- Any questions?
 - Sexuality question on BBO eligibility application form: MOVE advisors should make it clear at the beginning of the meeting that an answer to this question is not mandatory
- Date of next MOVE Delivery Group meeting t.b.a.

