



**Minutes of the Greater Lincolnshire MOVE Project Board Meeting Q2**  
**08 December 2016 14:00 – 16:00**  
**The Showroom, Tritton Road, Lincoln LN6 7QY**

**Attendees:**

<b>Name</b>	<b>Email address</b>	<b>Organisation</b>	<b>Comments</b>
Ben Barley	<a href="mailto:Ben@voluntarycentreservices.org.uk">Ben@voluntarycentreservices.org.uk</a>	MOVE Project team	√
Jennie Eaton	<a href="mailto:Jennie@voluntarycentreservices.org.uk">Jennie@voluntarycentreservices.org.uk</a>	MOVE Project team	√
Julie Pilkington	<a href="mailto:Julie@voluntarycentreservices.org.uk">Julie@voluntarycentreservices.org.uk</a>	MOVE Project team	Apologies sent
Les Davidson	<a href="mailto:les@voluntarycentreservices.org.uk">les@voluntarycentreservices.org.uk</a>	MOVE Project team	√
Caty Collier	<a href="mailto:caty@voluntarycentreservices.org.uk">caty@voluntarycentreservices.org.uk</a>	MOVE Project team	√
Gail Dunn	<a href="mailto:Gail.dunn@abbeyaccessstraining.co.uk">Gail.dunn@abbeyaccessstraining.co.uk</a>	Abbey Access Trng	Apologies sent
Emma Hynd	<a href="mailto:Emma.hynd@ageuklincoln.org.uk">Emma.hynd@ageuklincoln.org.uk</a>	Age UK Lincoln and Kesteven	√
Alison Braithwaite	<a href="mailto:Alison.braithwaite@bishopg.ac.uk">Alison.braithwaite@bishopg.ac.uk</a>	BGU	√
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	√
Alice James	<a href="mailto:Alice.james@childrenslinks.org.uk">Alice.james@childrenslinks.org.uk</a>	Children's Links	Apologies sent
Fiona White	<a href="mailto:Fiona.white@communitylincs.com">Fiona.white@communitylincs.com</a>	Community Lincs	Apologies sent
Heidi Fish	<a href="mailto:Heidi.fish@frameworkha.org">Heidi.fish@frameworkha.org</a>	Framework HA	√
Graham Potter	<a href="mailto:gpotter@grantham.ac.uk">gpotter@grantham.ac.uk</a>	Grantham College	Apologies sent
Mary Hollis	<a href="mailto:mary@greensynergy.org.uk">mary@greensynergy.org.uk</a>	Green Synergy	Apologies sent
Elaine Ward	<a href="mailto:Elaine.ward@learning-communities.co.uk">Elaine.ward@learning-communities.co.uk</a>	Learning Communities	√
Alison Goddard	<a href="mailto:Alison.goddard@latcharity.org.uk">Alison.goddard@latcharity.org.uk</a>	Lincs Action Trust	Apologies sent
Christina Hall	<a href="mailto:Christina.hall@latcharity.org.uk">Christina.hall@latcharity.org.uk</a>	Lincs Action Trust	√
David Fannin	<a href="mailto:David.f@lincolnshirecvs.org.uk">David.f@lincolnshirecvs.org.uk</a>	Lincolnshire CVS	Apologies sent
Emma Cim	<a href="mailto:Emma@ongco.co.uk">Emma@ongco.co.uk</a>	Ongo Communities	Apologies sent
Debbie Stacey	<a href="mailto:Debbie@riverside-training.org.uk">Debbie@riverside-training.org.uk</a>	Riverside Training	√
Paul Charles	<a href="mailto:Paul.charles@seagullrecycling.org.uk">Paul.charles@seagullrecycling.org.uk</a>	Seagull Recycling Ltd	X
Richard Collins	<a href="mailto:Richard@sortified.com">Richard@sortified.com</a>	Sortified	√
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Richard Wendel-Jones	<a href="mailto:Richard@vanel.org.uk">Richard@vanel.org.uk</a>	VANEL	√
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Steph Boyfield	<a href="mailto:steph@voluntarycentreservices.org.uk">steph@voluntarycentreservices.org.uk</a>	VCS	Apologies sent
John Manton	<a href="mailto:John.manton@ymca-humber.com">John.manton@ymca-humber.com</a>	YMCA Humber	X
Siobhan Porter	<a href="mailto:Siobhan.porter@ymca-humber.com">Siobhan.porter@ymca-humber.com</a>	YMCA Humber	X
Dave Vincent	<a href="mailto:Dave.vincent@lincsymca.co.uk">Dave.vincent@lincsymca.co.uk</a>	YMCA Lincolnshire	√
Ivan Annibal	<a href="mailto:Ivan.annibal@roseregeneration.co.uk">Ivan.annibal@roseregeneration.co.uk</a>	Rose Regeneration	√

## 1. Welcome and Introductions

- Ben Barley welcomed the attendees to the second meeting of the MOVE Project Board and asked for everyone to introduce themselves.
- The agenda was explained to attendees, and Ben Barley informed the board that Ivan Annibal, of Rose Regeneration, would be attending the second half of the meeting to explain his organisation's involvement in the recently awarded external evaluation contract for the MOVE project.

## 2. Progress Report

- The Highlight Report was briefly explained to attendees and hard copies were made available to all.
- Jennie Eaton reiterated to all that marketing materials must be passed to either Kate McGibbon or Les Davidson for inspection and approval, before the materials are issued for use by either the public or partner organisations. **Ongoing Action: All partners.**
- Jennie Eaton also explained that our funders have issued new logos, which must be used for all new material. Items with the old logos can still be used and distributed, but when stocks run out they are to be replaced by material displaying the new logo.
- Partners are encouraged to make use of other partners' specialisations and skills. The 'MOVE Partners' Client Support Guide', which contains a brief description of each partners' area of expertise, can be found on the MOVE Partnership page of the website.  
Of note:
  - BGU explained that they have the facility to offer psychometric testing online, something that might be of use to partners.
  - VANL offer training sessions covering various subjects, which can be shown on the website as they are scheduled.
  - Sortified have plans to offer peer support to participants.

## 3. Reporting and Monitoring

- Delivery Group Meetings:
  - Feedback about meetings very positive from partners.
  - MECC training (held in Sleaford and Gainsborough) was well received.
  - Jennie Eaton explained that attendees to Jan 2017 meetings will be asked to give a brief explanation of their operation with a view to increasing cross referrals.
  - Dates for meetings in 2017 will be finalised and issued to partners. They will also be placed on the MOVE website. It's hoped that the Delivery Group Meetings for July 2017 can be held at the Eco Centre, Skegness (Seagull Recycling), but this is yet to be confirmed. **ACTION: Les Davidson**
- Quarterly Monitoring Meetings
  - Jennie Eaton has almost finished the reports for the quarter and describes the progress so far by partners as encouraging.
  - Great deal of work has been carried out by partners to ensure the success of the project, and Jennie Eaton thanks everybody for their efforts.
  - Some partners in NE Lincs have highlighted difficulties thrown up by the lack of co-operation from some JCPs.

- YMCA Lincoln asked for guidance over a problem encountered by their organisation. How can a partner overcome the problem of enrolling a 15 year old that has no NI number? **ACTION: Jennie Eaton to speak with funders to clarify the situation and then inform partners of the outcome.**
- Partners are encouraged to continue approaching Jennie, Kate and Les with their issues and concerns.
- Ben Barley addressed questions about guidelines issues and explained that he expects funders to relax guidelines on eligibility as the project progress.
- Highlight Report
  - This quarter's report shows that almost all records are incomplete to a greater or lesser degree. **ACTION: Jennie Eaton will continue to work with partners to address the situation.**
  - It's been observed by partners that there is a wide variation in the willingness to be involved, and the quality of delivery from JCPs. Jennie Eaton is to continue to meet with the JCPs in an effort to meet and persuade JCPs to understand the MOVE project.
    - Caty Collier suggested that the JCP involvement (and the widely varying responses) be highlighted in a report on the evaluation of the project. This report could be shown to the JCPs in an effort to garner greater understanding and involvement. It was agreed by those present that this was a worthwhile idea.
  - The 1<sup>st</sup> quarterly report has shown the project to be just below target, the funder is content with this. The target for the next quarter is 96 participants, of which we already have 94; the gender split is ok.
- Financial Report
  - In order to ease the amount of work on the project management team, Ben Barley has introduced monthly reporting, especially for financial reporting.
  - DWP has declared that the information supplied by BBO projects has not been robust enough, and have called for all evidence, as opposed to a percentage, to be submitted into the system. This has caused a significant amount of work for the MOVE finance officer, but it is not an insurmountable problem.
  - Partners are requested to ensure that all claims are accurate and contain all the necessary information, or else they will run the risk of being refused, resulting in the claimant not being reimbursed.
  - Deadline for submissions for the next report was set as 06 Jan 2017.
  - In response to a request for the financial spreadsheet to be issued as an individual report, Ben Barley explained that there would be too much work involved and that the collation of the spreadsheets would make them difficult to manipulate. The project finance office (Julie Pilkington) would be able to visit individual partners, by arrangement, to explain how to better understand and make use of the spreadsheet.
  - There has been a slight underspend for this quarter, so partners are encouraged to try and address this in the next quarter so spending can be evened out.
  - An audit by RSM and the Lottery Audit team was very positive.

- In response to a question about movement of funding between budgets (guidance was thought to be unclear), Ben Barley explained that there will be flexibility, but how we do it is being looked at by the project team and funders.

#### 4. Participants and My Work Search (MWS)

- It is encouraging to see participants making great use of the capabilities of MWS e.g. for CV creation. Jennie Eaton continues to work with MWS to ensure that we can capture the evidence/stats necessary for reporting.
- The question was raised about the minimum lifespan for participants on the project. The response was that there is not set time; some clients will be with the project for longer than others, and it depends entirely upon their requirements. It was stressed that we are looking at individuals with the most pressing requirements.

#### 5. Project Evaluation

- Ben Barley introduced Caty Collier, as the appointed Internal Evaluator, to the board, and explained about the appointment of Rose Regeneration as the External Evaluators. Ivan Annibal, of Rose Regeneration, was due to attend the second half of the meeting and give a brief overview of how his organisation was to approach the task.
- Caty Collier gave a brief explanation about her role.
  - It is basically to ensure that partners, beneficiaries, and other stakeholders are all engaged correctly.
  - The impact of this work on partners will be examined.
  - Internal evaluation activity will also involve making contact with partners and beneficiaries in their locations.
  - We are yet to confirm some of the soft outcomes. The project team is requesting that MWS come up with a better way of measuring the participant's journey, but there has been no response as yet. The challenge is to produce a system that will mean the same to everybody. Partners may have to make use of paper forms before a more efficient electronic system is devised, with paper records then being transferred onto the electronic database as it becomes available. Partners were requested to contact Caty Collier with any ideas for gathering information.
 

**ACTION: Caty Collier to produce a paper system for interim use.**
  - The results will be forwarded to the External Evaluator
- The External Evaluator, Ivan Annibal of Rose Regeneration, gave a brief description of how his organisation will conduct the evaluation over the 3 years of the project (see attached Rose Regeneration flowchart). Close liaison will be maintained with the project team and a report will be produced each year for presentation to the board.
- The Internal Evaluator pointed out that the proportion of unemployed to economically inactive was slightly skewed and asked if there was a reason. In response Ben Barley explained that, as this was a new project, it was probably easier to recruit unemployed participants, but the project team will probably need to monitor this situation and keep track of the figures. **ACTION: Jennie Eaton to maintain a watching brief.**

#### 6. Cross Cutting Themes

- Equality and Diversity training opportunities will be available in February – partners should keep an eye on the MOVE webpage for further information.

## **7. Date for next meeting**

- The date for the next meeting was set for 06 March 2017, with times and location to be decided.