



OSWESTRY VOLUNTEERING FORUM



MINUTES OF A MEETING HELD ON 7TH MAY 2014 QUBE 10AM-12PM

Those Present: Steve Jones – Shropshire RCC
Michael Garratt – Oswestry and District Stroke Club
Helen Beresford – Shropshire Council
Elizabeth Evans – Jubilee Money Advice Service
Diane Murr – Hope House Childrens Hospice
Jan Cross – Beechtree Centre
Keith Gallop – Age UK
Paul Galloway – The Centre, Oak Street
Grace Cookson – British Red Cross
Andrea Jones – Healthwatch Shropshire
Michelle Kellsal - Qube
Kim Thompson-Lawrence - Qube

<u>Item</u>	<u>Notes</u>	<u>Action By</u>	<u>Target Date</u>
1.	Apologies:- Alex Drury- Qube Sylvia Jones – Leonard Cheshire Disability Stuart Scolley – Youth Offending Service Angie Trevor – OSCA Becca Cartwright – Fordhall Farm Land Initiative Fay Boston – Wem Town Hall Phoebe Ashton – North Salop Wheelers		
2.	Minutes of last meeting and Matters Arising:- SJ - Skills match was mentioned at the previous meeting. This is a micro volunteering project. People may wish to do one off tasks such as writing a business plan or designing a leaflet. The strapline is 'Give a little change a lot.' SJ reminded people that if they have any skills they could give or need a volunteer to do a one off task then please post it on the website http://shropshireskillsmatch.org.uk/		
3.	Volunteers Week 2014 SJ - This is a national yearly event which takes place during the first week in June. Volunteers Week (VW) aims to raise the profile of volunteering and recruit volunteers. It has been running for 30 years and there are branded, 30 th anniversary badges available contact SJ if your organisation would like some. Four events will take place across Shropshire: Wednesday 4th June a road show at Castle Square in Ludlow		

	<p>Thursday 5th June a promotion event at Shrewsbury Square, (please note that the square is pedestrianized after 9am, additionally, organisations are required to provide their own gazebo but there maybe opportunity to share).</p> <p>Friday 6th June is the Charity Market at Oswestry Bailey Head Market</p> <p>Friday 6th June there is also an event at the Town Hall Market building in Bridgenorth</p> <p>For Shrewsbury, Bridgenorth and Ludlow contact Steve Jone steve.jones@shropshire-rcc.org.uk and for Oswestry please contact Kim k.thompson-lawrence@gube-oca.org.uk</p> <p>Volunteers Week thank you certificates will also be available for people to give to their volunteers in recognition of their hard work. Please contact either SJ or KTL if you would like a small number of certificated printing. If you require a larger number of certificates we can send across a template. It is hoped there will be opportunity to have these presented at Volunteers Week events by either the High Sheriff of Shropshire or the Mayor.</p> <p>MG – asked if the certificates can be printed later in the year to co-inside with the SA AGM. SJ suggested linking the certificates to Make A Difference Day, another national event, which takes place during the last week in October. KTL suggested creating SA own version of a thank you certificate if this was not suitable.</p> <p>SJ is asking for organisations to send him the details of any events they will be holding during volunteers week, so they can be added to the Shropshire Volunteer Centres brochure for the week.</p>		
4.	<p>New 'Do-it' Website</p> <p>SJ - The Do-it website, www.do-it.org.uk will be re-launched in September this year. This will also effect the database which the volunteer centre's currently use called Vbase. The Shropshire Volunteering Team currently post volunteering opportunities onto Do-it for most of the organisations in Shropshire. The website enables volunteers to search using their postcode to find suitable opportunities in their area.</p> <p>HB – asked if there is a charge for this service. SJ – there is no charge for the service if an organisation advertises through their local volunteer centre. IVO have bought the rights for the volunteering website, which receives over 2500,000 hits per month. Some of the changes will include the new option for organisations to post their own role descriptions through the volunteer centres licence.</p> <p>DM – asked how her organisation could advertise their roles over a larger geographical area as they have hospices in north Wales and Shropshire. SJ said that they would need to register with both the Shropshire and north Wales Centres, the details of each volunteer centres can be found on the do-it website under 'find a volunteer centre'.</p> <p>SJ - Changes will also be made to the way volunteers can apply for a role online. Volunteers currently make an application or an enquiry which is available to the volunteer centre or emailed to the organisation. However, the new website will now ask each volunteer if they would like to sign up to a VIVO account. A VIVO account will enable volunteers to record the time they spend volunteering to receive rewards in return. The rewards can either</p>		

	<p>be claimed or donated to an organisation they volunteer with. IVO are in discussion with the mobile phone, fast food and sports companies to set up a reward scheme that is appealing to young people. It is hoped that a VIVO account will encourage volunteers to log their hours and provide a nationwide record of the amount of hours people volunteer. Volunteers' who currently volunteer with an organisation, will not have a VIVO account, to get one they need to go onto the new Do-it website and register. Anyone who has made an application via the website in the last 18 months will automatically be emailed and asked if they would like a VIVO account. The VIVO sign-up will go live in September 2014. Volunteers will also be able to use their VIVO account to comment on their volunteering experience. There have been concerns raised by the volunteering network about Do-it becoming like Trip Advisor. However, IVO have said that volunteers will not be able to rate their experience and that IVO will monitor the comments. Additionally, through the VIVO account volunteers will receive email updates and text messages about volunteering roles. SJ also said that the new site aims to change the way people think about volunteering, he also said that some organisations are challenging the ethics of offering rewards to volunteers.</p> <p>GC – asked how the hours will be added? SJ - the hours will be added by the volunteer and each organisation will be asked to verify, but it is still not clear how this will work.</p> <p>MG – how will a volunteer get an VIVO account if they do not have a computer? JC said that the Beechtree and local Libraries have public computers and that if they are in Whitchurch and Alex Drury offers drop in services. KTL wanted to clarify that the normal signposting service will still operate and that people will still be able to attend AD's drop-ins in Whitchurch and the Qube to find out about volunteering, as it is just the Do-it website that will change. Additionally, there is a computer suite at Qube and KTL and AD will be able to help a small number of people sign up to a VIVO account if they need support.</p> <p>SJ - There will also be a new feature on the website to enable organisations to advertise paid employment roles as well as voluntary. The Shropshire Volunteer Centres will be provided with a dummy version of the site in August to trial, organisations can become partners and trial the dummy version before it does live in September. SJ is looking for partner organisations to work with him on the trial dummy version over the summer. If you are interested please contact steve.jones@shropshire-rcc.org.uk. The Shropshire Volunteering Team are asking organisations to check their opportunities on Do-it to ensure all their opportunities are correct and current when the new site is launched. Opportunities can be checked by visiting the current Do-it Website or contacting KTL and AD on 01691 656882.</p> <p>PG – asked how the site was being funded. SJ - IVO have received initial start up funding from the Government and the future funds will be generated through advertising on the website similar to Facebook and Twitter.</p>		
5.	Round Up of Organisations Activities		

<p>KTL – Qube’s Learning suite is running a number of I.T, volunteering and transport courses. There is a three week I.T course for total beginners, I.T drop-ins on a weekly basis for people to receive one to one support with their computer problems and ECDL courses.</p> <p>There are new volunteering courses running starting with ‘Is volunteering for me?’ which will help members of the public to decide if volunteering is suitable for them, ‘How to write a successful volunteering role description’ and ‘How to make your Volunteer Centre work for you’. MK added that Qube Dial-A-Ride is also running MiDAS (Minibus Awareness Driver Scheme) training, which is a recognised qualification for drivers who transport people. The training is a two day course which costs between £80 and £90 per person and the qualification is valid for four years.</p> <p>PG – The Centre on Oak Street is a youth centre in Oswestry. PG confirmed that the Centre has not been affected by the recent Shropshire Council funding cuts to the Positive Activities Service and will not be closing. The Centre is home to a number of social groups, which are based in the office space at the centre. The social group’s part fund The Centre’s activities and additional funding comes from youth support grants. The Centre has access to the sport and leisure facilities situated next door. Art Fusion, at The Centre has recently held a production which involved 40 students who access the services at The Centre.</p> <p>KG – Age UK are holding a promotion event on Tuesday 20th June at the Age UK office in Shrewsbury. There will be stalls and refreshments available and some of their volunteers will be available to talk to people about Age UK services. Limited spaces will be available for other organisations wishing to attend, but they must support older people. If your organisation would like to attend please contact KG via email at keith.gallop@ageukstw.org.uk.</p> <p>JC – handed around the Beechtree Community Centre ‘what’s on’ leaflet. BCC are currently looking to recruit new trustees. They have launched a £30,000 fundraising campaign as their Lottery funding has been declined. A ‘Friends of the Beechtree’ group has been launched to aid the fundraising appeal. BCC are holding a Health Fayre on Friday 16th May at the Civic Centre in Whitchurch. There are plans to develop service by creating more I.T and learning satellite centres. In June 2013 BCC received funding to run free ECDL courses for the unemployed as they have become a satellite centre for Walford and North Shropshire College. However, they have experienced problems with the Job Centre Plus forcing people to sign up to the course.</p> <p>AJ – Healthwatch are holding an event on Tuesday 8th July in the afternoon at the Old Chapel Community Centre, Cross Houses, Shrewsbury. The event will explain how health care services will change in the future. Speakers from the CCG, Shropshire Council and the Community NHS Trust will attend. Members will be invited first and then it will be opened to the public and other organisations. Please contact the Healthwatch office on 01743 237884 if you wish to attend.</p> <p>DM – Hope House Children’s Hospice have a local hospice in Morda and another in Conwy. They also have 15 Charity Shops and around 700</p>		
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	<p>volunteers, of which 2/3 work in the shops. DM is looking for ways to thank their volunteers and is in the process of creating training courses and organising social groups. 85 to 90% of their current volunteers are aged over 25 years. Therefore DM is looking for ways to involve younger volunteers. KTL suggested DM speak to AD as there may be volunteers available through Qube's Youth Volunteering project.</p> <p>LE – Jubilee Money Advice Service are desperate for volunteers. The charity has been running for two and a half years and was originally set up by LE. LE has filled in the volunteer registration forms but has not received any volunteer enquiries and currently only has one volunteer. JMAS have approximately 100 clients and most of them have been referred through other agencies. KTL suggested that JMAS attend the charity market on the 6th June to promote the service and try and recruit volunteers. KTL also said that JMAS opportunities are currently listed on the do-it website. JC suggested LE contacting people who have previously used the service to see if they would like to volunteer and offer the help they received to someone else.</p> <p>HB – Shropshire Council Outdoor and Recreational Service. HB is new in post and has attended this meeting to find out what is happening locally.</p> <p>GC –British Red Cross has moved premises and would like to provide everyone with their new address; Bradbury Park House, Battlefield Enterprise Park, 3 Park Plaza, Shrewsbury SY1 3AF</p> <p>MG – Has started volunteering for the Stroke Association in October last year. He is currently creating advertising material to promote the service. The group provides monthly meetings, which include guest speakers and social outings. Their next event is a lunch trip to the Highwayman in Oswestry, 40 members have already booked to attend. SA are struggling to find funding. A fundraising committee has been established and they plan to hold spring and Christmas Fairs to try and raise funds.</p>		
6.	<p>Discloser and Barring update</p> <p>SJ - DBS processing is still very slow despite being transferred onto a computer system. A high number of checks are being returned to organisations as the 'workforce' type has not been identified. e.g. Age UK's workforce is adults only. There is also the option to select both adult and children. Volunteers can only register for a 'Unique ID' number once a DBS check has been completed. This enables volunteers to transfer the check to another organisation, who can access their DBS check. However, SJ and KG highlighted that it is important to still request to see each volunteer's ID documentation, as you would to complete a DBS check, to ensure that the Unique ID number the volunteer is providing actually is their number. This has been an issue in other parts of the country.</p> <p>GC asked how an organisation will know if the check is current or if any changes have occurred since the last check. SJ explained that it is the organisations legal obligation to inform DBS of any problems and that DBS will log the issue and inform other organisations linked with that volunteer.</p> <p>SJ said that the identification documentation required for the DBS checks is still</p>		

	<p>causing problems, especially for younger people who wish to volunteer. Both GC and KG went on to say that their organisations have found this problematic as young people are often living at home and are unable to provide utility bills and that banking is now done online. However, this type of documentation is not accepted by DBS. KG said that three potential Age UK volunteers were unable to provide the required documentation and his only option was to suggest finger printing at the police station, but only one person accepted. SJ added that one young volunteer from their Care Homes project was able to submit a letter from a school principle as evidence. DM then commented that most young people are not left on their own while volunteering, SJ agreed as their young volunteer will shadow a member of staff or another DBS checked volunteer.</p> <p>It was established that if a volunteer has a free DBS check completed, they can then provide an employer with their unique ID number. SJ confirmed that volunteers can register their unique ID number for free and that the £13 fee listed on the website is deducted when they select the 'volunteer' option during the online registration process.</p>		
7.	<p>Funding Update</p> <p>The Shropshire Community Fund – Shropshire RCC. Funding is available for up to £1,000 for projects matching the healthy living criteria. Jan Dodd is retiring at the end of May, so if you have any enquiries after that date please contact SJ. Steve.jones@shropshire-rcc.org.uk</p> <p>Awards for All Fund Shropshire is under represented. SJ stressed that if your organisation is planning to make an application, the project must match the AFA criteria. Full documentation is no longer required during the first stages of an application. Additionally, each proposed project needs to be explained in less than 500 words when making an application.</p>		
8.	<p>Community Gardens Project</p> <p>Shropshire RCC has signed the lease for a plot of land in Shrewsbury to create a community garden project. The project aims to offer people who are struggling to find a placement the chance to get involved and learn new skills. They will be offered a 6 month placement, an NVQ in horticulture and help developing their CV. The project is aims to support around 40 to 50 clients.</p>		
9.	<p>Any Other Business</p>		
10.	<p>Date of next meeting: - 9th September 2014 10am-12pm – location to be confirmed</p>		