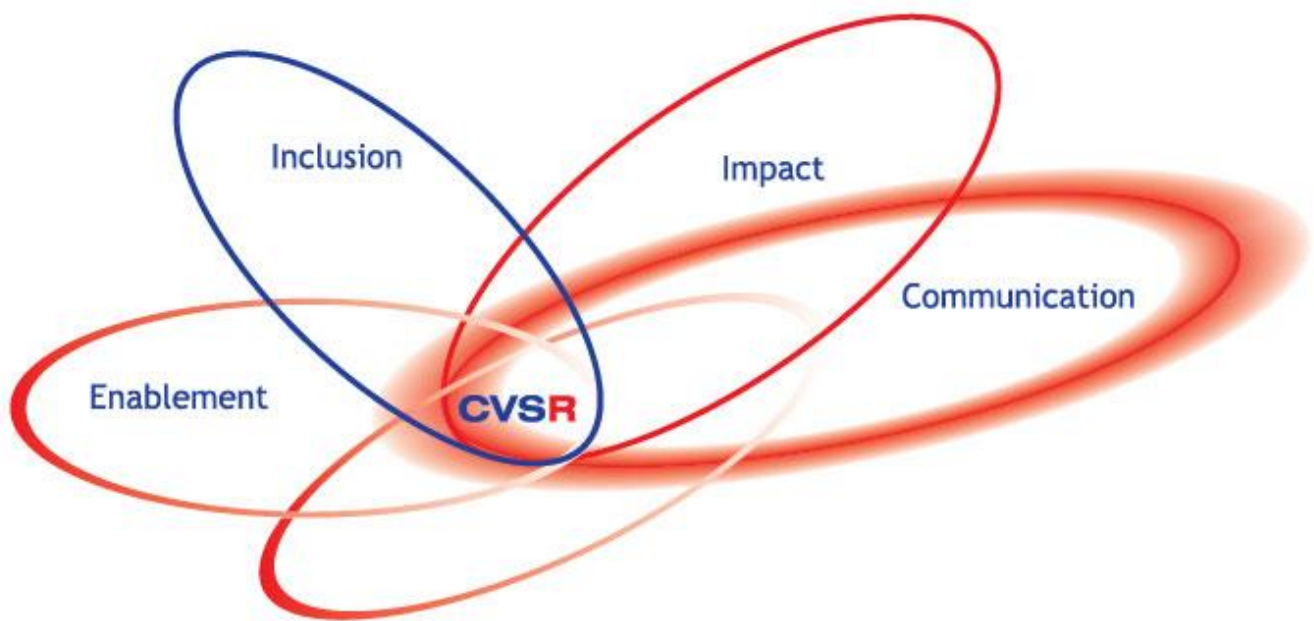




Newsletter

December 2016



Working in partnership for the benefit of the voluntary sector and communities within Greater Manchester

Christmas at CVS Rochdale

CVS Rochdale & Jonathan Burns Learning Centre would like to wish everyone a Merry Christmas and a Happy New Year.

Christmas closing & reopening

With Christmas and the holiday period almost upon us we would like to inform you all that there will be a reduced service on Friday 23rd December. The office will be closed from Monday 26th December and will reopen on Tuesday 3rd January 2017 at 9am.

Staff Christmas Lunch

To get in with the Christmas spirit our Volunteer Driver Coordinator Mary Burke has decorated the office. Staff and volunteers have arranged a Jacob's join. The Jacob's join is where each member of staff will bring some food or drink to contribute.

Hours of Business

As from January 2017 our operating hours will be 9am - 4pm. The phone line will closed for lunch between 12pm & 1pm.

National Christmas Jumper Day 2016

Staff at CVS Rochdale & Jonathan Burns Learning Centre took part in the National Christmas Jumper Day on Friday 16th December to raise funds for Save the Children. This was a very successful fundraising event.



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Leadership, Representation, Communication & Collaboration

Sector Communication & Collaboration

Dear Members,

Welcome to our December 2016 Newsletter, Council for Voluntary Service Rochdale.

Hayley - Receptionist / Team Administrator.

Since the last Newsletter I have been concentrating on my Business Administration Level 2. I am now half way through the qualification and feel that I am ready to sit my functional skills tests. I am hoping to do these in the next few weeks.

I have been busy contacting organisations, encouraging them to complete the State of the Sector Survey by phoning or emailing them as the information is important to us. The survey will create a profile for the VCSE of the Borough. One in each of the ten Boroughs of Greater Manchester will feed into the Greater Manchester survey.

I have also been assisting the Volunteer Drivers Service with answering phone calls and taking bookings as well as assisting the Volunteer Centre.

Habiba - Leadership Team Support Officer.

Over the past couple of months, I have been supporting with the facilitation of CVSR and Pride Media Association (trading as the Jonathan Burns Learning Centre) Board meetings, as well as providing ongoing administrative support to the Health & Wellbeing Alliance Leadership Group.

In January, it will be one year since I was employed by CVSR, initially as an admin apprentice and I am grateful for the opportunities that I have been given as well as the ongoing support and motivation of my line manager and colleagues. I am glad I chose to undertake an apprenticeship over studying at university because I have gained a wealth of experience during my time at CVS that other young people my age do not have.

With regards to my apprenticeship, I am delighted to announce that I have completed all of my mandatory units and only have a few optional units left to cover. I am hoping I will have gained the qualification by the end of February!

Please read on for more information on what CVS Rochdale have been doing in the last few weeks.



Leadership, Representation, Communication & Collaboration

Sector Leadership & Representation

Michelle Warburton - Chief Executive Officer

The CEO focus during November and December has continued to be on Health & Wellbeing changes that are linked to Greater Manchester Devolution.

At the November Health & Wellbeing Board there was a very interesting presentation done by Greater Manchester Fire & Rescue Service. The presentation highlighted their change and refocus which is aligned to GM Devolution.

These include a reshaping of their fire prevention team who previously conducted fire safety checks within homes. The refocus of the prevention team is now concentrating on a more person centred approach to fire safety which also offers an observation of more health related things within the home.

There is also a move towards more practical health related support from Greater Manchester Fire & Rescue such as GM Survival Academy which is about teaching cardiac first aid and the Cardiac Response which is a pilot project with North West Ambulance Service. This service utilises fire engines to provide an emergency response until the ambulance service arrives.

The Health & Wellbeing Board members were also made aware of the Death Certificate Reforms and the possible implications that this may have within the borough.

Integrated Place Based Model of Reform

The CEO has also recently got involved in Integrated Public Service Reform. This is about whole system integration and the work in Rochdale is part of wider Greater Manchester wide reform.

Voluntary Sector Partnership

At the meeting in October there was a revision of the terms of reference to open up the membership to all voluntary sector organisations within the borough.

CVS Rochdale also agreed to promote the partnership through our website and e-bulletins. There was also an update about the joint commissioning and procurement of services by Rochdale Council and NHS Heywood, Middleton and Rochdale Clinical Commissioning group.

The meeting was also updated with regards to the fact that in April, Rochdale will be required to develop a Local Care Organisation. These new organisation's will include all health and social care providers in a locality. These providers will be required to work collaboratively to provide care to a defined population within a defined budget with primary care at the centre.



Leadership, Representation, Communication & Collaboration

Health & Wellbeing Alliance Thematic Partnerships

Debby Green - Partnership Development Officer

The Partnerships have now been established and are developing with new members who are now meeting monthly/bi-monthly to network by learning what services each other provide within the Borough of Rochdale and to work in partnership to deliver their best endeavours by working together to avoid duplication.

Ageing Well Partnership—has held 2 meetings in Sept and Dec and the elected Lead Organisation is **HMR Circle**, Chair Mark Wynn. There are approx. 12 members so far and the next meeting is January 16th 10-12pm @ CVSR.

BRHAIN (Borough of Rochdale Homelessness Action & Information Network) Lead Organisation is **Petrus**, Chair Denis Skelton. Attendance at this meeting by invitation only. For more information please phone: 01706 345 844

Carers Partnership – Lead Organisation is **Carers Trust**, Chair Paul Parlby
This Partnership has been meeting since 2015 and meets monthly. At this time, as current members work on a joint funding bid, it's closed to new members.

Children, Young People & Families Partnership – A proposal for Lead Organisation has been received from **Barnardo's**, Chair to be Elaine Gansler this proposal will be officiated at the next meeting, January 19th 1-3pm @ CVSR. This group has been established for several years, meeting monthly, but new members are very welcome.

Community Base Network – Chairperson **Sheila Acton**.

This partnership has been meeting monthly for several years and the venue of the meetings are varied, the next meeting is January 26th 10-12pm @ KYP.

Diversity & Inclusion Partnership – Lead Organisation **CVSR**, Chair Michelle Warburton has been proposed and will be voted in at the next meeting January 30th 10-12pm @ CVSR.

Mental Health Partnership – Lead Organisation **MIND**, Chair Tricia Hornby. There have been 2 meetings in Sept and Nov with approx. 12 members and the next meeting is January 24th 10-12pm @ CVSR.

Rochdale Borough Culture Network – Lead organisation **Link 4 Life**, Chair Darren Grice. An elected steering group has been established who meet monthly and this is by invitation only.

Volunteering & Social Action Partnership – Nominated Lead Organisation **CVSR**, Chair Kelly Dawson. The next meeting is January 26th 10-12pm @ CVSR. This group has been meeting as a Volunteering group for several years.

Work & Skills Partnership – Nominated Lead Organisation **KYP**, Chair Khadija Tily has been proposed and will be voted for at the next meeting January 23rd 10-12pm @ CVSR. This Partnership will be co-joined by the Skills & Work Forum.

If you would like to become a member of any of the Partnerships please contact Debby. The timetable of Partnership meetings is continually updated and is displayed on our webpage

www.cvsr.org.uk



Learning and Capacity Building

Financial Management Services

Stuart Golding - Financial Management Support Officer

If your organisation employs staff, even if it is only for 1 hour per week you must set up a workplace pension. This requirement has been in place for a couple of years now but has so far only affected larger employers.

2017 will see many smaller voluntary and community groups being drawn into the net. The 'staging date' is the date that you are required to have things in place by. To find your individual staging date you will need to visit the Government's Pension Regulator website.

As well as complying with the requirements on the regulators website you will need to set up the actual pension scheme with a pension provider.

If you have an external payroll provider that runs your payroll they should help you with this, if not and you do the work in house, this is another task that needs to be undertaken every payday.

One of the services offered by CVS Rochdale is that of a Payroll Bureau, this service includes the production of payslips, reporting to HMRC, and if required the management of the workplace pension with NEST (National Employment Savings Trust).

If you need help with setting up a workplace pension and would like to discuss the running of your organisations payroll CVS Rochdale's charges are very reasonable at only £20.00 per hour. If you want to discuss this further please contact me on the number below or by email to s.golding@cvsr.org.uk



Tofayel Miah - Financial Administration Officer

I have been busy working on the CVSR website this month, I have made several changes from website sliders to all the web pages within the Health & Wellbeing Alliance Partnership. Along with the website I have been working towards completing my NVQ Business Administration which I have two units to finish off.

Learning and Capacity Building

Organisational Development

Neil Gibson - Organisational Development Officer

During November I has supported several groups on funding and governance issues. I have also supported the setting up of a new Charitable Incorporated Organisation in Rochdale. Once again funding has been at the forefront of the work with 5 groups requiring support on completing funding applications. The type of support provided included proof reading funding applications support with bid writing and guidance on how to complete funding applications. I've been working with the Multicultural Arts & Media Centre on their application to Tudor Trust which has recently gone through to stage two of the application process.

FUNDING CENTRAL SEARCH FACILITIES

CVS Rochdale subscribes to Funding Central allowing us to provide free access to hundreds of funders for voluntary and community groups.

Funding Central provides assistance with fundraising and can be tailored to meet particular funding needs.

- Each funding search produces a tailored list of results for you to explore.
- Funding listings are easy to read and will be updated regularly, highlighting key criteria, guidance documents, how to apply and contact details amongst other headings.
- You can save funding schemes, funders and individual funding searches to your profile or you can print these documents.

Organisations and Groups with an income under £100,000 can subscribe free just click on www.fundingcentral.org.uk/ or if you prefer to have a member of CVS staff to guide you through the process contact Neil Gibson, Organisational Development Officer on 01706 510844 or email n.gibson@cvsr.org.uk



The Jonathan Burns Learning Centre

High Tech Oldies

Karl Parr - Project Development Officer

The Hi Tech Oldies groups have been busy recently with writing articles for their end of year newsletter. Looking at the comments made, it is encouraging to hear that the groups are enjoying themselves and learning new skills.

Below are just some of the comments from the High Tech Oldies groups

"I've grown such confidence in using my tablet I can even email my granddaughter, much to her surprise! **Eileen Penney**

" I understand that this project covers only a small area of Middleton. I'd like to see this run further afield. There are many in our age group who can gain confidence from a course like this. Otherwise we'll get left behind." **Marlene Heap**

"I've learned a fair bit in the short time I've been here and I feel more confident in using IT. I've learned how to download Apps onto my Windows tablet, skyped my family and other group members and we had an interesting discussion on keeping safe online and trying to avoid online and telephone fraud." **John Hall**

High Tech Oldies newsletter will be made available before Christmas.

My thanks and very best wishes go to the members of our groups for their kind comments, to our volunteers Andy, Edna and our new recruit, Matthew, and the staff at Demesne Community Centre and Threlkeld Court Sheltered Housing Scheme. We look forward to meeting up again in the New Year.

Staying safe doing your online Christmas shopping

It's that time of year when the mad dash for buying Christmas presents begins, if like a lot of people you prefer to do your Christmas shopping online then it is important to think about your online safety before making your purchases. Here are some tips to staying safe online this Christmas -

1. Use a credit card - using a credit card offers protection that you don't get from a debit card, so if things do wrong it means you are covered and you won't be out of pocket.
2. Make sure you use a secure website - ensure the website you are purchasing from is secure by checking the address starts with 'https' (the 'S' stands for secure), also look out for the padlock or unbroken key symbol on the page.
3. Check the terms and conditions - make sure the company you are buying from has an up to date and robust payment, returns and cancellation policy.
4. Never save personal details - some websites will give you the option to save your personal details to make it easier for future purchases, never choose this option, if the website is hacked they may get access to sensitive information.



The Jonathan Burns Learning Centre

Never Too Old To Do IT

Karen Oliver - Community Trainer

Never Too Old to Do I.T. is a project aimed at those aged 50 or over and who live anywhere in the Rochdale borough. The project is designed to help older people to embrace tablets, smartphones, computers, the internet and modern technology generally as part of their everyday lives.

We are still concentrating on delivering tablet courses, as feedback and enquiries from our learners have indicated that this is what they want. We currently have a number of learners requesting laptop courses but we have not yet attained sufficient numbers to run a course. We will continue to monitor this.

I have asked learners from one of my groups to share their experiences:

“We have found the course really useful. We bought a new tablet and couldn't use it. The course has given us the confidence to use the knowledge we have learned in the course. We would recommend it. Karen and Andy made the course fun as well as interesting.”

“At my first visit I felt as though I was in the dark, not knowing too much but after a few visits I felt better, as though somebody had turned the lights on. I think I am getting better.”

“I have found this course most informative and very useful. The teachers, Karen and Andy have been most helpful and I have learned quite a lot. Thank You.”

It has been a busy few months delivering our Tablet courses in and around the Rochdale Borough but whilst it has been so busy, it has also so rewarding to see so much enthusiasm from the learners themselves, many of whom have now gone on to buy their own device to continue their learning at home.

Learner's Comments

Karan Youngblut - Community Tutor

Barbara “I never thought I would be able to work one of these new Tablet computers but by attending the class for 8 weeks it has given me the confidence boost I needed to put into practice what I have learnt”

Margaret “I am a full time carer for my mum so being able to switch my Tablet on and take time out for myself is brilliant”. I am taking it all on board, although sometimes its slower than others but each week brings something new, I am really enjoying the class”

Janet “Everyone should come on a course like this, it opens up a complete new world and makes me feel like I have achieved something myself. I have learnt more in the past 8 weeks than I could have done trying to ask family, when they had the time to show me” Brilliant keep up the good work!!



Volunteering and Social Action

Volunteer Centre

Phil Greenwood - Volunteer Centre Officer & Stewart Dobson - Volunteer Centre Coordinator

Upcoming Event - Rochdale Community Action Event.

Date - Saturday 21st January

Time - 10am - 3pm

Location - Unit 29 Rochdale Exchange Shopping Centre (near home bargains & Iceland)

This event will be attended by around 17 organisations who are looking for volunteers and we will have a soft play area as well as static bikes, rowers and blood pressure monitoring machines as well as face painting and craft events for the kids. The Mayor will be attending sometime during the day. As with all events please tell as many people as possible to make this a positive and worthwhile occasion.

At the volunteer centre we have a wide range of new opportunities:-

Swimming Volunteer.

Retail Assistants at Barnardo's.

Learning Assistant , Marketing assistant , Collections Assistant , Visitor Assistant.

Café Volunteers (Fri , Sat , Sun).

Pre School Support Volunteers.

Volunteer Communications Assistant.

For all these opportunities along with hundreds more please contact the volunteer centre on 01706 631291 or e-mail vc.admin@cvsr.org.uk – for the live up to date information please visit www.do-it.org

In addition to the work we have been doing to plan for the volunteer event we have also been working on putting together a series of Volunteer Management training in the New Year. We have consulted with members of the Volunteering & Social Action Partnership and have come up with the following schedule:

- **Recruiting Volunteers** - Tuesday 24th January, 1pm - 4pm.
- **Support & Supervision of Volunteers** - Thursday 16th February, 10am - 1pm
- **Motivation & Retention of Volunteers** - Tuesday 28th February, 1pm - 4pm
- **Dealing with Difficult Behaviour** - Tuesday 14th March, 1pm - 4pm
- **Volunteers and the Law** - Tuesday 21st March, 1pm - 4pm

All courses will take place here at CVS Rochdale and best of all they are **FREE!**

Places are limited and can be booked by e-mailing s.dobson@cvsr.org.uk



Volunteering & Social Action

Ambition for Ageing

Stewart Dobson - Ambition for Ageing Coordinator

It has been a busy few weeks working on the Ambition for Ageing project. First of all we have now fully trained a couple more of our volunteers, Denise and Emily, who I am sure will be a genuine asset to the project. They both care greatly about their local community and want to help make a real difference.

Secondly we have re-designed the research questionnaire. We felt that the one we had been using was a little long and didn't really give us some of the information we were looking for. I got a few of our volunteers from different areas together at BACP last week and we went through the existing questionnaire, reviewed it and then re-worked it. What we have been left with is a much more streamlined questionnaire that our volunteers are much happier with and we hope that it will help us get some really useful information about the neighbourhoods the project is aiming to help.

Each of the areas have also been busy and below is a review of what they have been up to:

West Middleton

Demesne Community Centre will be hosting their launch event on Thursday 12th January between 12 noon and 2pm. If you are over 50 and live in the area or know anyone who is then please feel free to come along.

Smallbridge & Firgrove

Meadowfields held a 'Celebration Event' to help raise awareness about the project last Friday (16th December). There were different activities going on as well as some seasonal refreshments.

Central Rochdale

BACP held an information event that saw almost 60 people attend. Habibul spoke in great detail about the project and we received some great feedback from those in attendance. Hopefully a few of those in attendance will become involved with the project!

Finally this month I have revised the role of the Volunteer Researcher to make it more accessible to all. We are now able to take people from outside of the 3 ward areas and have removed the age limit. If you are interested in getting involved then please get in touch with me.

All the best for 2017

Stewart

Ambition for Ageing Volunteer Co-Ordinator



Volunteering & Social Action

Volunteer Drivers Service

Mary Burke - Volunteer Driver Service Coordinator

As we are fast approaching Christmas, I would like to take this opportunity on behalf of the Volunteer Driver Service and CVS Rochdale to thank our team of volunteer administrators and volunteer drivers for their hard work, dedication and commitment over the year. In the month of November our team of drivers have covered 9048.8 miles overall with one driver covering 1408 miles and a second driver covering 1273.5 miles.

I would also like to welcome to the team our new volunteer administrator Sue Furby. We currently have a team of 6 volunteer administrators and 35 volunteer drivers. I am sure our team are looking forward to their Christmas festivities with family and friends although we do still have volunteer drivers covering trips between the Christmas and New Year period.

The Volunteer Driver Service Office will close at 12.30pm on Friday 23rd December 2016 and re-open at 09.00am on Tuesday 03rd January 2017.

The volunteer Driver Service are looking to increase our team of volunteer drivers and administrators. As the New Year is almost upon us and we all start to think about our New Year Resolutions, perhaps becoming a volunteer driver or administrator is something you may be thinking of or you may know family and / or friends who may be interested. For more information and an informal chat you can contact the office on 0800 032 0868 or alternatively Email me at, m.burke@cvsr.org.uk.

VOLUNTEER DRIVERS NEEDED

This is a rewarding role where you could be helping to change the lives of vulnerable local people by supporting them to attend various functions from social events to medical appointments, that they would not be able to access without the service.

This is an opportunity to do something worthwhile that could also help you with job prospects or a career change.

For further details please contact Mary Burke on 0800 032 0868



Community Development & Engagement

Kirkholt Million Partnership

Christine Henderson - Community Engagement Worker

The jobs I have worked on in November from Kirkholt Million included gathering information for the Kirkholt Million Big Local review which consists of many questions from the Big Lottery so they can ensure the aims and objectives of the original plan have been or are being met. To do this I have spoke to lots of residents on Kirkholt to get their opinion and I am pleased to say that the majority are aware of and support the KM project and the work it has undertaken.

I also spent time at a Sheltered complex in the KM area to introduce myself to the residents who were keen to find out if the KM group were allowing Community Groups in the area to apply for funding again. The Community Groups who received grants in the past include funding for new outfits for a local Morris Troupe, books and other equipment for a Homework club and funding for day trips. The complex residents group had been successful in applying in the past to hold a St. George's Day lunch and now they want to apply for funding for day trips. I explained that should the KM Partnership group offer Community grants in the future they would be the first to know.

I also met volunteers at the Kirky Kitchen at St. Thomas Church who run a very professional, friendly and welcoming service to anyone who cares to visit. The idea is you pay for the time you spend there but while you are there you can eat as much as you like from a very long menu and use free wifi. The price is around £1.80 for an hour I would definitely recommend this Community Kitchen to everyone.

Back O'th Moss Community Centre

Neil Gibson - Organisational Development Officer

In mid-November CVS Rochdale was asked by Rochdale Council to temporarily manage Back O'th Moss Community Centre and support the development of a new governing body to be register as a Charitable Incorporated Organisation. Pat Colclough has been appointed as centre manager. Over the last few weeks Pat and I have made the centre suitable for use and Rochdale Council has given a commitment to carry out necessary capital work on the centre over the next 6 months.

My current role is to provide support to the manager with the view in the New Year to help engage the local community to identify and develop a programme of activities. A programme of community involvement and consultation will be introduced to identify what activities the community want the centre to provide. Linked to these activities will be the development of volunteering opportunities for local people and user involvement.



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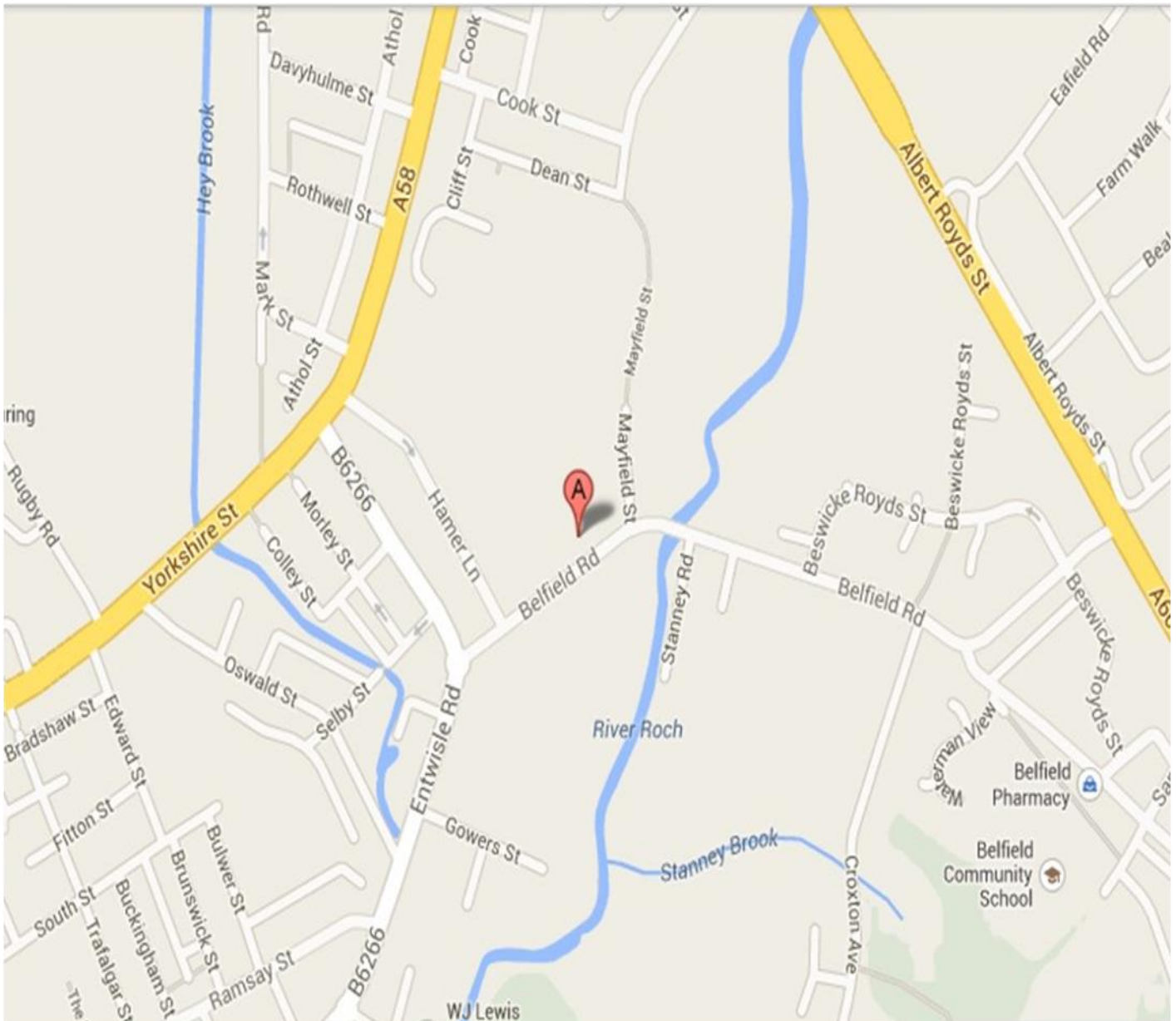
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