

Bringing community & voluntary groups together

# HAVS Hillingdon

Association of Voluntary Services



Winter 2008/2009

## Newsletter

### About Us

Hillingdon Association of Voluntary Services exists to support and develop the voluntary sector in the London Borough of Hillingdon.

Take a look at the back of this newsletter to read about our aims.

### Newsletter

We welcome your news items and articles for the next edition of the HAVS newsletter.

To contribute a piece, please contact us before the end of February 2009.

### Website

Visit our new website at [www.havs.org.uk](http://www.havs.org.uk) for the HAVS directory of Hillingdon's voluntary sector organisations, for information about all of our projects and latest news.

## HAVS AGM – 2008

### Putting the Fun into Funding!

HAVS held its AGM & Fundraising awareness event for 2007/2008 at the Middlesex Suite of the Civic Centre, Uxbridge on Tuesday 16th September from 10 a.m. to 4 p.m.

Over 120 representatives from the Hillingdon community and voluntary sector attended the day which was packed with information and practical advice on fundraising.

HAVS also officially launched its new Training Service HAVS – TLC (Training Learning Centre) together with holding its Annual General Meeting.

Ted Hill, HAVS Chief Executive commented:

*"This is a very challenging time for the voluntary sector and organisations are looking for new ways to access new funding to ensure they can continue their vital work.*

*We aim to help local voluntary & community organisations meet these challenges and the day helped local groups do just that.*

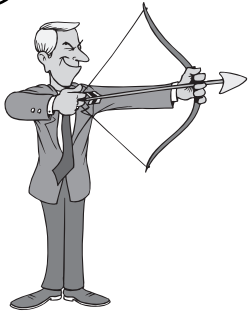
*We also held our Annual General Meeting and reported back on a very successful year for HAVS."*

The event was generously sponsored by Hillingdon Community Trust, London Borough of Hillingdon, Unity Bank and The Big Lottery Fund through the "Awards for All" programme.

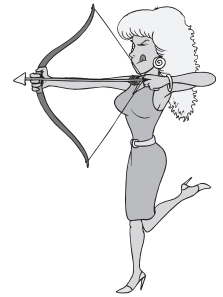


### Inside:

- **Legal • HAVS Awayday**
- **Children & Families • Funding Opportunities**
- **Volunteer Centre News • Training**
- **Health & Safety • and much more...**



# A Different Sort Of AWAY DAY For HAVS Staff



This year HAVS held its annual Away Day at Hillingdon Outdoor Activity Centre (HOAC) in late October.

During the morning staff and volunteers explored a number of issues including communications, sustainable funding and future developments but the afternoon was set aside for team building experiences.

Some of the team spent the afternoon tackling an assault and archery course while a few brave souls ventured into the water.

Building a raft from a few poles and plastic drums, the "wet team" set off to tackle the water course coming home just 16 seconds under the record.



**The HAVS Wet Team set off to Circumnavigate the Lake HOAC**

Ted Hill, HAVS Chief Executive, commented:

*"While we tackled some challenging issues in the morning the afternoon session was great team building fun. I was in the wet team and had a great laugh but it did bring home how working together outside our normal comfort zones we can still achieve great things. This bodes well for the future of HAVS as an organisation."*



# SECTOR NEWS

## A blueprint for fairness?

An article by shadow chancellor George Osborne, published in 'The Guardian' of 20 August, claims the Conservatives now have the more progressive social agenda. "Conservatives will tackle the root causes of poverty and spread opportunity by harnessing the private and voluntary sectors to help people into work."

NAVCA, the umbrella organisation for CVS's across the UK has responded: "Any Government would be wise to draw on the third sector's experience as it plans its social programmes and not simply ask us to deliver them when the decisions have been made".

### The Conservative's plans for the third sector

On 3 June the Conservatives launched 'Voluntary Action in the 21st Century', a Green Paper which highlights the importance of the third sector and sets out ways to encourage it as a force for social progress.

Congratulations to Nick Hurd MP for Ruislip - Northwood who has recently become the Shadow Minister for Charities, Social Enterprise & Volunteering.

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## Public Benefit

The Charity Commission's policy director has used a 'Society Guardian' article to reassure charities that the public benefit reporting requirement (from next March) will, for many, be more about a shift in thinking than the diversion of valuable resources to meeting the goal. It will largely mean trustees presenting information already needed for their annual report a little differently.

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## Improving the Life Chances of Disabled People

The 'Improving the Life Chances of Disabled People' report said there should be user-led organisations, like existing Centres for Independent Living, in every locality by 2010. The Department of Health are working to make this happen, but the Office for Disability Issues would like to hear about initiatives that:

- have the potential to build capacity amongst user-led organisations
- promote the engagement of disabled people.

*Please send brief details (in the first instance) to: Lis Robinson at the Office for Disability Issues, tel 0207 712 2741 or email [elisabeth.robinson@dwp.gsi.gov.uk](mailto:elisabeth.robinson@dwp.gsi.gov.uk)*



## SECTOR NEWS continued

### Cuts in sector lottery programmes

'Third Sector' magazine reports that the Big Lottery Fund has made further revisions to the amount of money it will award to the third sector in the coming year. The fund has announced that it has reduced the value of the Young People's Fund 2 from £76m to £68m and the Research Programme (which awards grants for social and medical research) from £25m to £20m.

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### A Question of Quality

A number of you have contacted us concerned about 'a story' circulating in the sector that, under the Public Contracts Regulations 2006 PQASSO will not be accepted as a legitimate quality system in the context of procurement of public services. Instead, 'the story' goes that ISO 9000 will rank much higher in the procurement scoring system, resulting in a much higher likelihood of a VCO getting a local government contract.

Research has been undertaken and until this process is complete I don't want to pre-empt the findings. However, research so far has indicated very clearly that this theory is a misinterpretation of the legislation. In other words, the story and the sources from which it is coming appear to be wrong.

PQASSO is just as valid as ISO 9000 in the context of commissioning, and is therefore as appropriate and beneficial as it always has been.

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### CRB umbrellas

The CRB requires each registered body, including umbrella bodies, to submit 100 eligible Disclosure applications in any 12-month period. If you are not going to meet this threshold you should use an umbrella body. Local umbrella bodies that provide this service can be found using a search on the CRB website. <http://digbig.com/4xjgc> or <http://www.crb.gov.uk>.

HAVS is currently investigating the role of becoming an umbrella body.



# SECTOR NEWS continued

## The Public Just Don't Understand Us

According to a recent poll in *Third Sector Magazine* (23rd October 08) people hugely overestimate how much charities and the not for profit sector spends on fundraising and administration. The survey revealed that the public thought we spend about 40% of our income on admin and a further 35% on fundraising. The actual cost of admin of course is nearer 12% with between 12 – 25% on fundraising.

## Credit Crunch to Bite!

Voluntary sector Chief Executives from across England and Wales were recently asked how they felt the economy was effecting their organisation. Not too surprisingly they reported that the demand for services has increased while income has fallen. They were also gloomy on the outlook with 88% expecting income to drop even further in the next 12 months. 29% have had to make redundancies with 56% limiting staff pay awards.

The Hillingdon Local Strategic Partnership (LSP) – *Hillingdon Partners* is working to find ways to ease problems locally. The local voluntary sector is represented on the LSP and working to represent your needs and concerns.



## HAVS WEBSITE

Go to the HAVS website  
[www.havs.org.uk](http://www.havs.org.uk) for the latest news  
24 hours a day.

# HAVS TLC

TRAINING LEARNING CENTRE



## Spring Term 2009

In the current economic climate there is likely to be even more head shaking than usual as finance officers prepare their year end reports. Our **“Funding for the Future: Opportunities for Sustainability”** workshop on **January 29** will help groups explore the best ways to keep the cash flowing.

On **February 3** we will look at solutions for some of the problems encountered in front line service delivery with the **Dealing with Challenging Behaviour** workshop.

We are hosting a special event on **February 10** which will focus on the **Aiming High for Disabled Children** agenda. On **11 and 12 February** there is a great opportunity for VCS staff and volunteers to gain a certificate in **Paediatric First Aid**, everyone is welcome but we have secured funding from the Children’s Workforce Development Project to enable us to offer **12 FREE places for Hillingdon groups**.

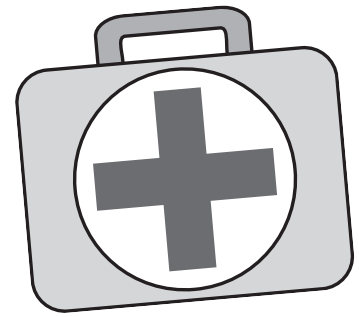
Many people with mental health issues experience stigma and discrimination due to a lack of understanding of the problem, yet one in four of us will experience a mental health problem in our lifetime. The **Mental Health Awareness** workshop on **March 3** run in partnership with the South London and Maudesley Foundation Mental Health Trust aims to demystify mental health issues in order to improve the support for service users.

Term ends on **March 12** with another look at income generation using the **social enterprise** model.

Full details including booking forms are available on the website **[www.havs.org.uk](http://www.havs.org.uk)** or **call Tania or Julie on 01895 442729** to discuss your requirements.

# HEALTH & SAFETY

## Proposed changes to first aid at work regulations



The Health and Safety Executive (HSE) has announced changes to the first aid at work regulations that are likely to become effective from 1 October 2009. The main changes include the four day First Aid at work course becoming a three day course and the creation of a new one day Emergency first aid at work course. It is expected that the requalification course will remain at two days.

Current certification will remain valid up to its existing three year expiry date even if that is after 1st October next year. Employees whose training expires before the implementation date must seek requalification as it becomes due and not wait and allow it to expire.

For those that need a reminder, below is the suggested numbers of first-aid personnel to be available at all times for people at work, based on assessments of risk and number of workers.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
<b>Lower risk</b> eg shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed
<b>Medium risk</b> eg light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
<b>Higher risk</b> eg most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first-aid skills are necessary	In addition, at least one first aider trained in the specific emergency action



# Children, Youth and Families

## Aiming High for Disabled Children (AHDC)

### What is Aiming High?

The Government wants disabled children to be a priority, both nationally and locally. Aiming High for Disabled Children (AHDC), launched in May 2007 is the Government's transformation programme for disabled children's services. Disabled children are a new priority in local Government and health performance frameworks and £430 million has been made available nationally to further the development of AHDC. Some of that funding will be available locally for the Local Authority and Primary Care Trust to develop services.

### What does the programme aim to deliver?

- Access and empowerment for disabled children and their families
- Responsive services and timely support
- Improved service quality and capacity

### What are the priorities in the programme?

The priorities include:

- Short Breaks. The Government's vision of a short break is to move away from old-fashioned respite models to an approach that provides positive experiences for disabled children and young people whilst also giving their parents and families a break from caring.
- Childcare. Ten pilot projects will be introduced aimed at increasing access to childcare for disabled children. The learning from the pilots will subsequently be used in other areas.
- Transition support. This programme recognises that more needs to be done to ensure young people and their families can access high quality information at key transition points in their lives.
- Palliative care. The strategy aims to improve outcomes and experiences for children and young people with life limiting threatening conditions.
- Core offer. The 'core offer' is a national statement of expectations for how disabled children and their families will be informed and involved as their needs are assessed. The core offer includes information and transparency, assessment, participation and feedback. This will provide clarity on what entitlements and services disabled children, young people and their families can expect in every area.

### How will AHDC affect children with disabilities and their families?

Services should enable the child or young person to reach their full potential and benefit from equality of opportunity for the child and their parents. The family should be able to access responsive and flexible services and included in universal services. Within communities, tolerance and understanding of diversity should be fostered.

# Children, Youth and Families **continued**



## **How will AHDC affect the voluntary sector?**

Voluntary sector organisations should consider:

- If their services are inclusive and develop a culture of including disabled children, young people and families in line with the aims of AHDC
- New opportunities will develop for voluntary sector organisations to work with statutory services to deliver the AHDC agenda

## **How is AHDC being taken forward locally?**

A new multi agency strategy is being developed to ensure AHDC is delivered in Hillingdon. A number of working groups have been formed with representation from all agencies to ensure services are developed in accordance with AHDC and the work will be overseen by the Children and Families Trust Board. In addition, voluntary sector organisations have already been invited to a meeting to discuss the capacity within their organisations to deliver the short breaks agenda locally.

## **How can I find out more about AHDC?**

Visit <http://www.everychildmatters.gov.uk/socialcare/ahdc/> or attend the event highlighted in the box below.

### **Advance Notice!**

#### **Extra Special Meeting of the Children, Youth and Families Forum**

Focussing on

### **Aiming High for Disabled Children (AHDC)**

**Tuesday 10th February 2009**

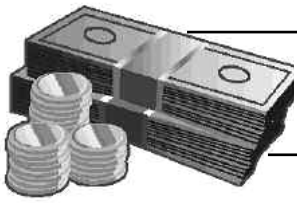
**10am-12 noon (lunch will be provided from 12 noon-1pm)**

*The programme for the day will include:*

- **A presentation on the Government's AHDC agenda**
- **Information on the developing local Children with Additional Needs Strategy**
- **A chance to meet with Angela Hickin, Service Manager for Children with Additional Needs from the local authority, and ask questions relating to AHDC and the local strategy**

**Booking Instructions:**

If you would like to register an early interest in attending this event, please contact the **HAVS Training Learning Centre on [Julie@havs.org.uk](mailto:Julie@havs.org.uk) or 01895 442729.**



# Funding Opportunities



## **GRASSROOTS GRANTS OPENS IN HILLINGDON**

Small voluntary and neighbourhood groups in Hillingdon are able to apply for grants between £250 to £5000 from this new Grassroots Grants programme.

The scheme is part of a £130M national drive by Government to support thousands of groups and projects working to improve their local communities. North West London Community Foundation will manage the local programme.

Just over £291,000 has been ringfenced for Hillingdon over the next 3 years, and a local Panel will make the funding decisions.

The scheme will only be open to groups with an annual income below £20,000 per annum.

Full details and application forms are available on the website via the link below, or tel. 0208 424 116. <http://www.nwlcommunityfoundation.org.uk/>

## **Defra launches £6 million Greener Living Fund**

The Greener Living Fund will help voluntary organisations promote positive environmental changes to individuals and communities, helping them reduce their carbon footprints, make greener lifestyle choices and find new ways to rely less on our natural resources.

The Third Sector Strategy is available on the Defra Website:  
[www.defra.gov.uk/corporate/how-do-we-work/third-sector/](http://www.defra.gov.uk/corporate/how-do-we-work/third-sector/)

## **Nominet Foundation**

Nominet have recently set up the Nominet Foundation, a charitable organisation that will fund education, research and development initiatives in the Internet industry.

The Nominet Foundation will be accepting applications for funding from early 2009.

More information about the application process will appear on Website:  
<http://www.nominetfoundation.org.uk/>

## **The Community Website Builder**

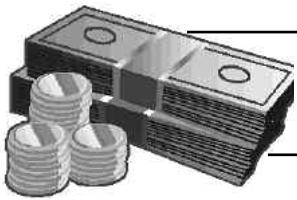
The Community Website Builder allows registered UK charities, non-profit making organisations and volunteer led groups or organisations to build and maintain their own website free of charge. Website: [www.communitykit.co.uk](http://www.communitykit.co.uk)

## **Resources for working with groups in financial difficulties**

The DTA has published an "Early Warning Guide" for groups to use to assess where they are facing difficulties... before its too late. The guide is available to download from Website:  
<http://www.dta.org.uk/resources/publications/earlywarningguide/>

## **It's your Community**

Awards of up to £1,000 are available to local groups and individuals for anything that can be shown to benefit your community. Ideas need to bring together and benefit your community; Have long lasting effects that will keep going once the money has been spent; Full details are on Website: <http://www.itsyourcommunity.co.uk>



# Funding Opportunities



## **HMRC and Gift Aid - Tax relief for charities**

Gift Aid is an easy way to help your charity or CASC maximise the value of its donations, as you can reclaim tax from HM Revenue & Customs (HMRC) on its 'gross' equivalent - its value before tax was deducted at the basic rate. For every £1 donated, your charity or CASC can receive 28 pence, so the total value of the donation is £1.28. To help you with Gift Aid HMRC has produced a Gift Aid Tool Kit which can be downloaded from Website:

<http://www.hmrc.gov.uk/charities/giftaidtoolkit.pdf> or sent to you if you contact them Tel: 08453 020203.

Full information is on Website: [http://www.hmrc.gov.uk/charities/gift\\_aid/basics.htm](http://www.hmrc.gov.uk/charities/gift_aid/basics.htm)

## **New Online Gift Aid Mentoring Forum to Benefit Small Charities**

The Institute of Fundraising has today launched its new Gift Aid mentoring forum, [www.giftaidhelp.org](http://www.giftaidhelp.org) Aimed at small organisations, charities, clubs and individuals who fundraise for charities, users can access the forum to ask specific questions about Gift Aid, or network with others in order to get new ideas on how to maximize Gift Aid income.

Websites: [www.giftaidhelp.org](http://www.giftaidhelp.org) <http://www.institute-of-fundraising.org.uk/>

## **BBC Children in Need**

Children in Need give grants for projects delivered by organisations working with disadvantaged children and young people, who must be 18 years and under, living in the UK, the Isle of Man or the Channel Islands. You can contact them by Email: [pudsey@bbc.co.uk](mailto:pudsey@bbc.co.uk) or Helpdesk Monday to Friday 9am - 5pm Tel: 020 8576 7788. The next closing date is 15 January 2009.

Full guidance and application forms are available on Website:

<http://www.bbc.co.uk/pudsey/grants/apply.shtml>

## **BIG Community Spaces - England**

The programme empowers community groups to improve public spaces in their neighbourhood. It responds directly to people's aspirations to have better places on their doorsteps – more interesting places for children to play, safer places for people of all ages to sit, greener spaces where people and nature can grow and flourish. Please ensure you have read the Programme Information before applying.

Community Spaces, Groundwork, Lockside, 5 Scotland Street, Birmingham B1 2RR

Tel: 0121 236 8565 Email: [info@community-spaces.org.uk](mailto:info@community-spaces.org.uk)

Website: <http://www.community-spaces.org.uk/default.aspx?page=3>

## **Groundswell Small Grant Award Scheme**

Groundswell's Grant Award Scheme offers grants of up to £700 to homeless people to set up their own projects.

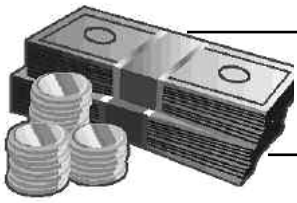
They welcome applications from anyone with experience of homelessness, ie. rough sleepers, Travellers, squatters, refugees and asylum seekers, residents of hostels and B&Bs etc.; Anyone without a secure tenancy.

Applications are considered four times a year with deadlines: 15th January; 15th April; 15th July; 15th October.

Groundswell UK, Elmfield House, 5 Stockwell Mews, London SW9 9GX

Email: [grants@groundswell.org.uk](mailto:grants@groundswell.org.uk)

Website: [http://www.groundswell.org.uk/grants\\_home.html](http://www.groundswell.org.uk/grants_home.html)



# Funding Opportunities



## **Tesco Charity Trust**

Community Awards Scheme criteria: The Tesco Charity Trust Community Awards Scheme provides one-off donations of between £1,000 and £4,000. The funding they give goes towards providing practical benefits, such as equipment and resources for projects that directly benefit children, the elderly and adults and children with disabilities, living in the local communities around their stores in the UK.

Applications can be made via their Website:

**[www.tescocharitytrustcommunityawards-applications.co.uk](http://www.tescocharitytrustcommunityawards-applications.co.uk)**

## **Harvest Trust**

Harvest Trust is a national UK charity which organises simple seaside holidays for disadvantaged children.

The holidays take place between April and October each year and are especially for groups of 8 to 11 year olds who really need a week away.

Final Closing date for holiday applications is 31 January 2009.

Harvest Trust, Penboyr, Llandysul, SA44 5JE Tel: 01559 371190 Email: [office@harvesttrust.com](mailto:office@harvesttrust.com)

Website: **<http://www.hartrust.vispa.com/whatisharvesttru.html>**

## **English Heritage - Historic Buildings, Monuments and Designed Landscapes**

This scheme covers grants for the repair and conservation of some of England's most significant historic buildings, monuments and designed landscapes. Grants are primarily offered for urgent repairs or other work required within two years preventing loss or damage to important architectural, archaeological or landscape features.

If you are requesting a grant of £200,000 or more they will normally need to have received your application by 31st January if it is to be considered for the following financial year.

**<http://www.english-heritage.org.uk/server/show/nav.1121>**

## **Lottery's Small Grants Scheme Set for Change**

Following a review of the Awards for All England programme, changes are to be made to the small grants scheme's existing format when it comes to an end in March 2009.

**[http://www.awardsforall.org.uk/docs/eng\\_change\\_q&a.doc](http://www.awardsforall.org.uk/docs/eng_change_q&a.doc)**

## **Heart Research UK Healthy Heart Grants**

Grants of up to £10,000 are available to community groups, voluntary organisations and researchers who are spreading the healthy heart message.

Applications are only accepted during January and February for the May round of grants and July and August for grants awarded in November, each year. Applications received at any other time of year will be returned. Guidelines and application form can be downloaded from

**Website: [http://www.heartresearch.org.uk/healthy\\_heart\\_grants.htm](http://www.heartresearch.org.uk/healthy_heart_grants.htm)**

# Health and Social Care @ HAVS

"The beauty of working with the voluntary sector is that it offers an endless opportunity to champion the needs of those who otherwise might be overlooked, especially when more high profile healthcare issues take centre stage." That's the observation of Nick Pelas, Health and Social Care Manager at Hillingdon Association of Voluntary Services (HAVS).

Nick has been working with a wide variety of voluntary organisations in Hillingdon, some small, others major organisations and all with a common focus – to improve the healthcare economy in the area.

In the past eight months, he has breathed life into the organisation's voluntary sector health and social care forum bringing in guest speakers from the local PCT, Age Concern, drug alcohol teams and other bodies to offer an opportunity to share on the latest developments around commissioning, agreements, and healthcare planning.

The premise is really quite simple, according to Nick: "We're here to make sure that by identifying health care service gaps, funding is targeted more strategically -where it can have the most effect."

It's a strategy that's already working. Each month, up to 30 different organisations are represented and the forum has trebled its numbers since autumn 2007. By creating awareness and signposting groups to funding, HAVS is able to play a vital part in reducing the health inequalities in the area.

The Skills for Health/ Regional Team Newsletter Volume 5 July 2008

## **Dates: 2009**

### **Voluntary Sector Health and Social Care Forum**

Christ Church  
Redford Way  
Uxbridge UB8 1SZ  
10-12 noon Lunch provided  
Wednesday January 21  
February 18  
March 18

### **Voluntary Sector Flu Pandemic Working Group**

Key House  
106 High Street  
Yiewsley  
Middlesex  
UB7 7BQ  
10-11 am  
Wednesday 7 January

### **End of Life Strategy Awareness Conference**

Monday March 16, Middlesex Suite, Civic Centre,  
High Street, Uxbridge UB8 1UW



# Volunteer Centre News

## **Volunteer recruitment reaches all time high!**

In the month of September 2008 we had a record number of **139** volunteers register at the Volunteer Centre. This is the highest number of volunteers 'ever' for a single month. November numbers were also high and we see no sign of the recruitment levels slowing down. We are now busily finding them appropriate placements within our organisations.

### **We now need your help.....we need more volunteering opportunities (please)**

Have you got a volunteering opportunity within your organisation that we are not aware of or do you need some assistance developing new ones? Either way, please do get in touch with us and we would be very happy to help.

Our volunteers have a wide and diverse skill base and are keen to offer you their time and talents

Please contact Katie or Tracy at the Volunteer Centre for more information

## **Hillingdon Volunteer Co-ordinators Forum**

.....Are you a member?

The forum meets on a quarterly basis to ensure that volunteer co-ordinators are informed, supported and updated on the diverse issues that effect voluntary and community organisations in Hillingdon. The Forum is user led and highlights subject matters that are important to them; the Volunteer Centre then does its best to provide the information that they need. The Forum also provides an excellent opportunity for networking and sharing good practice. We also provide tea, coffee and chocolate biscuits!

Our next Forum meeting is being held on Wednesday 28<sup>th</sup> January at the meeting room at Hillingdon Community Transport. For further details please contact Tracy Johnson on: 01895 442730 or [TJohnson@havs.org.uk](mailto:TJohnson@havs.org.uk)

# vinvolved project

national youth volunteering programme

Supported by  
**V** Inspiring  
a million  
more young  
volunteers

What can youth do for you?

Young people have lots of energy and technical knowhow. Small and large voluntary and community organisations can help build volunteer opportunities for 16-25 year olds to be 'Vinvolved'.



In Hillingdon we have a dedicated 'V team' that will help meet your organisations needs in engaging young people. We can help you tap into this unique source of energy and enthusiasm. The V-team can help:

- Develop and support youth volunteering opportunities
- Promote and advertise youth volunteering opportunities
- Match and place young volunteers with your organisation
- Access volunteers
- Create safe volunteering
- Provide support with good practice
- Recognise success and achievement

For more information please contact:

Farzana Wangde-Mohammed – Youth Volunteer Development Manager  
Project mobile – 07817 495512  
Email – [Farzana@westlondonnetwork.org.uk](mailto:Farzana@westlondonnetwork.org.uk)

## CAPITAL VOLUNTEERING

Could your organisation go the extra mile for a volunteer? As part of our supported volunteering project at the Volunteer Centre, we provide one-2-one support, information and volunteer opportunities for people with mental health issues. Volunteering can work wonders; improve self esteem and have long term health benefits. **It's official – Volunteering is good for you!** If you are a supportive and empathetic organisation and can offer a SMALL amount of extra support and a volunteering opportunity for a member of the Supported Volunteering Project please contact:

Alison Neves – Supported Volunteering Project Worker

Tel: 01895 442730 Email: [ANeves@havs.org.uk](mailto:ANeves@havs.org.uk)



# LawWorks For You



LawWorks for Community Groups provides quality legal advice to those in the voluntary sector – free of charge! Thanks to a national network of volunteer lawyers, free business law advice can be provided to community groups, small charities and social enterprises who do not have funds to pay for legal fees.

LawWorks for Community Groups can help with a wide variety of legal matters, including:

- Company law: (such as advice on commercial contracts; how to incorporate as a company; updating and amending the organisation's Articles of Association etc.);
- Employment law: drafting, reviewing and updating employment contracts and staff handbooks.
- Intellectual property law: advice on registering a trademark and data protection issues.
- Property law: advice on lease terms; assistance with negotiating tenancy agreements.
- Other areas advice is available and include: charity law matters; tax/VAT matters; insolvency and help in drafting contingency plans; insurance law matters; health and safety law matters; general commercial matters etc.

To apply, please visit the LawWorks website ([www.lawworks.org.uk](http://www.lawworks.org.uk)) and complete the online application form under the "Charities" section.

Applications are reviewed by the Community Groups team who will help organisations understand the scope of advice that they require. They will then select the right volunteer lawyer for the case and put you in contact with them. All of the volunteer lawyers treat these cases just as they would treat ones for which they have been paid. It really is that simple!

## **Any questions?**

Please call The Community Groups team on **020 7929 5601**  
or email [lcg@lawworks.org.uk](mailto:lcg@lawworks.org.uk)

# HILLINGDON

## COMMUNITY TRANSPORT

Good news for community groups that provide training opportunities to disabled residents in London Borough of Hillingdon.

Hillingdon Community Transport has acquired an eight seat, wheelchair accessible MPV vehicle, with reduced charges to qualifying organisations. Drivers must meet with insurance criteria and complete our registration and training programme first.

The MPV is available seven days a week,  
fifty two weeks a year.

For more information and advice on how you can access this and our other services contact:

**Hillingdon Community reception on:**

**01895 277773**

**Monday – Friday 09.30 - 15.30**



# HR

## **HAVS has a new Human Resources Advisor.**

My name is Angela Evans and I have taken over from Karen Elliot as HR Advisor, I will provide HR advice to both HAVS and to voluntary sector employers in the Borough of Hillingdon. I am keen to establish relationships with the voluntary sector employers and organisations within the Borough.

### **Health and Safety Offences Act 2008**

This is a new piece of legislation that will come into force in January 2009, and it amends section 33 of the Health and Safety at Work Act 1974. This new legislation aims to give courts greater powers of sentencing, and increases the maximum penalties from £5,000 to £20,000, which lower courts can currently enforce on those who breach certain health and safety offences covered by health and safety legislation.

The Act will also widen the range of offences for which an individual may be imprisoned in both the lower and higher courts, and will enable both the lower and higher courts to try certain offences.

By enabling the lower courts to impose penalties of up to £20,000 and also making imprisonment an option, more cases will hopefully be resolved in the lower courts, making the process less costly and more efficient.

Sentences for breach of health and safety can be set at levels that will be seen to ensure organisations take their health and safety responsibilities more seriously and to ensure employers and individuals comply with legislation. Imprisonment can now also be imposed for those individuals who breach health and safety regulations, and sentences will usually be set to reflect the severity of any such offences.

Existing legal duties of organisations have no clear changes, so if your organisation is complying with the current Health and Safety legislation, then your organisation does not need to worry.

For more information surrounding the new legislation visit the Health and Safety Executive website or contact me.

### **HR Health Check**

I offer a full HR Health Check, which would involve at least an hour of your time. During this Health Check I will run through a questionnaire with you which is aimed at identifying any areas of good practice, but also any areas which may be missing, weak, or in need of an update. I fully recommend you using this service, as it is a good opportunity to learn more about HR and to also ensure your organisation is compliant with UK Employment Law and Legislation.

If you have any HR queries that you would like to discuss with me, or have any Employment Law issues that you need advice on please contact me either by phoning me HAVS, or via email at [aevans@havs.org.uk](mailto:aevans@havs.org.uk)

# Get the benefits of **HAVS** membership

## Update / renew your membership

As a member of HAVS, you will:

- Keep up to date with sector issues via free newsletter and regular e-bulletins
- Receive invitations to training, seminars and networking events
- Be able to contact us when you need advice and support, in specialist areas such as HR and Employment Law, ICT, Fundraising, Children, Young People and Families, Quality, Training and Mentoring
- Get help with recruiting and retaining volunteers via our Volunteer Centre
- Start-up advice

**[www.havs.org.uk](http://www.havs.org.uk)**

## High quality, affordable meeting space in the heart of Yiewsley

*The Derek Stobbs Room is a light and airy meeting space that seats up to:*

**36 people (theatre style)**

**24 (boardroom style)**

- A range of audio-visual equipment available to hire
- Friendly reception service
- Good disabled access
- Available daytime, evenings and weekends
- Reduced rates for charities and community groups

*Available to voluntary and community groups:*

a 'hot desk' facility, an opportunity to have access to a desk and computer in a shared office for a few hours each week at a very reasonable cost.

Telephone: Key House on **01895 442722**  
Key House, 106 High Street, Yiewsley UB7 7BQ  
**[www.keyhousetrust.org.uk](http://www.keyhousetrust.org.uk)**



*Key House Trust is an independent charity which owns and manages Key House. New trustees are always welcome, if you are interested in joining us please call the number shown.*



KEY HOUSE TRUST

Bringing community & voluntary groups together

**Hillingdon**

Association of Voluntary Services



# Hillingdon Association of Voluntary Services

Key House, 106 High Street, Yiewsley, Middlesex UB7 7BQ

Phone: 01895 442 722 Fax: 01895 442 754 Website: [www.havs.org.uk](http://www.havs.org.uk)

*Hillingdon Association of Voluntary Services is a Council for Voluntary Service and shares these aims with all other Councils for Voluntary Service within the CVS network across England.*

Charity Registration Number: 1079371

Company Limited by Guarantee number: 3685972

## our aims

Committed to enabling the **DEVELOPMENT** of Hillingdon's voluntary sector so that it can meet the challenges of the twenty-first century

Committed to enabling the development of **LOCAL SERVICES** that meet the needs of local people

Committed to representing the **INTERESTS AND CONCERNS** of the voluntary sector at a strategic level within local statutory agencies

Committed to establishment of **REPRESENTATIVE** systems, procedures and structures, which enable the voices of the whole voluntary sector to be heard on all issues that concern the sector

Committed to promoting **LIAISON** between the voluntary sector and other organisations in the belief that joint working produces incalculable benefits for the local community

Committed to provide **SUPPORT** for the voluntary sector to enable it to achieve its many aims and objectives for the benefit of local people, and the local environment

Committed to ensuring that all its work is based on **EQUALITY OF ACCESS** and **EQUALITY OF OPPORTUNITY**, and that it works to address the issues of the whole voluntary sector within the London Borough of Hillingdon

**A sincere thank you to all our funders**