

Bringing community & voluntary groups together

# HAVS Hillingdon

Association of Voluntary Services



Winter 2009/10

## 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 2010.

### 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.

## Help with your computer needs

Voluntary and community groups can now get expert help from HAVS to set up, manage, or extend their computer systems.

Marcus Otite, our new Development Worker for Information and Communications Technologies (ICT) has recently started work at HAVS. He is able to visit organisations, or to meet your representatives at Key House to discuss your ICT needs.



The service is available to groups across Hillingdon borough, including those who do not have English as a first

language. To meet their specific needs HAVS is working closely with the local Refugees in Effective and Active Partnership (REAP).

The support Marcus can give organisations includes:

- Troubleshooting - both hardware and software
- Explaining ICT best practice - for example advising on anti-virus software options and backing up your data
- Offering ICT health checks and strategy development - planning to meet your current and future ICT needs
- Signposting other support services and useful ICT resources - for example equipment suppliers and local training opportunities
- Providing ICT training for staff, volunteers and trustees - such as on setting up databases and scanning photos to insert into newsletters

*continued on page 8*

### Inside:

- **News & Views** • **Information & Advice**
- **Children & Families** • **Funding opportunities**
- **Volunteer Centre news** • **Training** • **Legal**
- **Health & Safety** • **and much more...**

# HAVS TLC

TRAINING LEARNING CENTRE



## Several training courses kick-off early in 2010 so sign up now!

Starting in January 2010 HAVS TLC will be running a programme of Information Technology (IT) workshops.

- The workshops will be held on Thursdays at the purpose-built IT suite at Stockley Academy in Yiewsley.
- Fully funded by the BIG Lottery BASIS project, the workshops are Free for Hillingdon voluntary and community sector (VCS) organisations.
- The programme will cover the life-cycle of a project from initial promotion and presentations to funders using **MS PowerPoint** and **MS Publisher** through to submitting reports using **MS Word** and finally sorting out your monitoring and evaluation statistics using **MS Excel**.

In February Social Enterprise London will be providing a two day course which will help you to understand **Procurement and Commissioning**

There are also opportunities for VCS groups to access the **OCR Certificate in Business Administration at Level 1 and / or 2**.

- The OCR modules cover a wide variety of topics including creating business documents, communicating with service users (customers) handling diary systems and organising events.

Full details of all the workshops are available on [www.havs.org.uk](http://www.havs.org.uk)  
or contact Tania Murrell on 01895 442729, email [tmurrell@havs.org.uk](mailto:tmurrell@havs.org.uk)

## Are you ready for tendering?

The UK economic situation remains extremely challenging. Voluntary organisations can expect considerable financial pressures in the year ahead. But HAVS fear that many groups will be ill-prepared to meet the challenges.

We are keen to run training sessions on quality assurance, procurement, tendering and other financial matters to assist you. But training can only be provided if there is sufficient interest from groups. To express your interest please contact Tania Murrell at [tania@havs.org.uk](mailto:tania@havs.org.uk)

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## First aid at work

New first aid training legislation came into force on 1 October, including revised guidance for employers and revised guidance for first aid training organisations.

[www.hse.gov.uk/firstaid/training-guidance.htm](http://www.hse.gov.uk/firstaid/training-guidance.htm)

# HAVS continues to voice sector's views

With the new year HAVS will continue to voice its major concerns, and those of the voluntary sector, about sweeping changes to health and social care being proposed at both national and local levels.

It has already:

- Joined in the debate locally about the necessity for, and the location and structure of, Polyclinics that would bring primary care, including GP and some hospital services, under one roof.
- Submitted a response to consultation about Government plans to reshape care services, including funding arrangements. Particular concerns have been expressed about the abolition of non-means tested benefits and the additional pressures likely on carers and family members.
- Raised concerns about the recent loss of the Race Equality Council locally and the loss of funding from the Equality and Human Rights Commission which it sees as backward steps. HAVS is planning a conference in the Spring to discuss equalities and the way forward.

Catherine Herriott, our newly arrived Health and Social Care Manager, will spearhead HAVS' 2010 drive to get the views of the voluntary sector across in all these areas.

Voluntary organisations will be kept informed about any new developments via our Health, Housing and Social Care Forum, and through a new bulletin.

For more information and to go on the bulletin's mailing list contact Catherine on 01895 442722 or email: [CHerriott@havs.org.uk](mailto:CHerriott@havs.org.uk)

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## **New community room to open**

A new community venue in Harlington throws open its doors to the public in April 2010.

William Byrd Community Room, at the primary school of the same name, will offer residents of Harlington and the surrounding area facilities for a wide range of activities.

The room is suitable for groups, classes, parish and public meetings and community events including educational, recreational and leisure-time activities. It can accommodate mother and toddler groups, hobbies, children's parties, courses, socials and much much more.

In addition, Hillingdon Adult Education classes and Hillingdon Improvement Partnership meetings will be held there. Funding has come from Hillingdon Council as part of its commitment to the extended schools' agenda.

To hire the Community Room, or to find out more, contact Anne Austin at the school on 01895 671990, or via email: [aaustin@hillingdongrid.org](mailto:aaustin@hillingdongrid.org)

## Out and about



# From rationing to recession The CAB turns 70

CAB plans to meet the advice needs of local people affected by the impact of the economic downturn are well advanced. And with an additional nine staff and 17 new volunteers we've been able to:

- Open Uxbridge CAB Reception four days a week, 9.30am to 4.00pm
- Open Ruislip CAB four days a week
- Link internet-based requests for telephone advice to the council website
- Provide an additional day of telephone advice and extra information sessions



*Advice as part of the Mortgage Rescue Scheme*

So far we have achieved a 28% increase in advice issues and a 33% increase in additional income gained for clients.

Positive outcomes for non-financial matters, such as bailiff action and repossession averted, are heading for a record 500 plus in the year.

If we can sustain this then we are likely to gain over £1.5 million in additional income for clients and to provide assistance for £15 million worth of problem debt in 2009-10.



*A new service opened in November to help poorer customers of Three Valleys Water access charitable assistance.*

Referrals can be made by emailing [twv-help@hillingdoncab.org.uk](mailto:twv-help@hillingdoncab.org.uk) or leaving a message on 01895 277310.

# CAB in Hillingdon for 70 years!



In September 1939 the first 200 Citizens' Advice Bureaux opened to meet the needs of the civilian population in war-time.

Branches in Ickenham and Hayes were among them, followed by a Ruislip-Northwood branch in 1940 and one in West Drayton in 1941.

At our AGM last October volunteers put on displays for every decade, wearing period dress and even making food to war-time recipes for the curious to try.

Our own records show that we were providing help locally with lost ration books, homelessness, missing relatives, evacuation and debt.

A public information film from the 1940s was screened to much interest, showing that while 'cut glass' accents have passed into history many underlying social problems have remained, even if in changed form.

More than 2,000 volunteers in Hillingdon have made the achievements of the local bureaux possible over the seven decades to date.

It is testament to the enduring appeal of our 'Aims and Principles' and the reputation of our training that volunteers are coming forward in ever greater numbers.



## Railway forum

Local organisations in the borough are invited to be represented on a new forum concerned with crime, safety and security on the railway network. The forum is being planned by the British Transport Police (North London Area) and further information is available from communications officer, Steven Filer on 020 7391 8279.

# GREATER LONDON VOLUNTEERING

London's leading voice for volunteering

## **WANT TO BE AN EXPERT?**

- ★ *Do you want help in recruiting the right volunteers for the role?* ★
- ★ *Are your volunteers enjoying their volunteering?* ★
- ★ *Would you like to get the best out of your volunteers?* ★

Well don't worry as help is at hand in a project called

## **EXPERTS IN VOLUNTEERING**

Experts in Volunteering provides you with some one-to-one support to improve the way you work with volunteers. Hillingdon Volunteer Centre is working with Greater London Volunteering, the London wide network supporting volunteer centres, to provide an increased level of support and guidance concerning volunteer management.

Firstly, you will be able to sign up to and display a London Charter that declares you are committed to including and supporting volunteers in your work. You will also get an opportunity to access training and one-to-one support reviewing your policies and work practice for volunteers and be advised on, or referred to, ways to fill any gaps or improve in certain areas.

This is a London-wide initiative and therefore we hope that achieving this 'expert status' will help you in funding bids and in strategic negotiations.

**There is a limited number of places for support  
in this first phase, so get in touch with  
Volunteer Centre Hillingdon on 01895 442730  
if you would like to be considered  
for this project.**

# Service users give HAVS top marks



Service user satisfaction with Hillingdon Association of Voluntary Services (HAVS) jumped to an all time high of 97 per cent in 2008/09 and was the highlight of a string of notable achievements by HAVS.

The successes came about in the face of increasing financial pressures due largely to the economic downturn.

Those were the key messages to representatives from dozens of voluntary and charitable organisations when they attended HAVS annual general meeting in the autumn.

In its day to day work HAVS brings together more than 400 such organisations offering advice, information, practical support, training and development and volunteer placements.

Among the year's successes HAVS:

- Increased its service user satisfaction level from an already healthy 80% to a massive 97%.
- Recruited and supported 700 new volunteers for local groups via the HAVS run volunteer centre.
- Ran 23 training programmes involving over 200 learners from 60 different groups.
- Sourced £350,000 for Hillingdon's voluntary and community sectors.
- Relunched the Hillingdon Consortium of voluntary groups which itself helped to attract funding.
- Conducted research into the best ways to implement locally the new Safeguarding Children measures.
- Established Forums enabling representatives of groups working with children, youth and families and in health and social care to share skills and information.

*continued overleaf*

## Service users give HAVS top marks continued

Speaking at the meeting Ted Hill, HAVS' Chief Executive, said: "We have numerous achievements to be proud of but for me our best success is the high satisfaction rating by our service users.

" Underlying all of our work and successes is the dedication of our staff and volunteers. HAVS prime concern now is to maintain the current level of service.



"Attracting funds to deliver essential support is becoming increasingly difficult. While we have had considerable fundraising success we are having to become more adept in managing costs and multiple funding streams.

"I believe, however, that HAVS has a role and responsibility in helping organisations ride through the recession and we will seize every opportunity to make that happen."

The AGM was combined with a Funding Awareness Day which gave organisations the chance to meet funders and find out how they might obtain much needed funding.

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## Help with your computer needs continued

- Development of ICT initiatives targeting clients and users
- Advising on ICT accessibility issues
- Targeting groups put forward by REAP



The service has been made possible through the award of the previously announced Big Lottery grant of £300,000 over five years. Hillingdon Consortium of voluntary organisations identified the need for greater ICT support to individual groups and HAVS put in the successful bid.

Under the grant's conditions HAVS priority is to sustain a level of service which can then be expanded into the neighbouring boroughs.

Marcus has worked in IT for more than ten years, both for large companies and in the voluntary sector. Before joining HAVS he worked for the Superhighways Partnership, an ICT support project providing a service to voluntary and community organisations in the South London.

His aim is to help Hillingdon's voluntary and community organisations build up their ICT skills so as to deliver a more efficient and effective service to their clients. Over time, he will help HAVS to create a social enterprise model of providing ICT services in the future.



Marcus said: "In recent years developing, managing and sustaining ICT have become high up on the agenda of most community development programmes.

"Now the third sector understands that with the right systems in place, and if they are managed properly and used effectively, the running of day to day business ultimately becomes easier.

"In a nutshell I'm passionate about ICT within the voluntary and community sector. It's a challenge but there is a lot of pleasure for me in helping and watching people become more competent and confident in using ICT."

To contact Marcus to find out more about how he can help your organisation email [motite@havs.org.uk](mailto:motite@havs.org.uk) or phone 01895 442722.



# Hillingdon welcomes breastfeeding

The voluntary sector is being asked to support the Hillingdon Breastfeeding Strategy by helping to make your buildings breastfeeding friendly for mums.

There are many reasons why breastfeeding is the best option for babies.

- It is normal
- It improves the health of mums and babies
- It helps reduce heart disease and diabetes in later life
- It helps reduce obesity in childhood and as adults

Breastfeeding in public is legal within the UK. However the strategy recognises that some mums may prefer privacy while others may need practical or social support.

How can you help? Check that the buildings you use for your services are breastfeeding friendly. If you rent or share a building with others, you could call a meeting to discuss how you can assist breastfeeding mums.

Display clear signs to show the commitment to support breastfeeding and provide support groups, staff or volunteers if mums need help.

A supply of stickers is available for you to display prominently in the entrances to your building. If you'd like some please contact Fiona Millar at [Fiona@havs.org.uk](mailto:Fiona@havs.org.uk) or 01894 442929.

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## New Children's Commissioner

Maggie Atkinson, the former president of the Association of Directors of Children's Services, is the new Children's Commissioner for England.

She takes over from Sir Al Aynsley Green, the first Children's Commissioner for England, who steps down in January 2010.

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## Keeping children safe

HAVS has been lucky to acquire a quantity of booklets called *Guidance for Safer Working Practice for Adults who Work With Children and Young People*.

This 40-page booklet is a good resource for your bookshelves and may give you some pointers in developing your staff and volunteer induction programmes as well as good practice in your organisation.

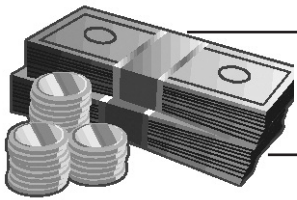
If you'd like a free copy of the booklet please ask for one at Key House Reception or contact Fiona Millar at [Fiona@havs.org.uk](mailto:Fiona@havs.org.uk) phone 01895 442929. Offer limited to one copy per organisation.

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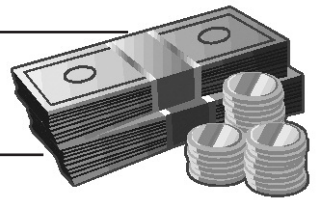
## Considering collaboration or merger?

The Charity Commission has published two toolkits to help charities decide whether collaborative working or merger would help them and their beneficiaries.

[www.charitycommission.gov.uk/news/prcollmer.asp](http://www.charitycommission.gov.uk/news/prcollmer.asp)



# Funding opportunities



**The Small Charities Coalition** is like a free voluntary sector matchmaking service, enabling small charities to help each other to achieve their aims and objectives by exchanging the skills and resources they have, with the ones that don't.

To find out more visit [www.smallcharities.org.uk](http://www.smallcharities.org.uk)

**KnowHow NonProfit** is a new website to help you with any aspect of your work. Completely free and easy to use, it is packed with practical information and resources covering topics as diverse as managing volunteers, commissioning and procurement and setting up a charity shop.

[www.knowhownonprofit.org](http://www.knowhownonprofit.org)

**Charity Technology Exchange (CTX) and Microsoft** are making **Free Microsoft Windows 7 upgrades** available for the administrative fee of £5 per work station for Windows 7 Professional Upgrade and £6 per work station for Windows 7 Enterprise Upgrade. For more information about CTX, which offers donated technology products from partners like Microsoft and Cisco see

[www.ctxchange.org](http://www.ctxchange.org)

**The Funding Network** brings people together to:

- act as a 'marketplace' to which individuals can bring projects which work towards a fairer, healthier, and more sustainable world.
- provide a mutually respectful setting where those who might like to join with others in funding such projects get to meet and hear from those doing the work.
- promote a model of social change giving: that those who have much can usefully share their wealth in creative and proactive ways, and that the process of giving can be enriching to the giver as well as to the receiver.

[www.thefundingnetwork.org.uk](http://www.thefundingnetwork.org.uk)

**Compact Knowledge Bank** will be a Compact Portal for Compact related research documents. You will be able to view all the Compact research documents, but also upload a document which you think other people may find useful.

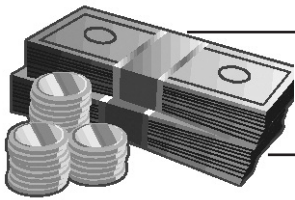
[www.thecompact.org.uk/information/100022/101610/knowledgebank/](http://www.thecompact.org.uk/information/100022/101610/knowledgebank/)

**Community Matters** has launched a **Small Charities Constitution**. It's designed to provide a concise, practical framework for charities with an income of less than £5,000 and which do not own land or employ staff.

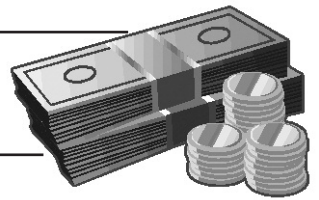
[www.communitymatters.org.uk/Resources/Community%20Matters/Publications/gd4text.pdf](http://www.communitymatters.org.uk/Resources/Community%20Matters/Publications/gd4text.pdf)

**PAYROO offers a free payroll package** over the Internet and any organisation with less than 50 employees can use it free of charge.

[www.payroo.com](http://www.payroo.com)



# Funding opportunities



**Able Internet Payroll** Whether you are a payroll novice or a payroll professional Able Payroll enables you to do your UK payroll professionally and fully in compliance with HMRC's statutory requirements. The cost is less than £4.20 a month. Six months free trial.

[www.ableinternetpayroll.co.uk](http://www.ableinternetpayroll.co.uk)

**Cranfield Trust provides a free management consultancy service.** Volunteers provide one-to-one consultancy to charities local to them. To qualify for their help, charities, social enterprise or community interest companies must be working to address issues of poverty, disability or social exclusion.

Cranfield's HRNet Service is a pilot scheme offering a unique free online resource. Registered charities can obtain answers to personnel questions from HR professionals in the commercial sector.

[www.cranfieldtrust.org/index.php?pidref=114-services](http://www.cranfieldtrust.org/index.php?pidref=114-services)

**Green Grants Machine** is the UK's most comprehensive source of information on grants, loans and awards available to help your business go green and save on energy bills.

[www.greengrantsmachine.co.uk](http://www.greengrantsmachine.co.uk)

**Everyclick** is an online fundraising platform that provides every one of the UK's 200,000+ registered charities with a comprehensive set of online fundraising tools.

- There are no up front charges or hidden costs.
- Supporters can raise funds in lots of innovative ways: Search, Donation, Sponsorship, Shop and Vouchers.
- Gift Aid is collected on all qualifying donations.
- Everyclick makes regular payments to charities.

[charities.everyclick.com/](http://charities.everyclick.com/)

**LawWorks** is an independent charity and is the working name of the Solicitors' Pro Bono Group. The charity runs several projects to encourage solicitors to provide free legal support to individuals, communities and small voluntary organisations who are unable to afford or access legal advice. More information on:

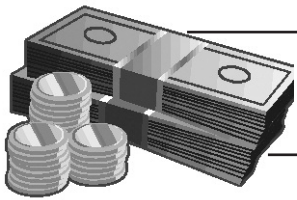
[www.lawworks.org.uk](http://www.lawworks.org.uk)

**PC4 Recycling** is a leading, nationwide, computer disposal and recycling company. It offers a one stop solution to all your computer recycling needs including collection, data wiping and the disposal or recycling of your items. Call them with the details and they'll do the rest!

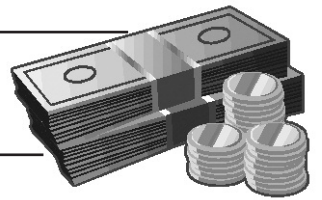
[www.pc4recycling.co.uk](http://www.pc4recycling.co.uk)

**The BIG Lottery Fund's Reaching Communities Scheme** remains open to applications during 2009 -10. It will bridge BIG's current funding programmes and its new Open Funding stream which goes live in 2010. An extra £20 million pounds has been added to the Reaching Communities programme as part of the recession package launched at the end of June 2009.

[www.biglotteryfund.org.uk/prog\\_reaching\\_communities](http://www.biglotteryfund.org.uk/prog_reaching_communities)



# Funding opportunities



**City Bridge Trust London** aims to address disadvantage by supporting charitable activity across Greater London through quality grant-making and related activities with clearly defined priorities. Its current grant programmes are:

- **Accessible London** - positive change for disabled people - accessible vehicles, the arts and sport.
- **Bridging communities** - building on commonalities between ethnic and language communities.
- **Improving Londoners' mental health** - especially the young and elderly, prisoners, ex-prisoners, refugees/asylum seekers suffering trauma.
- **London's environment** - environmental education, biodiversity.
- **Older Londoners** - active, independent and healthy lives for the elderly, especially the over 75s.

**Positive transitions to independent living** - childhood into adolescence, adolescence into adulthood, leaving home or leaving care and becoming parents.

- **Strengthening the third sector** - increasing volunteering, encouraging ethnic and refugee community organisations, improving skills.

[www.bridgehoustrust.org.uk](http://www.bridgehoustrust.org.uk)

**The Nationwide Foundation** currently makes small grants to registered UK charities which offer financial and/or housing related support to survivors of domestic abuse and to older people who are one of the following:

Aged 70yrs and over; aged 50yrs and over who have dementia; aged 50yrs and over from Black and Minority Ethnic groups; aged 50yrs and over who are carers for family members or partners who are also 50 years or older; aged 50yrs and over who have experienced or are experiencing financial abuse; aged 50yrs and over who are rurally isolated.

[www.nationwidefoundation.org.uk](http://www.nationwidefoundation.org.uk)

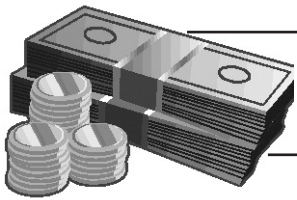
**Sport England's small grant scheme** funds community projects that encourage people to become involved in sport and ensure that they have a quality sporting experience. Grants of between £300 and £10,000 are available for revenue and small capital projects.

[www.sportengland.org](http://www.sportengland.org)

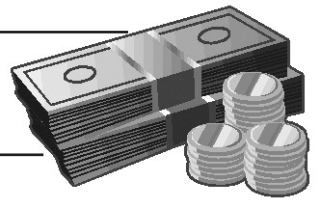
**The Heritage Lottery Fund runs two small grants schemes:**

- **Young Roots** offers grants of between £3,000 and £25,000 to involve 13 to 25 year-olds in finding out about their heritage, developing skills, building confidence and promoting community involvement.
- **Your Heritage** offers grants of between £3,000 and £50,000 to support projects that relate to the local, regional or national heritage of the UK and that help people to learn about and look after their heritage.

[www.hlf.org.uk](http://www.hlf.org.uk)



# Funding opportunities



**Arts Council England** offers small grants for arts activities to individuals, arts organisations and other people who use the arts in their work.

- Grants to individuals range from £1,000 up to £30,000, and will pay for activities lasting up to three years. Grants to organisations range from £1,000 up to £100,000 for activities lasting up to three years.

[www.artscouncil.org.uk](http://www.artscouncil.org.uk) or phone 0845 300 6200 for more details.

**The Wates Foundation** aims to alleviate conditions of distress, deprivation and disadvantage that lead to social exclusion by funding charitable work across a broad range of social priorities that will bring about positive change. The Foundation's current priorities are:

- **Building family values** - Promoting the family unit; Social and civic responsibilities; Parenting; Opportunities for children and young people 5 to 25 years of age.
- **Community health** - Addiction; Mental Health and Disabilities - the disabled; Aged and Infirm; Alternative and complementary practice.
- **Safer communities** - Crime in Communities; Alternatives to custody; Preparing offenders for release; Resettlement of offenders after release; Female offenders.
- **Sustaining the environment** - Changing life styles - education and training; Conserving and sustaining the built and rural environments.
- **Strengthening the charitable & voluntary sectors** - Capacity building the sector; Improving the effectiveness of organisations; Quality and Accreditation.

[www.watesfoundation.org.uk](http://www.watesfoundation.org.uk)

**Noel Buxton Trust** makes grants to charities active in the following three spheres of activity:

- The welfare of children in disadvantaged families and of children in care. This will normally cover families with children of primary school age and younger, although work with children in care will be considered up to the age at which they leave care.
- Penal reform, the welfare of prisoners and their families, rehabilitation of prisoners and work with young people at risk of offending.
- Sustainable development and education in Eastern and Southern Africa.

[www.noelbuxtontrust.org.uk](http://www.noelbuxtontrust.org.uk)

**Peter Cruddas Foundation** gives priority to programmes designed to help disadvantaged and disengaged young people to pursue their education (including vocational) and more generally develop their potential whether through sport or recreation, voluntary programmes or otherwise.

[www.thepetercruddasfoundation.org](http://www.thepetercruddasfoundation.org)

**Cash 4 Clubs** is a sports grants scheme which provides funding to support grassroots UK sports clubs. Cash 4 Clubs gives clubs a chance to win grants ranging from £250 to £1000, whether it be to improve facilities, purchase new equipment, gain coaching qualifications, or generally invest in the sustainability of their club.

[www.cash-4-clubs.com](http://www.cash-4-clubs.com)

# Hillingdon Volunteer Awards 2010



## “Something to be proud of”

Volunteers make a tremendous difference to our community.

They offer and bring not only their time, but also their energy, skills, individual perspectives and talents. This enhances our communities, local services and lives.

We are recognising and celebrating their contribution and also the contribution of local organisations through this Award Ceremony.

If you want to say ‘thank you’ to a volunteer you know, nominate them for a Hillingdon Award now.

For further information or to obtain a nomination form please contact:

**Tracy Johnson**  **01895 442730**

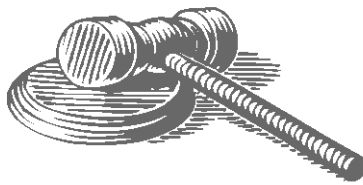


[t.johnson@havs.org.uk](mailto:t.johnson@havs.org.uk)



Bringing community & voluntary groups together  
**Hillingdon**  
Association of Voluntary Services





# Overseas volunteers?

## Keep on the right side of the law

Voluntary groups need to make sure that they keep on the right side of the law when it comes to taking on volunteers from abroad.

From press coverage last summer it would seem that even senior Government Ministers are liable to fall foul of legislation on employing foreign workers.

But the legal requirements and restrictions on working can also apply to volunteers in the UK depending on where they come from.

**Europe:** There are no restrictions on volunteering by people from Austria, Belgium, Denmark, France, Finland, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain and Sweden. The same freedom is extended to nationals of Iceland, Norway and Liechtenstein.

**Volunteers from non-EU countries:** The general rule is that non-EU nationals need a work permit to take up "employment paid or unpaid", which includes volunteering. There are separate rules for refugees and asylum seekers. Working holiday makers are permitted to volunteer.

The Home Office has made an important concession to the general rule. This allows people from non-EU countries to volunteer if certain conditions are met:

- they volunteer with a registered charity
- pocket money, board and accommodation may be provided, but no additional remuneration
- the volunteer's work must be closely related to the aims of the organisation - they should be working with people rather than purely doing clerical, administrative or maintenance work (for which a work permit is required)
- the volunteer may be allowed to stay in the country for a maximum of 12 months
- the volunteer must not seek or take paid employment whilst they are here.

**People coming to this country in order to volunteer:** People from countries for which a visa is needed to travel to the UK must obtain one before traveling.

They must have the appropriate visa, e.g. a volunteer visa. If they wish to switch to a different visa they have to return to their home country and apply from there.

*continued overleaf*



**Students:** Since mid-1999 students from outside the European Economic Area no longer need permission to take part-time or holiday work, including volunteering.

Some restrictions remain in place, including a limit of 20 hours per week during term time, unless the college agrees otherwise.

**Refugees:** People who have refugee status or who have exceptional leave to remain, and family members, are allowed to do any type of work including voluntary work.

**Asylum seekers:** Since April 2000, asylum seekers (people in the process of applying for refugee status) and family members are allowed to volunteer. This includes time when they are appealing against a decision to refuse them asylum.

### **Complying with the law**

Under the legislation employers cannot be convicted if they make a copy of one of a number of documents including:

- a P45 or P60 from a previous employer showing the National Insurance number
- National Insurance card
- Passport or other travel document showing the person has the right to work in the UK
- Certain other documents specified by the Home Office.

To avoid racial discrimination, organisations should be consistent in asking, or not asking, for such documents from all volunteers.

For further information please visit: [www.volunteering.org.uk](http://www.volunteering.org.uk) , go to the **Good Practice** section and select **legal issues and volunteering**



# Awards for All – tips for applicants

The Big Lottery Fund has recently published a bulletin giving tips to organisations on how to make a successful application for one of its Awards for All grants.

The latest information comes from BLF's London regional team and follows the Awards for All event held by the BLF in Hillingdon in November.



**LOTTERY FUNDED**

## **Awards for All update**

From November 2009, the BLF introduced three key changes to the Awards for All small grants programme to make applying easier :

- New and improved application form: Following a review of the new programme launched in April 2009, and after assessing how applicants have been using the new application materials, BLF has made some small changes to make some of the questions, and the guidance notes, clearer for you.
- Conditional Grant - Clearer guidance on what you need to do for us to confirm your grant. We will be introducing a new guide to support you during the application process. It fully explains our requirements of groups that have been offered a conditional grant, and should prove useful for deciding whether to apply to Awards for All in the first place.
- Referees – no longer required! The third change, which will affect you the most, is the relaxation of the requirements for a referee. The application form will no longer ask for referee details to be included. Whilst we haven't removed the requirement altogether – we may ask certain groups for a referee once we have looked at their application – it will make the initial application process quicker and easier.

## **Top tip**

Grants officers prefer a landline as your contact number. If it is not possible to give a landline then clearly explain in your application form why you only have a mobile phone contact number. Of course it is fine to give a landline and a mobile.

## **Remember**

Awards for All cannot pay for ongoing staff costs, including salaries of fixed or permanent staff.

## **Application success in Hillingdon**

The Hillingdon Arts Association (HAA) was successful in its application to Awards for All. The grant of £6,600 will enable HAA to create a dance performance involving different cultures which will take place at various schools in the local area. The aim is to bring different cultures closer together to create a joint piece of work which can be shared by all.

*continued overleaf*

## **Awards for All – tips for applicants** continued

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### **Your project could be next!**

You could see your project up and running in just eight weeks with an Awards for All grant. Up to £10,000 is available for projects that improve communities, and the lives of people within them.

For more information and an application form call 0845 4 10 20 30, or go to [www.awardsforall.org.uk/england](http://www.awardsforall.org.uk/england)

Don't forget all the helpful advice and support that Hillingdon Association of Voluntary Services can offer you to make a good application. Contact **Tania Murrell** [TMurrell@havs.org.uk](mailto:TMurrell@havs.org.uk)

**Awards for All is open for applications now so make your project happen and apply today.**

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## **Charities – outcome of CIO consultation**

The Charity Commission and the Cabinet Office have published a joint response to the consultation on the new structure for charities, the Charitable Incorporated Organisation (CIO).

As a result of the consultation, changes will be made to both the draft regulations and the model constitutions and these changes are expected to be finalised and published soon.

Changes to the initial proposals include:

- Removing a proposal that CIO trustees could, in some circumstances, take less responsibility for their charity's activities and inserting a fixed duty of care as set out in the Charities Act 1993
- Limiting access by the public in most circumstances to personal information in the registers of trustees and members that CIOs will have to maintain
- Replacing a number of minor criminal offences for administrative failings with powers for the Charity Commission, including a power to direct that a particular register be brought up to date.

It is currently expected that this new structure will be available from late Spring 2010.

*Source: The Charity Team, Russell-Cooke Solicitors [www.russell-cooke.co.uk](http://www.russell-cooke.co.uk)*

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## **All employers to file annual returns online**

New PAYE Regulations mean that employers with fewer than 50 employees will be required to file Employer Annual Returns online from the tax year ending 5 April 2010. The return remains due by 19th May. HMRC will send employers further details later in the year.

<http://www.hmrc.gov.uk/employers-bulletin/bulletin33/annualreturns.htm>.



# project aspire

Supported Volunteering Project

## **What is Project Aspire?**

Project Aspire is a supported volunteering programme for individuals who have, or have had, substance misuse issues and who wish to volunteer.

The project has been running for just over a year and we have already helped many people obtain voluntary placements on a regular basis or on one off occasions. Many of our clients have gone on to paid employment, further education and training.

## **What we aim to offer volunteers**

We aim to meet all volunteers' needs, which include assisting them in volunteer placement searches and further training. We also provide ongoing support to all volunteers including individual and group support, exit guidance and post project support.

## **What can volunteering do for you?**

Volunteering can help to build your confidence, make new friends, learn new skills, find new interests, improve your CV and give you new career options.

**If you would like more information about the project, or would like to get involved with the project, please get in touch with us.**

### **How to contact us:**

Project Aspire Co-ordinator, Rachel Yearwood  
e-mail: [r.yearwood@hagam.org.uk](mailto:r.yearwood@hagam.org.uk)

Project Aspire Co-ordinator: Terhi Meskanen-Falik  
e-mail: [t.meskanen-falik@hagam.org.uk](mailto:t.meskanen-falik@hagam.org.uk)

Phone: 01895 207788    Mobile: 07554 427 428

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