Working to Support the Community in Havering
Our mission Statement: Havco exists to support, promote and empower the voluntary and community sector in Havering

HAVCO

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Volunteer Centre

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Editorial

It seems to have been a long summer here in Havering but the weather is finally changing and the chill wind of winter is starting to blow. We were hearing at the Havco AGM from Cheryl Coppell of the funding challenges facing the local authorities and the difficult decisions they are facing. Many of us in the voluntary and community sector are facing difficult decisions as we contemplate and action changes within our organisation. Havco is not immune to change and despite our best efforts we have been advised that the funding to support our work on child protection and Disclosure and Barring Checks has been cut from the end of December. This will mean that we will not have the capacity to continue to do checks for voluntary and community organisations from January 2014. I am in discussions with LB Havering about where we should direct groups in the future but have not yet received a response. Organisations can use the on-line service but I know some of you have reported difficulties using the service. Please feed back to us your issues and we will try to help if we can.

It was good to celebrate the past year at our AGM last month. Our organisation has had some significant achievements in the past year of which we are really proud. More details of these are featured in our Annual Report downloadable from our website or hard copies are available from our office.

I look forward to welcoming you to our Christmas Party/Open House on the 16th December, it is a good opportunity to meet up with colleagues and members of our team. Due to the success of the event and the limited space at Havco last year we moved it out of Community House and this year we will be in the Romford Salvation Army. The great news is that the venue is disabled accessible and can accommodate guests in wheelchairs so hope you all will be able to attend. Get it in your diary now.

Keep smiling!

Kim Guest
CEO

Thinking of sending us an article to include in our next edition?

Articles should be a MAXIMUM of 250 words. Wherever possible, please submit articles on disc or by email. Hand written or typed submissions will be considered, but need more work for us to use them. Feel free to also send your organisation’s logo or a relevant photograph (space/ quality will determine if we are able to use it) and please add your contact details to the bottom of the article. We will endeavour to use your item, without making any alterations. However, it may be necessary to edit, reduce or omit your article due to space constraints or if we feel it is not in keeping with our policies and aims.

Please ensure that articles are submitted by the deadline.

Deadlines for our next Newsletter are:

Winter 2013 Edition Friday 15th Nov 2013
Spring 2014 Edition Friday 17th Jan 2014

Email: michael.dunlop@havco.org.uk or Post: Michael Dunlop, Information Manager, at the usual Havco address.

This newsletter is produced by HAVCO, a registered charity and a company limited by guarantee.

HAVCO is committed to providing help and assistance to voluntary and community organisations in the London Borough of Havering.

DISCLAIMER:
Inclusion of articles in this newsletter does not imply endorsement by HAVCO, nor does HAVCO accept any liability for error or omission.
Charities failing to engage using digital platforms, reveals survey

A recent survey from Connect Assist, which quizzed 240 senior charity professionals, found that only one in five think they are effectively engaging with their supporters using digital platforms. The survey found that less than 20% of charities use text messaging, live-chat, and online channels to reach potential donors.

CEO of Connect Assist, Patrick Nash, has expressed his concerns over these findings, saying that charities are missing out on building strong relationships with their supporters. In the digital world that we live in, he urges charities to explore innovative ways of communication.

He said: “Nowadays digital should be a central part of the mix for most organisations, especially charities as, in these tough times, they are competing for donations from people whose incomes are already stretched.”

The survey also revealed that two thirds of charities are using dated manual entry CRM systems. Patrick Nash added: “Charities should be using the more advanced systems that automatically input data, integrate all forms of donor communication and store it in the same place. Their team members are time-pressed as it is, and systems should empower them to focus on their supporters rather than repetitive processes.

Local Government Payscales

The payscales for 2013/14 have been agreed. They represent a 1% increase. From 1 October the lowest scale point was abolished.

Charities benefit from Olympic cycling success

There has been a 17 per cent increase in the amount raised by cycling fundraising events, with people inspired by last year’s Olympics, according to a new report.

The first event fundraising monitor from JustGiving and Active Network, published recently, uses data from people registering and fundraising on those platforms to identify trends in the event fundraising area.

It notes that following the success of the Team GB cycling team at the Olympics in 2012, “participation rates have rocketed” for cycling events, with more than 8,000 events taking place last year raising more than £17m—a 17 per cent rise on 2011.

Cycling fundraising pages are now the third most popular type of event on JustGiving’s platform. In 2003, they represented 3.8 per cent of fundraising pages; this increased to 10.8 per cent by 2013.

Charities providing crisis services are increasingly offering digital alternatives — and people are making significant use of them. www.theguardian.com/voluntary-sector-network/2013/oct/30/emergency-services-999-fire-charities-digital

The digitisation of help services

Local Government Payscales

The payscales for 2013/14 have been agreed. They represent a 1% increase. From 1 October the lowest scale point was abolished. www.navca.org.uk/localvs/scales

Doorstep fundraising compliance regime welcomed

The Fundraising Standards Board has welcomed plans to introduce a new compliance regime for doorstep face-to-face fundraising, announced by the Public Fundraising Regulatory Association. Alistair McLean, chief executive of the independent regulatory body, the Fundraising Standards Board, said: “Doorstep fundraising is an important technique for so many charities, it can be extremely effective and yield long-term committed donors. www.charitytimes.com/ct/Doorstep_fundraising_compliance_regime_welcomed.php

New Shadow Charities Minister

Labour have appointed Lisa Nandy as the new Shadow Charities Minister to replace Gareth Thomas who takes up the post of Shadow Minister for Europe.

Corporate social responsibility

In response to a BIS consultation on CSR reporting Directory of Social Change has called for a statement of recommended practice for companies to cut down the ‘spin’ often associated with this activity. www.dsc.org.uk/PolicyandResearch/News/www.gov.uk/government/consultations/corporate-responsibility-call-for-views

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Article by Kirsty Weakley, Fundraising
Charity Commission to scrap the summary information return in 2014

The Charity Commission is to scrap its summary information return and will display information about whether charities pay their trustees on its online register.

The regulator said that from next year each charity’s entry on the online register of charities would also show whether it was a member of the Fundraising Standards Board.

The changes are among 10 amendments that the regulator will make to the annual return that charities must complete and the information that it displays on its online register. They come in the wake of a consultation held earlier this year.

These include dropping the summary information return, which summarises a charity’s aims, activities and achievements, and has to be completed by charities with annual incomes of more than £1m.

The Conservative peer Lord Hodgson recommended that it should be scrapped in his review of the Charities Act 2006.

All charities will instead be able to complete an optional box describing their achievements and aims for the year, and any information given will be published on the register, the commission said.

Other changes will include a new question on the annual return form about whether the charity pays its trustees. The answer will be published on the charity’s entry on the regulator’s online register.

The changes to the annual return form will be introduced for financial years that end in 2014 or later, the commission said.

Charities should review implications of the Freedom of Information Act, lawyer says

Charities should reconsider the type of information they supply to the Charity Commission, in the light of an upcoming court case into whether the regulator should release the details of one of its past investigations, a charity lawyer has warned.

The commission’s decision not to release details of its investigation into the fundraising organisation the Mariam Appeal, which was set up by the MP George Galloway, challenged at the Supreme Court in late October.

Alison Paines, a partner at the law firm Withers, said the case might encourage charities to “review the basis on which they provide information” to the commission, given that it is a public body and subject to the requirements of the Freedom of Information Act.

In 2007 the commission published a report about the appeal that said it had taken donations from “improper sources” connected with the Iraqi Oil for Food programme, set up while Iraq was subject to UN sanctions during the Saddam Hussein regime.

Galloway, the Respect Party MP for Bradford West, said at the time that the report was “sloppy, misleading and partial”.

Dominic Kennedy, a journalist at The Times newspaper, used the Freedom of Information Act that year to ask the regulator to publish information it had gathered during the course of its three inquiries into the Mariam Appeal. The commission declined to do so on the grounds that a legal exemption applied to information obtained during a statutory inquiry.

The commission’s position was upheld in hearings with the Information Commissioner, the information tribunal and the High Court. In March last year the Court of Appeal also upheld the commission’s decision not to publish the documents, but gave Kennedy permission to appeal to the Supreme Court.

Paines said the public interest reasons for the commission maintaining the confidentiality of the documents after its inquiry ended were a key point of debate.

“Charities will be watching the case closely to see how their regulator fares, but might wish to review their operational procedures whatever the final decision.”

She said charities are required to make “serious incident reports” about anything that has the potential to damage their reputation, such as when police, another regulator or the Health and Safety Executive became involved.

“This could be fraud, an incident involving a member of staff or an incident involving a beneficiary,” she said. “If you submit a report like this, you should be aware that the commission is susceptible to the Freedom of Information Act, and make it clear that it is confidential information.”

Orginal article by Abi Rimmer, Third Sector Online

www.thirdsector.co.uk/Governance/article/1218314/Charities-review-implications-Freedom-Information-Act-lawyer-says/
NAVCA published a briefing on the Lobbying Bill to accompany the 2nd reading of the bill in the House of Lords. The brief highlights the threat to smaller charities and community groups presented by the Lobbying Bill. The Committee stage for the bill started in the Lords on 5 November. NAVCA’s briefing highlights the specific problems Part Two of the bill presents for smaller charities and community groups. It argues that smaller organisations are particularly affected by;

1. The reduction from £10,000 to £5,000 in the threshold.
2. The widening of the definition of controlled expenditure.
3. Onerous reporting duties.
4. The confusion created by the bill.

Joe Irvin, Chief Executive of NAVCA, said, "This bill threatens the independence of charities and their ability to campaign. It is bad for all charities but also presents specific issues for smaller charities, who will get caught up in election regulations due to the widening of the definition of campaigning and lowering of reporting thresholds."

The NAVCA briefing can be found at www.navca.org.uk/news/view-article/navca-publishes-lobbying-bill-briefing

If Britain’s charities are gagged, who will stop this lobbying bill?

Often charities’ job is to be a thorn in the side of government. But now they’re being co-opted and coerced into silence

Article by Polly Toynbee - from The Guardian, Friday 18 October 2013

‘The bill will curb charities and others campaigning for a full year before elections by limiting what they can spend.’

Long ago charities were seduced by David Cameron’s “big society”, lending it their support, full of expectations. Asked to deliver better than the big state was doing, they trotted into the fox’s lair, greeted in Downing Street to lend their good names to big society events. Then came deep national and local cuts to their funds. Many were “bid candy” for work programme and other contracts, but found more Big Serco than big society winners. These were disappointments, but in their innocence they never expected an onslaught on their character and reputation.

Charities are trusted beyond the wildest hopes of any political party, yet the coalition is charging at them full tilt. William Shawcross, appointed as a partisan chair of the Charity Commission, has accused them of aiding terrorism abroad, amid accusations of “political” campaigning at home. Oliver Letwin, speaking to the National Council for Voluntary Organisations (NCVO), complained that “so much effort in some parts of the voluntary sector is devoted to campaigning”. Iain Duncan Smith let fly at a children’s charity that was given leave for a judicial review of his benefit policies – and judicial reviews are to be curtailed. The Trussell Trust got a dusty Tory response this week to its shocking report on the rising need for food banks. The rightwing Institute of Economic Affairs’ report attacking charities called them political “sockpuppets” with “an illusion of grassroots support”. Well, that public support is about to be tested, as untrusted politicians go head to head with a much-trusted sector.

The lobbying bill arrives in the Lords crafted to barely touch the professional lobbying trade, which Cameron once called “the next great scandal waiting to happen”. Only 1% of lobbying is caught, not Lynton Crosby’s tobacco and alcohol lobbying firm right in the heart of government nor any in-house lobbying by companies; scores of meetings with energy firms go unrecorded.
Contd...

Part two of the bill will curb charities and others campaigning for a full year before elections by limiting what they can spend, counting all their overheads. Going about their ordinary business risks turning charities criminal if they fail to register with the Electoral Commission, which is itself highly critical of the bill. Trustees will never know how far they can go on climate change, child poverty, hunting, housing, badgers or any other advocacy. The bill being rush through is to ensure a year of silence can be imposed by next May.

The Lords all-party constitution committee today suggests the bill undermines “the fundamental constitutional right to freedom of political expression”, silencing third-party campaigners while failing to curb lobbyists. So far this has stayed under the public radar, but will the coalition get away with it, or will the Lords rebel?

The coalition has a natural Lords majority. Lib Dems used to oppose threats to civil liberties but no longer: Nick Clegg instigated this bill. Afraid of a backlash from the National Union of Students over fees, anti-frackers and myriad single-issue groups who were once allies, he pressed for this gagging act to protect his candidates in election year. The Lords is jam-packed with trustees and patrons, so charities are calling on them to speak up on Tuesday – and that means staying until the vote. The government delays awkward votes, knowing how many Lords make fine speeches but slip away to supper before voting. No vote, no daily allowance should be the rule.

The government is set against a formidable foe. In just three weeks Richard Harries, the former Bishop of Oxford, has set up a Commission on Civil Society, which has already held emergency hearings on the bill all round the UK, backed by Christian Aid, Women’s Institutes, the Countryside Alliance, 38 Degrees, Oxfam, vegans, Quakers, the British Legion and scores more. Even the TaxPayers’ Alliance is protesting, with the rightwing Centre for Policy Studies calling it “an extraordinary attack on free speech that must be scrapped”.

Government amendments to the bill have not assuaged the fears of the third sector. Their legal opinion says the bill still restricts organisations’ ability to engage in campaigns or policy debates and “will insulate the executive” from “external criticism”. The charities were outraged when William Shawcross asserted they were now “happy” with the bill. But noise from the press and the BBC has been notably lacking, so perhaps yet again the government can rely on its supportive media to let it do whatever it wants. That’s a lesson in brazenness for Labour – next time, just do it.

Charities are valued for their status as thorns in the side of the establishment, free to speak out about their own concerns – from plain cigarette packets to village greens, from animals to the state of the poor, sick or old. But they are easily cowed. A Charity Commission bent on too heavily policing them for “political” campaigning will seal their lips. A bill designed to stop them saying anything in election year is already chilling some. Several I spoke to were strongly opposed but afraid to have their organisation mentioned, relying on trenchant advocacy from NCVO and charity leaders’ network Acevo, whose head, Stephen Bubb, says, “They’re scared, the general atmosphere has made the political terrain too tough,” noting a threatening article by Chris Grayling in the Mail about political campaigning. “Who else but these organisations has the real life experience to tell truth to power about the effects of benefit changes on mentally ill or disabled people? Who else sees what the bedroom tax is doing?”

In the halcyon days before the election, Francis Maude told Bubb to “make sure you keep our feet to the fire” on supporting charities. But that was then. Now, says Bubb, “they’ve put our feet in the fire instead”.

also see…

Lobbying on the transparency bill  
www.theguardian.com/politics/2013/oct/21/lobbying-transparency-bill

NCVO has led over-reaction to lobbying bill, says Conservative MP  
www.thirdsector.co.uk/news/1217779/ncvo-led-over-reaction-lobbying-bill-says-conservative-mp/

Peers from all parties call for the lobbying bill to be amended or scrapped  
Help shape the future of housing

Havering Council has started to develop its new Housing Strategy for tackling housing demand and improving housing options over the next three years and wants you to help us shape our plans.

Come along to find out how the Council is planning to deal with housing pressures and have your say at:

Housing Strategy 2013 – 2016 Consultation Event
at Myplace
Harold Hill, 343 Dagnam Park Drive, Harold Hill, RM3 9EN
Monday 2nd December, 10am - 1pm

Followed by lunch

Our Housing Strategy 2013 – 2016 sets ambitious plans to deal with increasing housing need across the borough. It builds on the progress we have made while re-thinking ways to meet the challenges of the uncertain housing market and pressures from the unstable national economy. We want to continue building more affordable homes, make sure we provide the widest range of housing options, support and advice, focus on older people’s housing and improve conditions in the private housing sector.

You and your organisation play a key role in the way we will deliver these services over next three years and we want you to help us make sure we have got our priorities right.
Please come and have your say!

To confirm your or a colleagues attendance please email AGNIESZKA.KUTEK@havering.gov.uk

Education Advocacy Training

COMMUNITIES EMPOWERMENT NETWORK (CEN) are hosting a Free One Day Education Advocacy Training Course on Saturday 16th November 2013 from 9:30am - 4:30pm to be held in the Shakespeare Business Centre, 245a Coldharbour Lane, Brixton SW9 8RR.

Since 1999, Communities Empowerment Network (CEN) has worked and campaigned for Equality and Justice in Education.

CEN are the only organisation in London that are specifically funded to provide Free Independent Expert Advice, Support, and Representation to parents and carers of children who are at risk of exclusion or have been excluded.
Saturday 16th of November is the latest in a series of Free Education Advocacy Training Sessions CEN has delivered this year.

To find out more contact Richard Snook, Project Coordinator at email richard@cenlive.org
The Fundraising Fair

Thursday 14th November 2013 – Euston, London

Empower yourself with the skills and knowledge to access more funds.

There are also 25 workshops, covering many aspects of fundraising, costing just £35 each - or why not book a day rate for £160 (5 workshops and lunch).

Design your own day of tailor-made training and join other fundraisers in the sector for a day to network, exchange ideas and share best practice.

Choose from practical topical workshops covering all areas of fundraising, including:

Fundraising Strategy
Is your Thanking Good Enough?
Introduction to Corporate Fundraising
Richer Lives: Why Rich People Give
A Will to Give
Why Funders Don’t Choose You (and how to turn that around)
and much, much more.

To find out more download the Fundraising Fair brochure from:
www.fundraisingfair.org.uk/pdfs/fundraising fair 2013 web.pdf

Self Direct Support User Group

The Self Directed Support User Group is a user led group for people who are in receipt of Direct Payments and Personal Budgets or are considering their options to arrange and manage their own support to live independently. The group can offer support, advice and also provide feedback from service users to the council. The Group meets at Yew Tree Resource Centre, Romford every six weeks.

Havering Association for people with Disabilities (HAD) is working in partnership with the group to inform, support and assist people who are purchasing their care by personal budgets and direct payments or are considering this option

The aims and objectives of the group:

• To represent persons on self-directed support
• A chance for people to have a say on issues they feel important to them
• An opportunity to share information, experiences and learn from like – minded persons
• Confidence building on the use of direct payments and personal budgets
• SDS User Group members can offer advice to help shape how council staff organise services
• Increase membership
• SDS User Group Is working in Partnership with H.A.D and supported by Havering council

If you would like informal advice, support and assistance, with your Direct payments/ Personal budgets, please call for an appointment.

The SDS USER GROUP is looking for members to form a committee and would like to hear from people who are in receipt of direct payments / personal budgets or are interested in doing so. For details please contact SDS User Group Coordinator Maddie on 01708 476554, Email: maddiegulrajani@hadhavering.co.uk
Article: DBS Update

INTRODUCTION

With effect from 17th June 2013, the Disclosure and Barring Service (DBS) are introducing a number of changes which affects the service HAVCO provides to you.

The most important change which impacts on you as an employer is the recent change in the law by the Government, which is effective from 17th June 2013; the DBS will issue DBS certificates to the applicant only. Employers will have to ask individuals for sight of their DBS Certificate, putting the responsibility on the employee/volunteer to allow sight of their DBS Certificate. In line with this, HAVCO will no longer receive a copy of the Disclosure Certificate from DBS, which was previously forwarded on to you as a registered organisation for your records. However, HAVCO will still be able to track applications on-line if any clarification is required regarding the status of an application.

UPDATE SERVICE

From 17th June 2013, applicants have also been able to subscribe to a new “Update Service” for any new applications or Certificates issued from 17th June 2013. Once subscribed the individuals can allow permission to employers to view their DBS Certificate on-line and when they move from role to role, provided that the same level of check is required and they are in the same area of work i.e. working with children/adults or both. The DBS Update Service will keep the applicants Certificate regularly updated. The cost of the annual subscription to the “Update Service” by the individual is £13 if they are a paid employee and it is free of charge for volunteers. The subscription is paid directly to the DBS. This is an optional service between the individual and the DBS, but please be aware HAVCO is not involved in this.

HAVCO will still continue to invoice organisations for carrying DBS checks but any DBS checks carried out from 17th June 2013 are eligible for subscription to the “Update Service”.

The main advantage of the Update Service is that Employers will be able to carry out an instant on-line Status Check giving them access to up-to-date information on an employees/volunteers Disclosure Certificate. It is important to point out though that employers will need the consent, either written or verbal from the employee or volunteer to carry out a “Status Check” as the employee/volunteer will be able to see who has accessed their information. Without consent, employers are breaking the law by accessing data you are not entitled to see and they should not access the information once an employee/volunteer has left your employment.

If any of your employees/volunteers wish to subscribe to this service please ask them to take a note of the DBS application form number which is completed at HAVCO, as the number is required when subscribing to the service. HAVCO will also prompt applicants to record it.
ADDITIONAL INFORMATION REQUIRED FOR APPLICATIONS

Please be aware that HAVCO is now asking applicants to clarify the ‘Workforce Area’ that they are working in as the information needs to be recorded on the DBS application forms in addition to the job role. Depending on the workforce area that is selected the check carried out will only be against these barred lists within that apply to that workforce. If the applicant moves from one workforce to another one, a new DBS is required.

- ‘Child Workforce’. Use this for any position that involves working/volunteering with children.
- ‘Adult Workforce’. Use this for any position that involves working/volunteering with adults.
- ‘Child and Adult Workforce’. Use this for any position that involves working/volunteering with children and adults.
- ‘Other Workforce’. Use this for any position that does not involve working/volunteering with Children or Adults e.g. security guard.

The current application form at question e55 asks the applicant: ‘have you ever been convicted of a criminal offence or received a caution, reprimand or warning?’ but the DBS has advised HAVCO to now ask the Applicants to ignore this question and instead to ask them: ‘do you have any unspent convictions, cautions, reprimands or warnings?’ and to put a cross in the relevant box in line with current DBS guidelines.

I have tried to make the information as concise and understandable as possible but if you have any queries or concerns, please do not hesitate to contact me.

JANE EASMAN
01708 742881
jane.easman@havco.org.uk
Volunteer Centre

The Volunteer Centre worked with volunteers and Elm Park Community Association to raise funds for Macmillan by holding a World’s Biggest Coffee Morning fundraising event. We raised £162.15 at the Elm Park Coffee morning where we were assisted by Havering Community Action Network volunteers including Ashok Baluja and Bert Davis, aged 65 plus, and Edna (Lisa) Wiseman an under 50 volunteer.

The Volunteer Centre also raised an additional £62.50 from a separate fundraising event.

A Fond Farewell to Val

Val Liddiard has left the Havco Volunteer Centre after dedicating over 4 years helping to match volunteers with volunteering opportunities.

Having led the Volunteer Centre through a huge period of change to bring it in line with national criteria and improve its performance, Val has also had the opportunity to see it grow and flourish into the top class service it now is.

This has included joining in with volunteering events such as Cleanup and event marshalling, holding awareness events such as the Pick’n’Mix’s, manning Volunteering Week market stalls, and leading the volunteering activities in the borough during the Olympic Games such as the Torch Relay.

Val is moving on to pursue some private aspirations and ventures and all at Havco wish her well and the best of luck.

Havco meanwhile are recruiting for a new Volunteer Centre Manager and we will update you when we have selected a successful candidate.
Havco Annual Report 2013

Our Annual Report covering the period April 2012 to March 2013 is now available for download from our website at www.havco.org.uk

We also have a limited number of printed copies available. To request a copy please contact Michael via email: michael.dunlop@havco.org.uk or tel: 01708 742881
Microsoft ending XP support

On April 8, 2014, Microsoft will end support for Windows XP as well as Office 2003. This means you will no longer receive updates, including security updates, for Windows XP from Microsoft.

The security and privacy implications of this could have significant impacts on your organisation and business.

Without critical Windows XP security updates, your information may become vulnerable. The current Windows 8 Pro and the new Office offer enhanced security features like built-in firewall, anti-virus, rootkit malware protection and Rights Management for emails and attachments.

Many software and hardware vendors (including Microsoft) will no longer support their products that run on Windows XP. For example, the new Office takes advantage of the modern Windows and will not run on Windows XP.

Should problems arise, many online and phone-based technical support will unfortunately no longer be available.

The risk of business disruption could increase due to the lack of supported software, and the increasing age of hardware running Windows XP. Moving to a more recent operating system, such as Windows 8 Pro or one of the alternatives such as Open Source Red Hat, in a timely, planned manner will reduce downtime later.

To BCC or not to BCC, that is the question

When sending an e-mail to multiple people, it is internet etiquette to use BCC for all the addresses so to protect the integrity of everyone’s contact details.

The website whybcc.com has some helpful information on why this is:

What is the difference between “To” and “Bcc” (Blind carbon copy)?
When you add addresses into the To-field, everyone who gets the e-mail can see everyone else’s addresses. When you add addresses into the Bcc-field, no one can see who else get’s the e-mail.

Why might it be wrong to just use the To-field?
You have breached people’s privacy and put them to risk for spam and viruses.
1. The people on your list don’t want the others to get their address. They gave it to you only.
2. If even just one person of those you e-mailed gets an e-mail virus, every person on that list is in risk of getting it. E-mail viruses check for all addresses that person has in his/her e-mail.
3. One of the people you send to might be a spammer, or just send the whole list to someone who sends spam.
4. Someone among the recipients might start sending advertisements to everyone and not even realise that it is spamming.
5. There is a very high risk that someone chooses “Reply to all” and send his/her reply to everyone on the list. This can quickly become loads of e-mails to everyone on that list.

What’s the alternative?
If you had put everyone’s addresses in the Bcc-field instead, all these risks would have been eliminated. What is the Bcc-field?

Never ever use the To-field if you’re e-mailing people who don’t know each other, or more than 5-10 people at a time, use the Bcc-field instead.

for more about BCC visit: http://whybcc.com/
### Training & Events

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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Details/Contact</th>
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| Thursday 5th December 2013| Roles and Responsibilities of Trustees and the Trustees Annual Report | Community House           | Richard Mico  
01708 735214  
richard.mico@acecas.org.uk |
| Monday 16th December 2013 | Havco Open House                   | Salvation Army High Street, Romford RM1 1JJ | No need to book, just turn up |
| Tuesday 24th December 2013| Havco Christmas Closedown          | Community House           |                                      |
| Thursday 2nd January 2014 | Havco Re-opens                     | Community House           |                                      |

For more information on training events (and news) visit the HAVCO website at: [www.havco.org.uk](http://www.havco.org.uk)
This section contains a mixture of funding opportunities for your information. If you know of a funding opportunity that I haven’t included or there is a particular area of funding that you think is missing and would like me to investigate then let me know:

T: 01708 742881
E: michael.dunlop@havco.org.uk

**LankellyChase**
The LankellyChase Foundation is a major grant giver, distributing over £5 million last year. They have launched an open call for project ideas. Their mission is to bring about change to improve the lives of people facing severe and multiple disadvantage - people who are experiencing a combination of severe social harms such as homelessness, substance misuse, mental illness, extreme poverty, and violence and abuse. There are no deadlines and no set grant amounts, but most are in the range £10,000 - £50,000.

[www.lankellychase.org.uk/accessing_funding/funding_opportunities](http://www.lankellychase.org.uk/accessing_funding/funding_opportunities)

**Two schemes from Sport England**
1. The new Get Equipped fund will give grants of between £300 and £10,000 to purchase sports equipment that will help increase the number of disabled young people (aged 14+) and adults doing sport regularly. Deadline is 2 December.

[www.sportengland.org/funding/our-different-funds/get-equipped/](http://www.sportengland.org/funding/our-different-funds/get-equipped/)

2. Round 2 of Inclusive Sport will give more substantial grants to open up sport to disabled people, and help make sport a practical lifestyle choice for everyone. In the last round, they made substantial grants of several hundred thousand pounds to Councils and district wide organisations. More local or specialist organisations received upwards of £25,000. Deadline is 2 December.

[www.sportengland.org/funding/inclusive_sport1.aspx](http://www.sportengland.org/funding/inclusive_sport1.aspx)

**McDonald’s Kickstart**
McDonald’s Kickstart gives grants to Junior Football Clubs. You need to be recognised by the FA, and have at least one under 18 team. £500 - £2,500 is available for anything which will help to support, grow or develop your players and the community. It will cover things like equipment, facilities, coaching training or even pitch hire. Applications are considered once a quarter.

[www.mcdonalds.co.uk/ukhome/Sport/Football/Investment/small-grant.html](http://www.mcdonalds.co.uk/ukhome/Sport/Football/Investment/small-grant.html)

**Help the Homeless**
Help The Homeless gives grants up to £5,000 for capital costs to small and medium-sized registered charities (those with a turnover of under £1m per annum). They fund projects that assist individuals in their return to mainstream society, rather than simply offer shelter or other forms of sustenance. The next deadline is 31 December.


**CEMEX Community Fund**
This is a landfill tax credit scheme that gives grants of £1,000 to £15,000 to projects that improve or enhance the social, built or natural environment, public space, facility or building for leisure or entertainment, or improve or enhance buildings or structures of religious, historical or architectural interest. As with all landfill schemes, projects need to be within a certain distance of an CEMEX site.

[www.cemexcf.org.uk/applications/](http://www.cemexcf.org.uk/applications/)
Funding

Sportivate
The next Sportivate commissioning round is open; current priorities are women & girls, disability and young people aged 19-25 years. It funds sports coaching sessions, for a specified period and agreed numbers of people, covering costs such as staffing and coaching, hire of facilities, transport, publicity, and equipment. Deadline is 13 December. www.syfab.org.uk/blog-post.aspx

Money for Life
Money for Life is a scheme provided by Lloyds Banking Group. £500 grants are available to groups of young people aged 16-24 years, to run projects to improve money management skills in their communities. They must be supported by a local learning organisation - college, school, or community project. The deadline for 2013 applications is 22 November. www.moneyforlifechallenge.org.uk/news/

Funding Central
Can’t find the funding you need?
Funding Central is a free resource for charities, voluntary organisations and social enterprises. They list thousands of funding and finance opportunities, plus a wealth of tools and information supporting you to develop a sustainable income strategy.

Start your funding and finance search by visiting www.fundingcentral.org.uk/

See what Funding Central can do for you.
Volunteering website for accountants
The Institute of Chartered Accountants in England and Wales and the Chartered Accountants’ Benevolent Association have set up a website which allows charities to register their need for help from financial experts. As well as volunteer accountants being able to respond, they can post profiles so they can be found too. Visit: www.icaewvolunteers.com/

Out There

Business support in your community
Business in the Community have created a short survey looking at what community engagement activity is being done by businesses outside of the Connector programme. The survey closes on 12 November. Visit: www.surveymonkey.com/s/LPYT38Z

 Charity Commission podcasts
The Charity Commission has launched three new podcasts to help charity trustees understand their duties under charity law. One podcast covers guidance on protecting your charity from harm from extremists and two more cover ‘The Big Board Talk - 15 questions trustees need to ask’. Visit: www.charitycommission.gov.uk/news/podcast-october-2013/

Free ICT Advice
If you have a technology question LASA can give free ICT advice and guidance through their London Councils supported helpline at info@lasa.org.uk or 020 7426 4473

DBS News
The October edition of DBS Disclosure News has been published. It includes an article ‘What is a volunteer?’, which looks at the inappropriate use of volunteer applications for criminal record checks. https://www.gov.uk/government/publications/dbs-disclosure-news-october-2013

Disclosure and Barring Service
The Disclosure and Barring Service (DBS) has published three guidance documents to clarify issues around workforce for DBS certificate applicants. The guidance is for registered bodies on how to identify the type of workforce that a DBS applicant will be working in. https://www.gov.uk/government/publications/dbs-workforce-guidance

Annual Report on Adult Social Care
Every year, Havering Council must publish a document that sets out the progress and outcomes that they have achieved in adult social care. The report describes their performance over the last year and their priorities for the future so that everyone can find out where they are doing well and where they need to improve; and scrutinise, check and challenge their performance. The aim is to provide transparency for local people to better understand how social care is being delivered in Havering, leading to greater involvement and challenge. Visit: www.havering.gov.uk/Pages/Services/Annual-Report-on-adult-care.aspx

Disclaimer: Havco neither recommends nor endorses any of the products, services or companies listed on this page. We would always advise you to make comparisons with similar companies, read any associated terms, contracts or conditions carefully and not to download anything unless you are confident of the supplying website.
CRB Service rebranded

On 1st December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA). The new name for the service has changed to the Disclosure and Barring Service. All their literature and logo has been completely rebranded.

The DBS was established under the Protection of Freedoms Act 2012 and is a Non-Departmental Public Body sponsored by the Home Office.

The DBS certificates have replaced all CRB certificates issued after the 1st December 2012.

See the article on pages 10 and 11, along with some important news in our CEO’s, Kim Guest, Editorial on page 3

Any further information can be obtained from their website at www.homeoffice.gov.uk/crbischanging or please contact Jane Easman at HAVCO on 01708 742881 or by email to jane.easman@havco.org.uk

A reminder of our charges for DBS checks:

Registration charge for voluntary organisations with a turnover of less than £500,000 - £20.
Registration charge for voluntary organisations with a turnover of more than £500,000 - £50.
Registration charge for profit-making business and Local Authorities - £50.
Cost per disclosure for volunteers - £6 per person
Cost per disclosure for employees - £50 per person.
Cost per on-line I.D. Check - £20 each

DBS checks are only undertaken via a booked appointment, unfortunately we are unable to undertake ‘drop-in’ requests.

It is important that people are aware of the documentation they need to bring with them to be checked.

If you want to book a DBS or need reminding of the suggested documentation, please ring Krystal Warren or Jane Easman on Tel 01708 742881 or email: krystal.warren@havco.org.uk jane.easman@havco.org.uk

Newsletter Advertising / Articles / e-flyer attachments

To place an article in our Newsletter see the bottom of page 3 for details.

We will endeavour to fit all requested inclusion in unedited where space allows, but we reserve the right to edit to fit to the available space.

We reserve the right to decline to include e-articles/flyers etc that we deem not to be representative of the core values of HAVCO and its members.

High Quality Printing Charges
A4 Colour —20p per side
A3 Colour —50p per side
A2 Colour or Black & White—£9 (single side only)

Photocopying (Black & White only)
A4—8p per side
A3—15p per side

Prices are for standard white 80gsm paper, higher quality, coloured, glossy or heavier papers may incur an additional charge. (NB A2 posters are printed on Semimatte 250gsm paper)

Laminating
A4—25p per item
A3—35p per item

Prices correct at time of going to press
We held our 12th AGM on Monday 7th October 2013 at the New Windmill Hall in Upminster.

The day was well attended with over 80 people representing a wide cross-section of the Voluntary and Community Sector within Havering, along with some guest speakers including Havering Deputy Mayor Cllr Linda Trew, pictured top left, and Havering Councils Chief Officer Cheryl Coppell.

Prior to the AGM a light buffet was available, allowing the delegates to network and catch up with each other. The space in the New Windmill Hall allowed for several sets of circular tables to be placed apart from the AGM seating and thus gave more room to mix, meet and chat in comfort.

Trevor Fisher, The Havco Chair, opened the AGM by welcoming the attendees and guests. This was followed by the presentation of certificates to celebrate the hard work, time and effort of some of the volunteers who have worked within Havco Volunteer Centre projects. Pictured left is Lucy O’Connor receiving her certificate from Cllr Linda Trew, The Deputy Mayor of Havering.

Trevor then introduced our guest Speaker Cheryl Coppell, Chief Executive the Havering. Cheryl spoke of the constraints on the borough due to the recession and future cuts to come, acknowledging how the cuts to the council are also affecting the voluntary sector. Cheryl went on to answer some questions from the floor.

Havco’s Chief Officer Kim Guest then delivered her report of the activities, progress and future plans for Havco. (pictured second from bottom).

This was followed by the financial report delivered by Havco’s Finance Manager Richard Haskew.

Before closing the AGM, Trevor thanked Lisa Witham for 10 years of service with Havco and she was presented with a card and flowers (pictured bottom left).

Before closing Trevor led the vote to elect two new Havco Board Members who were both agreed by the membership present. Trevor then thanked all the attendees and guests again before closing the AGM.

The HAVCO Annual Report is available for download from our website at www.havco.org.uk