

Community

June 2018

newsletter for the community and voluntary sector in Redbridge

Redbridge Institute and RedbridgeCVS celebrate Ofsted success

Ofsted has judged Redbridge Institute provision to be “outstanding” – and RedbridgeCVS is celebrating too.

Last week the Redbridge Institute of Adult Education, which has recently been reviewed by Ofsted, was judged to be “outstanding”. It’s an assessment which places this local college among the four top-performing adult education services in the country. All aspects of provision were graded outstanding with the inspection team finding no key areas for improvement. Redbridge Institute is the first local authority adult education service in London to achieve this grade.



RedbridgeCVS provides our training services as a subcontractor to Redbridge Institute, showing that they are of the same high standard as its other provision. Inspectors also praised the excellent partnership and subcontracting arrangements between the Institute and RedbridgeCVS.

We offer our heartfelt congratulations to Redbridge Institute, and hope to continue our partnership for many years to come.

*Photos: RedbridgeCVS Training Manager Trish O’Hanlon with colleagues from the Institute (above)
Institute staff group (below)*



NHS consults on community urgent care services

Local CCGs are consulting on how to improve the way community urgent services are delivered. These are services for people who need to see someone that day, but aren't ill enough to need A&E.

At the moment, local people say they find the situation confusing. Do they choose one of four local walk-in services, one of seven GP access hubs or an out-of-hours GP service? People often end up going to A&E.

Local people want it to be easier to get advice or an urgent appointment with a doctor. NHS staff have developed two options for consultations, involving different mixes of walk-in and bookable appointments. No changes are planned to emergency services or local A&E departments.



To find out more and have your say, see the story on the RedbridgeCVS website at <http://bit.ly/2tc3uVJ> – it includes a link to the consultation.

Or come along to the Voluntary Sector Network meeting on 11 July – details below:

Voluntary Sector Network

1pm, Wednesday 11 July • Redbridge Central Library, Clements Rd, Ilford IG1 1EA

Includes a discussion of local NHS changes to community urgent care services

Redbridge Voluntary Sector Network provides a monthly forum for staff and volunteers from voluntary and community sector groups in the borough. We meet on the second Wednesday of each month, except for January and August, in Redbridge Central Library. You don't need to book, just come along!

Affordable copying from RedbridgeCVS

**A3 or A4 • single or double sided
Black/white or colour • From 3p per sheet**

Details from 020 3874 4136

Community Day

**10am-3pm, Thursday 30 August
High Rd, Central Ilford**

Something for everyone in the centre of Ilford, with stalls and displays from local public services and voluntary groups along the High Road.

If you'd like a free stall for your community group, please contact Liz Pearce on 020 3874 4144, or email liz@redbridgecvs.net.

RedbridgeCVS



Nominations now open for awards that recognise volunteers

The annual Team London Awards celebrate the individuals, teams and corporate volunteers who are making outstanding contributions to their communities and helping to make London the best city it can be.

Each day, tens of thousands of volunteers help charities to deliver their services. The Awards are one of the ways the Mayor recognises some of those volunteers who go above and beyond to create better local communities.

Individuals or groups of volunteers can be nominated under one of three headings – social integration, social mobility and community engagement.



The 2017 awards ceremony

Nominations must be received by 25 July.

For more information, and to submit a nomination, see the Mayor of London's website at <http://bit.ly/2yrqchH>

Could your street be a place for children to play?

A play street involves residents closing off their street to through traffic for a few hours weekly or monthly so that children can play out more safely and neighbours come together – making streets friendlier and more fun for all.

Redbridge Council will be working with a number of partners to encourage residents to pilot the scheme to assess whether there is an appetite for play streets across the borough and to determine the level of resources required to roll it out successfully. The deadline for applications for the pilot scheme is 24 June.

For more information, and to apply to take part, see the Council website at <http://bit.ly/2tnWTY6>



We say "thank you" in Volunteers' Week celebration

Over 30 volunteers from twelve local organisations attended RedbridgeCVS's event for Volunteers' Week on Tuesday 5 June.

Volunteers had the opportunity to take part in reflexology, meditation and chair based yoga sessions. They got a chance to make their own flower arrangements (and take them home with them!), have their nails painted, learn how to crochet and find out about apps on their phones and tablets. All of them went away with a certificate of recognition and a goodie bag. Volunteers' comments included:

"Really enjoyed – great to meet other volunteers and feel appreciated"

"Very friendly and felt appreciated. Lovely session, thank you"



GDPR: A Real-World Guide for Small Community Groups

Around the end of May, many of us received a flood of emails from organisations telling us they had “updated their privacy notices”. But there’s more to GDPR than bureaucracy and box ticking. Now that the new law has taken effect, Colin Wilson provides a common-sense guide.

GDPR can seem a bureaucratic nightmare. But its basic aim is one that any voluntary organisation should agree with – to treat people and information about them with respect. And GDPR, sensibly interpreted, can prompt us all to think through a bit more carefully what information we hold and why, what we should do to try and ensure nothing goes wrong, and what we would do if it did.

Keep personal data secure

GDPR concerns information about living, identifiable individuals, whether it’s stored on a computer or on paper. A person’s name, their phone number, their email address and a photo of them are all covered by the act. Information about an organisation – such as its accounts – isn’t covered.

You need to keep data secure, which means both technical measures and thinking about policies. At a



practical level, paper records should be kept securely – for example stored in a locked filing cabinet. When it comes to computers, make sure you use passwords that can’t be guessed and that the only people who can access information are those that need it. Don’t copy information to flash drives (sometimes called USB keys or memory keys) if they aren’t protected by a password – flash drives are easily lost, and almost anyone who finds them can access the data they hold. Be sure to make backups – copies of information – and store them in a different building in case of theft or fire. Make sure computers are reliable and that you have IT support in place. Be aware that email isn’t secure, so don’t send personal data by email. Provide training for staff and volunteers – for example, if someone can access data from home, are you sure that other people in their household can’t see it too?

Think through what data you collect about people

GDPR says that data can only be collected for specific purposes, so think about whether you’re keeping anything you don’t actually need. Information must be accurate and kept up to date, so consider what reasonable efforts you can make to ensure it’s not outdated. Information shouldn’t be kept for longer than necessary, so think about how long you keep data and how you destroy or delete it after that.

The law doesn’t specify what exactly you must do in any of these areas – how long to keep data, how to keep it up to date or how to ensure only the right people can access it. That’s sensible, because the law has to cover bodies from small community groups to huge corporations, and their needs will be different. You have to develop your own policies. For example, a funder might require you to keep records about a project for a certain number of years. You might dispose of other data quite quickly, for example that of someone who applies for paid work but doesn’t get an interview.

Tell people what you’re doing with their data

When you collect data from people, explain things like why you’re doing it, how long you’ll keep it and who you’ll share it with. A formal, written statement about this kind of thing is a “privacy notice” – as mentioned in all those emails. But you shouldn’t dish out pages of small print no one ever reads. If you collect data in person, start by telling your service user in person, in plain language,

about the use you make of their data. Maybe give them something more detailed in writing to take away – and a full statement on your website, where people can access it if they want.

Think through what you're doing and avoid problems

GDPR specifies that there are only a certain number of situations where you can legally keep and use people's data – six of them, in fact, as listed in the box below. For example, you can process a person's data if you have a contract with them, as you do with paid staff. They might have consented to you using their data. Often you will be in a situation where people expect you to use their data, and you aren't infringing their rights when you do so – the legal term for this situation is that it's in your "legitimate interests" for you to process the data. (Special rules apply if you're recording sensitive data like a person's religion, ethnicity or sexuality.)

The legal basis on which you process data will probably vary depending on what kind of data it is – you could process information about paid staff because they have a contract with you, while processing information about service users might depend on their consent or on legitimate interests. You need to review what data you hold, and on what basis you process it, to ensure that you comply with the law – this is called a "data audit".

Note that complying with the law is a valid reason for storing and processing data. So, for example, if you suspect someone has committed a crime, you can give the authorities any information you have about them. You can also share information if their life is at risk – for example, if you think a person's home might be on fire and you have their address, you can tell the fire brigade.

Finally, bear in mind that people have certain rights as regards their data. They have the right to know what information you hold about them, to have it corrected if it is incorrect and in some situations to have it erased. You have to take action within 30 days, and you can't make any charge for doing so. To make use of those rights they don't need to fill in any particular form, use a special form of words or refer to "data protection" or GDPR. So make sure that your staff or volunteers can recognise such a request and know what action to take.

The six situations where you can process data are:

- The person has consented to this
- You have a contract with the person
- You need to do this to comply with the law
- You need to do this to protect someone's life
- You are performing a task in the public interest
- It's in your legitimate interests

RedbridgeCVS Training

Health and Safety Essentials

only
£10

12.30 to 4pm, Monday 25 June

This course will equip learners with the basic knowledge necessary to take on health and safety responsibilities and play a part in making workplaces safer. The course is for people with health and safety responsibilities in voluntary sector organisations; staff and volunteers of community groups and recent arrivals and migrant workers who want to know about their rights.

Basic Risk Assessment

only
£10

12.30 to 4pm, Monday 2 July

Do you want to know how to carry out a risk assessment? Do you have responsibility for managing health & safety? This basic risk assessment course could be what you are looking for. The course is for people with health and safety responsibilities in voluntary sector organisations; staff and volunteers of community groups and recent arrivals and migrant workers who want to know about their rights.

Policies and Procedures – What Do You Need?

9.30am-4pm, Thursday 5 July

Clear policies and procedures are essential to a well-run organisation: they set out who can do what and how. Clear policies and procedures lead to fewer misunderstandings, make it easier to decide what to do in difficult situations and help ensure your group makes decisions in a transparent and consistent way.

This session is aimed at new groups, people looking to form a group, or an existing group that wants to operate in a more professional way or to brush up its practice.

More information and bookings at

www.redbridgecvs/training

How RedbridgeCVS helped a local equalities group get funding

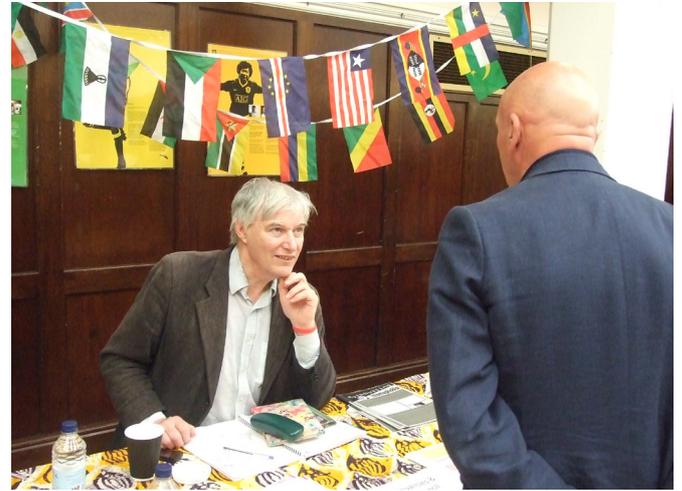
RECC describe how RedbridgeCVS's Community Fundraiser helped them win recent funding bids.

Redbridge Equalities & Community Council (RECC) has been successful in two bids in which they were supported by Shaweb Ahmed, the Community Fundraiser for RedbridgeCVS. One was for the Redbridge Community Fund and the other for the MOPAC Victims Fund. In both cases RECC drafted applications which Shaweb scrutinised, subjected to constructive criticism and made suggestions for improvement.

In particular, Shaweb identified the need to quantify where possible the achievements RECC had made or were striving to make if the funding was secured. He also showed the group how to make clearer the connection between their prospective projects and the aims and priorities of the funders. Shaweb identified

gaps in RECC's coverage of what funders wanted to know. He also pointed out the importance of showing that they knew what was already being done by other organisations and what made their project unique and complimentary to these rather than in competition and duplicating.

RECC would like to thank Shaweb and RedbridgeCVS for the support and help that we had in securing these funds.



David Landau of RECC

Meet the Funder

Redbridge Community Grants

3 to 5pm, Tuesday 3 July
RedbridgeCVS, 1st floor,
103 Cranbrook Road, Ilford IG1 4PU

The London Community Foundation will be holding an application support session for the Redbridge Community Projects Fund at RedbridgeCVS, where you can learn more about the Fund and the process of applying for a grant. A presentation will be held at 3pm, followed by a general Q&A. There will also be an opportunity to discuss your application with the Programme Manager on an informal basis from 4:15 onwards, so feel free to drop in any time from then.

The Fund is currently open for applications, and will close on Monday 30th July at midday. Further information about the Fund can be found at <http://bit.ly/2j98FEk>

No need to book for the Meet the Funder session, just turn up!

Free workshop

Developing a Heritage Project for HLF Funding

10am to 1.30pm, Weds 18 July
Redbridge Central Library,
Clements Road, Ilford, IG1 1EA

Heritage isn't just about stately homes and castles. It includes the histories of the many different communities that live in Redbridge. How have things changed for your community in the last fifty years? Could you record that history before it gets lost?

RedbridgeCVS invites voluntary, community and social enterprise sector organisations in Redbridge to a workshop run by the Heritage Lottery Fund to enable you to explore whether there might be potential for your organisation to develop a heritage project. It will include a practical exercise using Redbridge Heritage Centre's inspiring material, and a short visit to Redbridge Museum.

Book your place at

<http://bit.ly/2K3R6Ax>

For more help with fundraising, contact Shaweb Ahmed, our Community Fundraiser, at shaweb@redbridgecvs.net or on 020 3874 4137

Funding Diary

Funding for buildings, refurbishment and equipment

The Wolfson Foundation makes grants of between £15,000-£100,000 for new buildings, refurbishments and equipment for a range of organisations delivering excellent care and support. The funding is focused on Palliative Care and Hospices, Older People and Transitions and Independence. Match funding is required for projects over £50,000.

More information: <http://bit.ly/4QM2b2K>

Closing date: Sunday 1 July

Help young people fulfil their potential and avoid crime

The Mayor of London's new Young Londoners Fund will help children and young people to fulfil their potential, particularly those at risk of getting caught up in crime. It will support a range of education, sport, cultural and other activities for children and young people. The 3-year fund will see £30 million made available for projects in local communities.

More information: <http://bit.ly/2toDBBj>

Closing date: Monday 9 July

Encouraging young people to volunteer

Team London are offering grants of £10,000-£30,000 per year, for up to three years, for projects which encourage young Londoners to volunteer or take part in social action. Funded projects will work with 10-20 year olds from groups that are disproportionately affected by mental health issues on volunteering projects which promote wellbeing and emotional resilience.

More information: <http://bit.ly/2tcBCk2>

Closing date: Monday 9 July

Bringing people together

Grants of £5,000 to £10,000 per year for up to two years for work which reduces isolation of older people; mental health peer support; and integration for refugees and asylum seekers.

More information: <http://bit.ly/2MFLCun>

Closing date: Monday 16 July

Grants for sports facilities

Grants of between £5,000 and £20,000 are available to small capital projects that aim to help improve existing or to build new sports facilities. Projects should encourage and support more people to become involved in sport and physical activity who are physically inactive or who have low levels of activity.

More information: <http://bit.ly/2MFPpDV>

Closing date: Monday 23 July

Local Redbridge projects

Funding for projects which:

- improve life chances of disadvantaged people.
- develop social networks so residents can support each other to feel safe and part of the community
- support people's health and well-being
- support social action and self-help so people can improve their local environment

There are two funding streams, one for grants of up to £5,000 and the other for grants over £5,000 – be sure to apply on the right form.

More information: <http://bit.ly/2j98FEk>

Closing date: Monday 30 July

Grants for small groups making good use of volunteers

Grants are available for work with children/young people who are isolated, at risk of exclusion or involved in anti-social behaviour; prisoners, prisoners' families and ex-offenders; disadvantaged women, including refugees, domestic violence and parenting; disabled people; and arts outreach work with disadvantaged people.

More information: <http://bit.ly/24UUBuy>

Closing date: Tuesday 31 July

Support for social enterprises

The Grow It Award provides tailored support, access to workshops and networks, and up to £15,000 cash. Focus areas are building access to employment, developing resilient communities and solutions for an ageing society. You should have identified a social problem, developed a business model to solve it and have achieved a compelling performance. You should be committed to working full time in your social venture, and have a realistic growth plan to scale nationally or internationally.

More information: <http://bit.ly/2kKn4fa5>

Closing date: Wednesday 1 August

For more help with fundraising, contact **Shaweb Ahmed**, our Community Fundraiser, at shaweb@redbridgecvs.net or on **020 3874 4137**



RedbridgeCVS is a charity which exists to support voluntary and community groups in the London Borough of Redbridge.

RedbridgeCVS services include:

- information about local groups, events, jobs and funding, delivered through our website, our weekly email newsletter and our bimonthly publication Community
- support with fundraising and help for local groups to get organised and develop
- training on the topics that are really important for small groups, in small, friendly groups, with discounts the more you book
- help from Volunteer Centre Redbridge with finding volunteers for your group, and helping your group to work with them effectively
- representing voluntary groups in meetings with bodies like Redbridge Council and the NHS
- meetings where you can get to know other local groups and share best practice
- advice about the policies and procedures you need, and how to plan your work
- affordable and good-quality room hire and photocopying
- projects to help local communities improve their health and fitness

Join RedbridgeCVS

Membership is free: we invite all community groups to join if they are based in Redbridge or work with Redbridge people. Some of our services are only available to members, and members get a discount on fees, such as those for training or room hire.

More about RedbridgeCVS

See our website at

www.redbridgecvS.net

or ring us on

020 8553 1004

We're funded by:

