

CVS Fife Newsletter

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July 2006

Voluntary Sector Manifesto

As the 2007 Elections for the Scottish Parliament and Local Government approach and as the different political parties begin to prepare the manifestos on which they will stand, this seems an opportune moment for Fife's voluntary sector to engage with the political community.

CVS Fife, in conjunction with its Consultative Group (which includes representation from a range of voluntary organisations in Fife), has begun a series of meetings with all of the political groupings in Fife with the intention of working towards the development of a Voluntary Sector Manifesto for the 2007 elections. There will be a number of stages to this process. CVS Fife will hold meetings with the wider voluntary sector to inform the draft manifesto, and seek further discussion with the sector before finalising the manifesto.

The intention would be to encourage each of the political groupings to incorporate as much of the Voluntary Sector Manifesto into their own as possible.

To date CVS Fife and the Consultative Group have met with the Conservative and Labour Groupings. Further meetings with the SNP and Liberal Groupings have been arranged. We



Gordon Brown, Chancellor of the Exchequer with Robert Bell, CVS Fife Chair

have also received a commitment from the Scottish Green Party to discuss the manifesto with their local representatives after the summer holidays.

The first major Voluntary Sector consultation event will be held in the afternoon of Tuesday 4th July at St Bryce's Church in Kirkcaldy. You should have already received your

invite to this event but if you have not then please get in touch as places are limited. Martin Sime, the Chief Executive of SCVO, will be a guest speaker and he will be outlining the SCVO national manifesto for the voluntary sector. The key part to this event though will be the workshop sessions where you, the representatives of the voluntary sector in Fife, are able to inform the content of the Voluntary Sector Manifesto. We will then take the information from this event, prepare a draft manifesto and take it to the political groupings for discussion. Following those discussions, there will be another event with the Voluntary Sector with a view to launching the manifesto early in 2007.

Please consider adding the issue of a Voluntary Sector Manifesto to the agendas of staff and board meetings in the coming months, as this will help us enormously when it comes to meeting with the wider voluntary sector in Fife. In the meantime, if you have any comments regarding CVS Fife's proposals for developing a Voluntary Sector Manifesto, please contact Bryan Poole, Acting Manager, or Douglas McLellan, Network Support Officer.

CVS FIFE THRIFT SHOP - A major fundraiser for many voluntary groups!



For some years now CVS Fife has leased the Thrift Shop in Manse Place in Leven, and in turn leased the shop to voluntary and community organisations on a weekly basis to boost their fundraising efforts. A variety of organisations use the shop including Fife-wide bodies such as Furniture Plus and Fife Foster Carers as well as very local groups like Leven Bowling Club and Methilhill Children's Gala. The shop is well patronised by people from the local area, and so far this year the highest total raised was £1500 by Glenrothes Across Group. Rental for the shop is £105 per week, and organisations renting the shop need to have their own Public Liability Insurance. Some booking slots are still available in 2006 – contact Elizabeth Kirk at CVS Fife to discuss availability.

CVS Fife

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New Postal Charges

On 21 August 2006, the Royal Mail will change the way it charges for postage – the new system will be entitled Pricing in Proportion (PiP). As well as weight, size and thickness will be taken into account when it comes to deciding how much postage needs to be paid. This could have a significant effect on voluntary and community organisations and may well have the overall effect of increasing mailing costs. Whether organisations make savings or incur increased costs will depend upon the type of mail they post, as A4 newsletters, mailings involving several sheets of paper or headed paper or embossed cards are unlikely to qualify for the lower postage rate.

To qualify for the lowest postage rate, a letter envelope must measure no more than 240 x 165mm with a maximum thickness of 5mm and a maximum weight of 100g. If it exceeds any of these measurements, it may qualify as a large letter (353 x 250mm, max thickness 25mm, max weight 750 grams). Anything bigger, thicker or heavier will be classed as a package.

Organisations using franked or metered mail who do not pay the correct postage will be surcharged from day one of the introduction of the new PiP system. Domestic users and users of stamped mail will not be surcharged immediately as a grace period will be observed, but Royal Mail has not indicated when this grace period will come to an end.

Postwatch (the independent watchdog for postal services) has some concerns regarding the changes, including the potentially huge impact on local post offices, as long queues may result until staff are familiar with the new system and can advise customers accordingly.

If you would like to know more about the new system and how it will affect your organisation, contact the Postwatch helpline on 08456 013265 or see their website: www.postwatch.com.



HR Issues - Terms and Conditions

Do all of your employees have a copy of their Terms and Conditions? Did you realise that under the Employment Rights Act 1996 employees are legally entitled to receive a copy of their terms and conditions no later than two months after the beginning of their employment?

Terms and Conditions detail the particulars of a person's employment:

- The name of the employer and place of work
- Remuneration
- Hours of work
- Date that continuous employment commenced
- Holiday entitlement
- Sick pay entitlement
- Maternity / Paternity / Adoption pay entitlement
- Pensions and pension schemes
- Notice entitlement
- Disciplinary and Grievance procedures (or a note detailing where these can be found)

Terms and conditions of employment are entirely different to a contract of

employment, which is essentially like any other contract and based on the basic principle of offer and acceptance (a job is offered and accepted – either in writing or by implication; i.e. someone turning up to work).

It is not only important that you supply your employees with a copy of their terms and conditions, but it is also vital that you understand those terms and conditions and the impact that they will have on the organisation. For example, if you offer enhanced sick pay entitlement (i.e. anything above Statutory Sick Pay) and an employee is in the unfortunate position of being signed off on long-term sick leave, then your organisation may be committed to awarding full or half pay for a length of time that puts considerable financial strain on your operation.

Guidance relating to terms and conditions and can be found online at: www.acas.co.uk. Further support on this issue and other HR-related matters is available from Kirsty Dawson, CVS Fife's HR Adviser. Please feel free to get in touch by emailing kirsty.dawson@cvsfife.org or by telephoning on 01592 414588.

Need a Human Resources MOT?



See the back page!

Free Website Anyone?

Building your website, having it hosted and registering your domain name can be a tortuous process and can involve recurring costs.

On our website we look at some new services on offer from Google and Microsoft that provide FREE domain names, web hosting and easy to use editing software. We also take a look at Digital Fife and some of the enhanced features that have been introduced in recent months - www.cvsfife.org/it

E-Bulletin Service

We've introduced a regular email bulletin service for all email contacts in our database.

There is a weekly Training Update, listing courses for the following week and we have sent out Funding and Website update bulletins.

If you do not receive these e-bulletins and would like to, please send us your details.

If you receive the bulletins but have problems viewing them, let us know and we will send them as text emails.

Awards for Excellence

Twenty-two projects have been shortlisted to go forward to the final of the Fife Excellence Awards. In this first year of the awards being opened out to teams of staff across the Community Planning partners, it is great news that three voluntary organisations made it through to the final. The winners in each of the six categories were announced at a gala dinner on June 16th at the Rothes Halls, and flying the voluntary sector flag were:

- ★ Scottish Huntington's Association Fife (Huntington's Joint Support Initiative, Putting the Customer First category)
- ★ Glenrothes YM/YWCA (Summer at the Y, Promoting Equality & Diversity Category)
- ★ PAMIS (partner in Handling with Care, Promoting Equality & Diversity category)



At a Civic reception on 9th May hosted by the Lord Provost of Fife, sponsors and judges were thanked for the support they have given to the awards, and comments were made on the high standard of applications. Watch the CVS Fife website for an update on the final winners!

Lloyds TSB Project

In our last newsletter, we reported that five Fife projects had been shortlisted for the Lloyds TSB Foundation for Scotland's one-off £21,000 birthday award. Voluntary and community organisations themselves had the opportunity to vote for their project of choice, and 235 votes were cast overall. The results were as follows:

- Cottage Family Centre – 38 votes
- Craigencaik Ecology Centre – 53 votes
- CVS Fife – 87 votes
- Drug & Alcohol Project Levenmouth (DAPL) – 36 votes
- Penumbra – 21 votes

CVS Fife is delighted that its joint bid with Volunteer Centre Fife and VONEF was successful, and we are currently recruiting for a part-time Resource Worker to take the project forward. The project plan is to concentrate mainly on the Levenmouth area with a view to boosting the profile of volunteering and voluntary activity, as well as linking up with existing voluntary agencies in the area with a view to providing structured volunteering opportunities for individuals in the community.

Digital Fife - CVS Fife



www.digitalfife.com

Digital Fife, the project which helps people in community groups to build their own websites and brings people together for informal learning and community engagement, has secured new funding to take the initiative forward. The new funding award will focus the project's efforts on the regeneration communities in Fife, and will also support specific work with young people.

CVS Fife has been a partner in the project since its inception, and in this new phase of the project we will work with Sheena Watson, Digital Fife Project Co-ordinator, to recruit community groups from Regeneration areas, and work with them to create websites that help them to connect with other groups doing similar work and with the communities they serve. The new project will offer groups the opportunity to get involved in digital storytelling and online surveys, and there will be a range of events held to introduce people to these new tools which can help capture the views and aspirations of local people, as well as cover some of the history of communities.

Digital Fife is about more than just creating a website – involvement with the project helps community groups to learn new skills, attract new members, network with other community groups and become more focussed in terms of what they want to achieve for their communities. If you'd like to find out more, please contact Sheena Watson on 0793 917 0307

CVS Fife Website Update



It's been all change on our site - www.cvsfife.org - We now have a navigation bar with drop-down menus and this should ensure that you can easily find your way around the site.

You'll also find a search engine that will perform a search through all the documents on our site - not just the web pages, but also MS Word, Excel files and PDFs.

Other recent additions and updates include:

- HR Adviser section
- Improved News & Events section
- Funderfinder
- Thrift Shop
- Database of Funders

Don't forget that you can advertise your community events and job vacancies FREE on our site and that any organisation listed in our database can be promoted on the web through our Directory of Organisations.

Check it out and let us know what you think - website@cvsfife.org

Do you need a



Human Resources MOT?

**For a review of your Terms & Conditions
and Policies & Procedures**

Contact:

Kirsty Dawson
01592 414588

kirsty.dawson@cvsfife.org

CVS Fife

Charity Law Update

Now that the new charity law regulations have come into force in Scotland, organisations with charitable status are starting to make themselves familiar with the requirements of the new legislation. There are number of key changes to look out for under the new law. Firstly, the regulation of charities in Scotland will now be dealt with by the Office of the Scottish Charity Regulator (OSCR), which has a number of functions including:

- Granting charitable status
- Keeping a public register of charities (now available online)
- Ensuring charities comply with the new legislation
- Dealing with any issues of misconduct in the administration of charities

OSCR will require charities to submit an annual statement of accounts, and for charities with an income over £25,000, an annual monitoring return. Another important change within the new legislation is the introduction of the "Charity Test". The Charity Test is made up of two elements – organisations meet the test if their activities fall under one of the newly defined "charitable purposes", and if they provide public benefit. Existing charities were entered onto the charity register when the new legislation came on stream, but OSCR will be obliged to carry out a rolling review of the register from time to time, so organisations need to be familiar with the new categories of charitable purposes, and, perhaps more importantly, with the public benefit test.

CVS Fife has already delivered seminars for charity trustees on the key aspects of the new legislation, and we will continue to provide support for charities via our Governance and Compliance Adviser, Caron Hughes, who will be supported by Laura Allan, Kingdom Graduate (see opposite for more information on Laura).

New Face at CVS Fife

From June 12th, there will be a new face at CVS Fife. Laura Allan, one of the Kingdom Graduates, is joining us from Communities Scotland where she had her first placement. Laura will be with us for approximately nine months, and will be involved in a range of work including the development of the Voluntary Sector Manifesto for Fife. While at Communities Scotland, Laura was involved in the assessment of Seedcorn (Futurebuilders) and Seeing is Believing funding applications, and had ongoing contact with organisations in receipt of Seedcorn funding. During her placement within the voluntary sector, she is keen to work with organisations on the ground and build a good understanding of the sector in Fife. Laura hopes to be meeting up with many of you soon.



Stop Press - Scottish Huntington's Association Fife Branch was the lucky winner of our prize draw for everyone who returned their database update forms - thanks! SHAFB will be receiving its £25 gift voucher in the post. If you haven't yet updated your details for our database, please take the time to do so – it helps us to make sure that you get the communication you need from us.

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