

# CVS Fife Newsletter

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## CVS Fife on the Move

**There have been a number of changes at CVS Fife in recent months, affecting our location, our staff and our services.**

Firstly, our staff have been on the move, as we have now closed our office at Crosshill Business Centre. Our main office remains at Randolph Street, Buckhaven, but we have also taken office space in College Street in Buckhaven. We are still setting up this office accommodation, but the decision has been made to relocate the following staff to College Street:



<b>Bryan Poole:</b>	Deputy Manager
<b>Caron Hughes:</b>	Governance & Compliance Adviser
<b>Karyn McComiskie:</b>	HR Adviser
<b>Mary Cormack:</b>	Resource Worker
<b>Kirsty Dawson:</b>	Community Planning Animator
<b>Douglas McLellan:</b>	Network Support Officer

We'll use our website to keep colleagues up-to-date with any new contact information for these staff members, but in the meantime, all of our staff team can be contacted via the main office telephone

number (listed above) and existing email arrangements will not change.

These locational changes are part of a larger evaluation and forward planning exercise which has helped us to identify the need to provide a range of clearly-defined, specialist services to the voluntary sector. As a result, we can now offer advice and support in the following areas of activity:

- Governance and Compliance
- Human Resource Management
- Information & Communications Technology
- Finance

We will also offer general advice and support to smaller organisations and community groups through our Resource Worker and Information Officer. Staff within all of these services can offer general advice and information by telephone or e-mail, or can provide one-to-one support to your organisation as required.

As a result of these changes, two members of staff - Linda Smith and Hayat Hewitt - have now left the organisation to pursue other interests. We will shortly be contacting the organisations Hayat and Linda were working with recently to offer continued support.

## ILA Update

There are new developments to report within the Scottish Executive Independent Learning Account Scheme. Up until recently, only those on an income of £15,000 per year or less qualified for an ILA account, which gives learners up to £200 per year to learn something new.

However, the scheme has been extended, and if you earn over £15,000 per year you can still apply for an ILA which will give you up to £100 to boost your computer skills. ILA Scotland has a list of approved training providers you can choose to learn with.

For further information or advice, you can call ILA Scotland on 0808 100 1090, or see the website:

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

## Fife Seminar

Claire Elliot of ILA Scotland is coming to Fife to run an information session for voluntary organisations at the Lomond Centre in Glenrothes, date to be confirmed.

Further information will be included in the next Training Programme and on CVS Fife's website once it becomes available.



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## CVS Fife Staff and Friends Focus on Fundraising

Staff and friends of CVS Fife recently presented a cheque worth £688 to the Haematology Day Unit at Victoria Hospital in Kirkcaldy. The fundraisers covered 5 miles on foot at the Great Scottish



Walk in June and boosted the total raised through sponsorship by holding an in-house raffle. Staff at the unit were delighted to accept the cheque, which will go towards further improving the care and treatment environment for patients.

This is CVS Fife's second year of taking part in the Great Scottish Walk and this year our team, made up of six staff and some of their family members, walked the 6 mile course from Holyrood Park to Meadowbank Stadium, taking in Princes Street Gardens on route. Alex Hughes, pictured left in the CVS Fife t-shirt, led our team round the course, with mum Caron

struggling to keep up behind him! Alex was the first member of the team to finish the walk in 1 hour and 30 minutes. Well done to Alex and all of the team and thank you to everyone who supported the effort through sponsorship.

## Volunteer of the Year Awards 2005: Play Your Cards Right

As part of CSV Make a Difference Day, Volunteer Centre Fife is holding its annual Volunteer of the Year award ceremony on Thursday 27th October at the Parkway Hotel in Kirkcaldy.

This is your chance to nominate your volunteer(s) to show your appreciation for their hard work and commitment and to give them some much-deserved recognition.

This year Volunteer Centre Fife is using the theme of Bruce Forsyth's "Play Your Cards Right". A fun packed evening is planned, kicking off at 6:30pm with Fiona Forbes, special guest speaker, who will give an entertaining talk about recognising and valuing the contribution our volunteers make, before leading on to the main

event of the evening - the awards ceremony itself.

By day, Fiona works full-time for Fife Council as the Locality Manager for Cowdenbeath. Outside work, Fiona is a well-known singer with the Scottish Folk Group "Sangsters". She is also the compere for the Acoustic Music Club held in Kirkcaldy's Polish Club, and guest compere at Rothes Halls for Acoustic Music shows. There will be plenty of opportunities during the evening to win prizes by playing your cards right! A light buffet will be available, and the

evening will be rounded up by Barony Contact Point's Ceilidh band.

Nomination forms will be issued during September. The deadline for nominations is **Friday 7th October 2005**. Volunteer Centre Fife staff would like to encourage as many people as possible to join with them on the 27th October to celebrate those who make a difference in our communities.

For further information and a nomination form, contact Val McDowell on 01592 412369.

## Stop Press ... Stop Press ... Stop Press ... Stop Press ... Stop Press ... Stop Press ...

We are continuing to develop the CVS Fife website to provide the voluntary sector in Fife with useful online resources. The latest additions include an all-new funding section which lets you search for funders by the category of activities they support (e.g. Children's work, health etc) and a section dedicated to the Fife Voluntary Sector Children's Forum. Check it out, we'd love to hear your feedback.

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

## Work-Life Balance: How Family Friendly is Your Organisation?

At the beginning of the year CVS Fife's HR Adviser, Karyn McComiskie, carried out a piece of research involving 34 voluntary sector organisations in the Fife area.

The purpose of the research was to establish if the sector was compliant with what has been termed family friendly legislation, e.g. Maternity, Paternity, Adoption, Time Off for Emergencies and Parental Leave policies. The research also set out to establish if the sector actually goes beyond the legislative requirements. The research method involved a mix of semi-structured telephone and face-to-face survey interviews.

The research found that the voluntary sector was not always aware of the legislative requirements regarding work-life balance and family friendly policies and the traditional business case for implementing these policies did not encourage the organisations to take them up. Being regarded as an ethical, fair employer was more important than the bottom line to the voluntary organisations surveyed, unlike their private sector counterparts.

The report also highlighted that the reasons for the lack of work-life balance practice related to financial issues and awareness rather than administrative burden or relevancy. A review of the main research findings can be viewed on our website: [www.cvsfife.org](http://www.cvsfife.org)

Karyn would like to take this opportunity to thank all the organisations that took part in the survey. It was a very worthwhile piece of work. If you would like more information on any aspect of Work Life Balance practices, please email Karyn at:

[kmccomiskie@cvsfife.org](mailto:kmccomiskie@cvsfife.org)



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## New Legal Models

Several new legal models have been developed which offer more opportunities to Social Economy organisations than the unincorporated model, recognised charity status or the traditional company model.

These new models are namely Limited Liability Partnerships (LLPs), Community Interest Companies (CICs) and Scottish Charitable Incorporated Organisations (SCIOs). The LLP model has been in existence since 2001, the CIC model was launched last month and the SCIO model will be launched in due course.

### Community Interest Companies

The CIC is a new business model launched in July 2005, introduced in the Companies (Audit, Investigations and Community Enterprise) Act 2004. It is intended for use by social enterprises who want to use their profits and assets for the public good. CICs will be easy to set up, with all the flexibility and certainty of the company framework, but with some special features to ensure they are working for the benefit of the

community. However, it is important to note that an organisation cannot be both a CIC and a charity. If the organisation chooses to become a CIC, it can't have the benefit of charitable status, even if its objects are entirely charitable by nature. However, a charity may own a CIC, in which case the CIC would be permitted to pass assets to the charity.

A CIC can be a company limited by guarantee or limited by shares and has the same obligations as any other company of this type. However, there is one crucial difference. Once a CIC is established, its assets and profits must always be used for community purposes.

Further information on all three new legal models can be found at [www.cvsfife.org](http://www.cvsfife.org). Please email [chughes@cvsfife.org](mailto:chughes@cvsfife.org) with any specific queries.

Caron Hughes, Governance & Compliance Adviser

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## Awards for All Success

Fife organisations are continuing to be successful in their applications to Awards for All, the small lottery grants fund (between £500 and £5,000). Recently organisations as diverse as the Lee O'Brien Solvent Trust (LOST), North Glenrothes Community Council and Balfour Court Residents Group have all received grants from Awards for All. For more details on Awards for All visit the website: [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

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## Collecting Cans

CVS Fife has received donations of collection cans recently, and we don't have space for them all! If your organisation regularly carries out street collections and you think you could make use of some collecting cans, please contact Sandra Rimmer on 01592 414588.



## Winning Websites: Make the Most of your Online Options

### Google Maps - <http://maps.google.co.uk>

Google is the most popular search engine, with 48% of surfers using it, but there's more to Google than just searching...

If you are familiar with online maps such as Streetmap or Multimap and the very basic navigation that their systems offer, be prepared to be amazed by Google Maps. We are talking big maps, fast zoom in and out, maps that can be dragged to move from town to town, there's even a route planner.

And there's more – you can switch to a satellite view of any section of the map (detailed enough to show the aeroplanes on the runways of Edinburgh Airport) and your directions can be overlaid onto the satellite image.

Google maps are so useful that CVS Fife has replaced all the multimap links on our Directory of Organisations pages, [www.cvsfife.org/directory](http://www.cvsfife.org/directory), to use Google instead. We have also added more detailed information on each organisation so you might want to check out your details and try the Google Map link.

### Freebyte - [www.freebyte.com](http://www.freebyte.com)

The web is full of free stuff - images, software, fonts and whatever, but all too often the search for it leads to a pop-up invasion of your screen, and a bombardment of unwanted images.

Freebyte offer quality links to free goodies, but with clean pages, helpful descriptions and no pop-ups.

The home page lists many sections including:

- Royalty Free Stock Photographs – many in Desk Top Publishing quality
- Clipart, fonts and icons
- Business and Office software
- Programming Languages
- Electronic Books
- Online learning
- Anti Virus, spyware and anti spam

Please note these few words of caution though: keep your anti-virus software up-to-date and bear in mind that free alternatives to programs such as MS Office will not have the same depth of functionality, support or training opportunities that the industry standards can offer.

## Are You A Spammer?

Ron Smith, ICT Adviser

### Most of us suffer from email spam, but are you inadvertently contributing to it?

One day, whilst working for a local authority, I received an email from my manager – all the staff in our large department got the same message. It was a warning about a computer virus that would wreak havoc on all our computers if we ever opened it. There were instructions on how to delete it, and we were asked to forward the message to warn as many colleagues and friends as possible.

That message came from my manager, who had received it from the head of department, who got it from the chief exec, who received it from the chief exec of another council ... Because each person in the chain knew and trusted the message sender, they passed it on, acting in good faith.

If any of them had taken a few seconds to type the name of the virus into Google they would have seen it listed as a hoax!

Still, does it really matter if there were a few red faces – people were trying to be helpful and it didn't cost anything to forward the message? Unfortunately it does matter. These messages circle the globe in their millions, clogging up email

boxes and wasting the reader's time – they are SPAM. Worse still, if you forward a message to staff asking them to check their computers for a supposed virus file and then to delete it, there is a danger that their computers may not work afterwards.



If you receive messages (chain letters) that ask you to forward to everyone you know because of a new virus, or as part of a petition, don't be a spammer - check they're true first. Here are some websites that can help:

**Hoaxbusters** - <http://hoaxbusters.ciac.org>

**Vmyths** - <http://www.vmyths.com>

Or type the name of the virus/petition along with the word "hoax" into Google.

**Please pass this message on to everyone you know!**



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