

# THIRD SECTOR NEWS H&F

Welcome to the October 2009 edition of CaVSA's newsletter. Topics covered in this issue include: Update on moving offices or finding premises; Data protection for charities; Changes to Companies Act; Success for H&F Supplementary School.  
Deadline for submitting copy for our December issue is: November 20th

## Information is key at [www.cavsa.org.uk](http://www.cavsa.org.uk)

Are you feeling overwhelmed by all the emails that come your way? Can't find that email that came in last week telling you about a new survey or funding opportunity? If this feels familiar then maybe our new website will be the place for you. With a new look and new facilities our aim is to develop a fully interactive and regularly updated website that together with the Community Liaison web pages on the LBHF website will provide a one stop portal for all things Third Sector in H&F. We will be launching the new CaVSA website at our AGM on the 3rd of December - see the website for details [Read More on Page 2](#)

## New CVS Network launched

Following consultation with a wide range of third sector organisations earlier this year, the 10 CVS networks have been reorganised into 4 thematic networks. The new networks will bring organisations together to enable greater influence through the Local Strategic Partnership. The first Network meetings were held in September ahead of the October Borough Partnership which focuses on health and health care in H&F. [Read More on Page 8.](#)

## Earn & Learn Apprenticeship Scheme offers career opportunities in Third Sector for Young people in LBH&F



CaVSA has recently launched a third sector apprenticeship scheme 'Earn and Learn' for local third sector organisations. This exciting new initiative is funded by the North Fulham NDC with 11 local third sector organisations including CaVSA participating. Each organisation is offering an apprenticeship of up to 18 months for 16 -19 year olds (up to 25 if disabled) in the borough. The apprenticeships will commence in October 2009.

[Read More on Page 4](#)

## Big Lottery Success! New Commissioning & Consortia Project for H&F Third Sector Organisations

CaVSA working with the H&F ChangeUp Consortium has successfully secured £500,000 from the Big Lottery Fund to support organisations with forming consortia and tendering for contracts. CaVSA will manage and deliver this project with the ChangeUp Consortium providing an Advisory and Supporting function. Over 5 years the project aims to support up to 100 organisations to improve their sustainability by developing quality assurance and increasing funding, through grants and contracts.

[Read More on Page 2](#)



CaVSA and ChangeUp Consortium wins £500k Big Lottery Grant over 5 years

New website up and running, other bulletins coming soon!

Update on Premises

### Supporting Local Third Sector organisations to build consortia and win contracts for services

The basic criteria organisations will need to meet for support from this project will be membership of the new Third Sector Networks (CVSN) and a commitment to providing core data that demonstrates the value of the Third Sector contribution to the communities and economy of Hammersmith & Fulham.

We are currently recruiting for a Commissioning & Partnerships Development Officer and an Information Officer to deliver this project. The formal launch will be at the CaVSA AGM on the 3rd of December.

The Hammersmith & Fulham ChangeUp Consortium will be the advisory body helping to deliver this project. Members of the Consortium include the H&F Volunteer Centre, PSLA, H&F Refugee Forum, H&F BME, H&F Play Association, HAFAD and LBHF Community Liaison. The Consortium's 2008 infrastructure development plan was instrumental in securing this grant.

To find out about ChangeUp and the 2008 Infrastructure Development Plan visit [www.capacitybuilders.org.uk/](http://www.capacitybuilders.org.uk/) To find out more about the project or to join the Third Sector Networks (CVSN) and be a part of this project, visit our new website at [www.cavsa.org.uk](http://www.cavsa.org.uk)

The site is still in development but has basic information and will be updated regularly as the project becomes more established.

### New Website to be launched at the CaVSA AGM - 3 December

For now, the website is up in outline with some interactive facility but over the coming months and when our new Information Officer is in post we will be adding new features and facilities with weekly updates!

A key feature on the site will be the New Third Sector Directory that we are developing which will allow you to search and map Third Sector organisations in Hammersmith & Fulham by service type, location and client group. If

you would like your organisation to be included in the Directory, visit the website and click on the link for us to add you to the Directory.

Another key feature of the website is our new events calendar. We will track events that might be of interest to Third Sector organisations in Hammersmith & Fulham and for these to be updated on the website weekly. The more information we get the easier it will be to avoid clashes when planning events or organising meetings.

To tell us about your event/meeting or if you have any comments or suggestions for resources you would like to see on the site, let us know. Email [directory@cavsa.org.uk](mailto:directory@cavsa.org.uk)



### Third Sector Investment Fund

CaVSA in partnership with LBHF is running a series of workshops designed to support applicants for LBHF's Third Sector Investment Fund current commissioning round. The series of workshops will include 2 workshops run by BIG lottery. All workshops will address requirements of the Investment Fund application form with the intended outcome of improving the quality of applications submitted. Investment Fund application forms and guidelines can be obtained from the council website at [www.lbhf.gov.uk](http://www.lbhf.gov.uk) and look for Funding under F of A to Z of services. The closing date for applications is 30th November 2009 at 5pm. **See the events section on Page 11 for the dates of these workshops**

### Premises options

CaVSA continues to receive a steady stream of organisations seeking premises. It is however important for organisations to be realistic about the costs of premises. Those premises available in the Voluntary & Community sector are usually priced below the market rate and are therefore unlikely to be able to offer cheaper rates or free accommodation.

New renting/leases in LA premises are unlikely to be an option while LBHF review their premises portfolio. There may be opportunities in the private sector for negotiating lower fees or free/meanwhile use, perhaps even a desk space in a commercial office as part of a company's corporate responsibility.

Possibly the best option for emerging organisations is to seek shared or part time office use. This enables costs to be shared and has the potential of sharing ideas and gaining support from other organisations' workers. There is often concern over confidentiality when seeing clients; however hiring a small meeting room for one to one consultations can be much more cost effective than paying for a full time office. Also concerns over security of data are easily and cheaply overcome with external hard disc drives.

### Relocation training

Many organisations in LBHF leased offices are under threat of having their buildings sold and needing to plan to relocate. CaVSA is organising two half day training sessions on the planning and process of relocation on 28th October and 4th November, 10am – 1pm, at Palingswick House. Watch out for more details/contact Teresa to express interest in this training: [teresa.meekngs@cavsa.org.uk](mailto:teresa.meekngs@cavsa.org.uk)

### Ready to move?

In Part 1 of our checklist we outlined what you need to think about when considering acquiring premises or moving to new ones. In this second part we cover the things you need to think about when you are going ahead with the move!

#### Having found premises you like:

- Have two premises options - in case one falls through
- Do a Health & Safety/fire risk assessment of the property
- Read through the lease(s) very carefully to check for conditions of the lease, break clauses, maintenance and repairs responsibilities etc.
- If in doubt ask for professional help in negotiating the lease (see links below)
- Will planning permission be required for a change of use of the premises to community service use or to carry out any proposed alterations?
- Are there conditions attached to any planning permission granted on the premises e.g. hours of opening?
- Who are your neighbours - this is particularly important if you plan on running evening/weekend events
- Consider setting up telephone and mail diverts

#### Moving in

- Photograph your offices before moving in to keep a record of the state of the office.
- Carry out meter checks on old/new office meters
- Contact all your stakeholders to advise them of your new contact details
- Confirm telephone/internet connections have been deactivated at old office and phone diverts are working
- Arrange for the connection of new telephone and internet connections in your new premises
- Arrange for inspection and hand over keys to old landlord!

#### Finding out more

- Ethical Property:** Their Property Advice Service offers independent, ethical advice and training to charities and community groups. [www.ethicalproperty.org.uk](http://www.ethicalproperty.org.uk)
- [www.rentreform.co.uk/charities](http://www.rentreform.co.uk/charities) - specialise in rent and lease negotiations (free initial consultations, fee charged on a % of fee reduction achieved)
- PLM Consultants:** freelance company relocation service. (fee is charged) [virginia.masters@plmconsultants.co.uk](mailto:virginia.masters@plmconsultants.co.uk) [jack.masters@plmconsultants.co.uk](mailto:jack.masters@plmconsultants.co.uk)



# Charities & Data Protection

**Earn & Learn Apprenticeship Scheme**  
offers career opportunities in Third Sector for Young people in LBH&F

**It is a criminal offence for individuals and organisations to process personal information without notification**

**Most charities will be required to notify the Commissioner**

**It is necessary to obtain consent where sensitive personal data is to be processed**

The Data Protection Act 1998 requires all persons which are engaged in processing personal data to notify or effectively register with the Information Commissioner's Office (ICO). Under the Act there is a general prohibition on the processing of personal information by individuals or organisations that are not registered with the ICO, and to do so is criminal offence.

It is therefore important for charities to be able to identify when personal data is being processed and

when notification to the ICO should be given. To "process" data is the acquisition, holding, storing or recording of data. Personal data is any data which pertains to an individual's privacy, whether it relates to their professional or private life, for example, holding details of an individual's name and address or any other identifiable information. That being so, the charity may require to notify the ICO. However, the Act specifically exempts charities and not for profit organisations from the notification requirements imposed on other organisations and other individuals, in certain circumstances.

An organisation will qualify for exemption from notification where it is non-profit making (subject to profit made for a charitable or social purpose). In order to qualify for the exemption the charity must also process the data only for the purposes of establishing/maintaining membership or providing or administering activities for either organisations' membership or those who have regular contact with it. Grant making charities are unlikely to qualify for exemption and must consider their position carefully.

The Act requires "data controllers" to notify the ICO and only "data controllers" and not "data processors" need notify the ICO. A data controller is a person who either jointly or alone or in common with others determines the purposes for which data is processed and the way in which that data is processed. The data controller by definition is the person who has the most degree of control over the data which is gathered and how this is processed. A data processor on the other hand is the person (other than an employee of the data controller) who processes the data on behalf of the data controller.

In most cases the head office of a charity will be required to register as a data controller as it is likely that the head office will operate in a more commercial fashion, running the charity. However, each branch of a charity will also need to consider its position. The more autonomy a local branch has, the more likely it is that it will also require to notify the ICO. While it is not necessary for the data subject's

consent to be obtained before personal data is processed, the person or entity in control of that data must process it in accordance with the 8 principles contained in the Data Protection Act.

Although it is not necessary to obtain consent from an individual in order to process personal data, it is necessary to obtain consent where sensitive personal data is to be processed. Sensitive personal data covers a wide range of information including an individual's racial or ethnic origin, religious beliefs, trade union status and physical and mental health. It is important to consider each situation on a case by case basis and while the Act provides an exemption for not for profit

organisations, most

large charities may find that they do not qualify for the exemption. As such charities and not for profit organisations must take care to ensure that they meet their notification requirements.

## FIND OUT MORE

[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) [www.ico.gov.uk](http://www.ico.gov.uk)

### CaVSA Contacts:

Shad Haibatan - [shad.haibatan@cavsa.org.uk](mailto:shad.haibatan@cavsa.org.uk)

Wirya Hassan - [wirya.hassan@cavsa.org.uk](mailto:wirya.hassan@cavsa.org.uk)

## Aims of the project

Through providing support for both Third Sector Organisations and young people the project aims to:

- encourage young people to see the voluntary sector as a career choice
- assist voluntary sector organisations to 'grow their own staff' and develop their workforce
- help develop links between the voluntary sector and training providers
- run a quality apprenticeship programme
- securing long term employment in the sector for successful apprentices

## Participating Organisations

CaVSA is co-ordinating the programme as well as taking on an apprentice. The programme has received a very positive response from the local third sector with more organisations wishing to participate than places available. All organisations involved are committed to the scheme and to ensuring a successful outcome which includes securing long term employment for apprentices wherever possible.

## Apprenticeship Programme

The apprenticeships are mainly work based and offer NVQ level 2 frameworks including Business & Admin and Health & Social Care. An important commitment for the initiative is to target those young people without qualifications. The varied opportunities on offer include careers in advice work, disability services, environment projects, health & social care, finance, theatre and performance arts, volunteering and youth work. Apprentices will be treated in the same way as other employees of host organisations with a support structure that includes work based supervisor, college and external mentor support where necessary. The programme is structured to offer support to both apprentices and employers. This includes regular host organisation network meetings, apprentice meetings and support for the programme from an Apprentice Co-ordinator employed by CaVSA. The role of the Co-ordinator is to support the host organisations by ensuring they have systems in place to support apprentices, resolve any issues concerning apprentices and support host organisations network meetings and any other training needs.

Another key element is partnership work in developing and supporting the programme by working closely with local third sector organisations, London Borough of Hammersmith & Fulham, Ealing, Hammersmith & West London College other apprenticeship providers and the support of the North Fulham NDC. This has enabled the programme to meet the needs of both employers and those young people applying for the apprenticeships.

CaVSA hopes that this initiative can act as a model for other third sector organisations in London and nationally. The response from participating organisations and other local third sector organisations is that they want to see this initiative sustained beyond the initial 18 month period. CaVSA is also committed to this aim.



## Organisations involved:

- Bush Theatre
- CaVSA H&F
- Groundwork London
- HAFAD
- H&F Citizens Advice Bureau
- H&F Credit Union
- H&F Volunteer Centre
- Hestia Housing & Support
- London Cyrenians
- Staying Put Services (Furnish Project)
- UPG (Masbro)

**See the website or email [workforce@cavsa.org.uk](mailto:workforce@cavsa.org.uk) for more information!**



The Charity Commission for England and Wales have designed a new question and answer (Q&A) pack to answer the most frequently asked questions about audit exemption under the Companies Act and independent examination of charitable companies under the Charities Act 1993. The special regime for the audit of charitable companies was withdrawn from the Companies Act 1985 for financial years beginning on or after 1 April 2008.

The purpose of these changes to company law was to ensure that the scrutiny of small charitable companies was consistent with charity law requirements and in particular allowed for the independent examination of eligible small charitable companies. After this date charitable companies which meet the Companies Act definition of small company (and do not exceed the Companies Act audit threshold) may elect for exemption from audit under the Companies Act.

This enables a small charitable company to opt to have their accounts audited/independently examined under the Charities Act 1993. Independent examination offers a lower cost option to charities that do not require the higher level of assurance that an audit can provide. Changes effective from this date also result in new requirements for the audit of small groups when their accounts are prepared by parent charitable companies

The changes necessary to both company and charity law to create a more level 'playing field' in external scrutiny arrangements for charities has resulted in a number of questions being raised with the charity commission about the common boundaries between the external scrutiny arrangements of company and charity law

**Deborah Richards, CaVSA's CASH Community Accountant outlines vital updates in the constantly field of Charity and Company Law that will directly impact on your activities!**

### Companies Act 2006: the last bits

The remaining sections of the Companies Act 2006 come into effect on 1 October 2009. It is therefore, important to be ready for the changes and the impact they could have on your organisation. Below are a few highlights to be aware of:

- £ There will be new rules around forming a private company
- £ Memorandum of Association – In future this document will be greatly pared down and the act will introduce new model or template articles
- £ There will be new rules around shares and share capital
- £ Changing company names will be much quicker and easier
- £ Directors and company secretaries home addresses will no longer appear in the company register, they will now appear in a separate, protected register.

### Requirements of the Companies Act

The exemption statement used on the Balance Sheet will largely depend on which Companies Act (CA) (either 1985 or 2006) the accounts have been prepared under.

- £ For financial years beginning before 6 April 08, the accounts have to be prepared under the CA 1985, and sections 249A, 249B, 221 & 226 will need to be quoted.
- £ For financial years starting on or after 6 April 2008, the accounts have to be prepared under the CA 2006, sections 475, 476 and 477 will need to be quoted.

For more information: [www.charitycommission.gov.uk/supportingcharities/auditqanda.asp](http://www.charitycommission.gov.uk/supportingcharities/auditqanda.asp)

### Requirements of the Charities Act 1993

If a charitable company qualifies for audit exemption under the Companies Act, the trustees as the company directors need to make the necessary audit exemption statement on the balance sheet and is then eligible for and can opt for independent examination under the Charities Act 1993. To be eligible for independent examination the charity's gross income in the relevant financial year must not exceed £500,000.

### CaVSA Contact

Deborah Richards - [deborah.richards@cavsa.org.uk](mailto:deborah.richards@cavsa.org.uk)

### Changes in the Law that Affect You!

A new vetting and barring scheme will be launching on October 12th. Under the new scheme everyone involved working with children, young people under the age of 18, and vulnerable adults will be required by law to register with the Independent Safeguarding Authority (ISA) and to have an enhanced CRB check. Employers will also be required by law to check before they hire people that they are registered with the ISA. The scheme applies to both paid workers and volunteers.

How will the scheme work?

- Anyone wanting to work or volunteer with children or vulnerable adults will be required to register with the Independent Safeguarding Authority by law.
- Employers will also be legally bound to check and confirm that the person they have engaged in 'regulated' activity is registered and has therefore been checked.
- Employers will be able to check a person's ISA-registration status for free online.
- Once a person is registered on the scheme, they will be continuously monitored, so that new, relevant information is passed to the ISA
- The ISA will make its decisions based on information provided by the police and other statutory agencies, regulatory bodies and referrals.

For full details of how the new scheme works, visit [www.isa.gov.org](http://www.isa.gov.org) for their Frequently Asked Questions document. Alternatively call the ISA's contact centre on 0300 123 1111.

### Cause for Celebration

Although having lost its premises, FBC Association (a member of CaVSA's Supplementary Schools Network) is a supplementary school celebrating its summer grades. At the end of primary school, children take formal assessments in Maths, English and Science (SATs) and are expected to achieve Level 4 at this stage. However, there were only a handful of level 4 grades achieved by Year 6 pupils attending FBC Association as the majority of grades attained were at the higher Level 5. All FBC students taking GCSEs achieved grades A – C with one student gaining 10 A\* - B grades. A level results were also exceptional. A level subjects studied by FBC pupils ranged from economics to law with A – C grades achieved.

"I get satisfaction when children who were not able to read when they arrived at FBC, or who had self-doubt, achieve and reach their potential. It gives me pleasure to see them able to move on at each step." Pauline Peart, FBC's coordinator, proudly enthuses when asked why she continues to run the school in spite of the challenges faced this year.

### The Sector Grows

This term sees the arrival the Afghan Council UK's new supplementary school. A registration day for classes was held in early September at Lillie Road's Bishop Creighton House. Eager parents and children were greeted by Mayvand Faqir, the organisation's director, who presented the school's uniform T-shirt with printed logo, and the language course book for teaching Afghan – one of the subjects the school will offer. The school will be starting with the 30 students who have already signed up.



PIC: Students and teachers on registration day at the Afghan Council's new supplementary school

### FINDING OUT MORE

**Supplementary Schools Network meetings** -12th Nov  
**Getting in touch:** If you run a supplementary school or have been thinking about starting one up and would like support, contact Yinka at CaVSA on 020 8784 6345 or email [yinka.armartey@cavsa.org.uk](mailto:yinka.armartey@cavsa.org.uk).

# CVSN Third Sector Networks

## THE NEW THIRD SECTOR NETWORKS Informing you on current developments

- Challenges and Opportunities - Are You Ready?
- From 10 CVSN Forums to 4 Thematic Networks
- Membership and Accountability = Influence

We now have 4 new broad thematic Networks rather than 10 Forums, which aims to be more influential, organising fewer meetings and to specifically focus on those areas where collective working will make a difference locally.

The 4 new thematic Networks are: **Children, Young People and Family Services; Health and Wellbeing Services; Regeneration, Employment and Environment Services; Community, Sport and Cultural Services**. To ensure accountability and maximise its influence, the Networks will be membership-based (a minimum of 25 voluntary, community groups and social enterprises). By 2010, the Third Sector Networks will replace the current CVSN structure and elect new representatives to the Borough Partnership (Local Strategic Partnership).

### The Third Sector Networks aim to:

- Work for the benefit of local residents in the borough
- Raise awareness of Third Sector Commissioning opportunities and joint working
- Increase Third Sector representation on the Borough Partnership (Local Strategic Partnership) and other Partnership Bodies
- Strengthen local Third Sector organisations influence by promoting effective networking and engagement

### Next Steps, Timescale & Meeting Cycle:

- The four Networks to have first meetings in September
- Networks to meet three times a year before each Borough Partnership
- Input and feedback from 21 October 2009 Borough Partnership
- Outreach to increase Networks membership
- Networks to have follow-up meetings in January-February 2010 to agree Terms of Reference for the election of representatives to the Borough Partnership
- Networks will have annual Third Sector Conference in March-April

### Outline of network membership:

- Membership based on formal registration (minimum of 25 voluntary & community groups and social enterprises) and renewed annually
- Open to organisations and branches of regional and national organisations providing services in H&F
- Member commit to providing information about their services and organisations on an annual basis – via CaVSA (held confidentially)
- Member commit to participate in network activities
- Members are entitled to stand and vote for 3rd Sector representatives on LBHF decision making bodies as appropriate
- Members are entitled to receive support on issues relevant to their organisations/service users via the Networks and CaVSA

### CaVSA Contacts

Barbara Shelton, Childrens' Third Sector Network; Health and Wellbeing Services Network. [barbara.shelton@cavsa.org.uk](mailto:barbara.shelton@cavsa.org.uk)

Horatio Morgan, Regeneration, Employment & Environment Services Network; Community, Sport and Cultural Services Network. [horatio.morgan@cavsa.org.uk](mailto:horatio.morgan@cavsa.org.uk)

### Childrens Third Sector Network

A diverse representation of local third sector organisations that provide services to Children, Young People and Families in Hammersmith and Fulham met on 11th September for information sharing and to agree the main headings of the Terms of Reference for the sector's new network. The network meeting is also the event in which the Children's Third Sector Partnership (C3SP) wider membership meets with C3SP Third Sector Board members to share information and intelligence that will shape future agendas. During group discussions it was decided that from now on the network will be known as Children's Third Sector Network (C3SN).

### Community, Sport & Cultural Services

The first meeting of the Community, Sport and Cultural Services Network was held on 24 September. A wide range of community groups, voluntary organisations and social enterprises came together to share information, network, listen to speakers, discuss Third Sector representation on the Borough Partnership and the Terms of Reference for the new Network. The Network aims to bring together those within the Third Sector that provide services or engage those interested in issues relating to the broad areas covered. Attendees listened to several highly informative speakers and some of the topics discussed will form the basis of specific working groups that will then feed into the wider Network.

### Health & Wellbeing Network

Third sector organisations providing health and wellbeing services to borough residents were invited to the first Health & Wellbeing Network on 30th September. Participants will agree the networks aims and terms and provide input on the theme for the BP meeting: Health and Healthcare for H&F. Consultation events with local services providers and residents will take place between October and February following national and local plans to change the way health services are delivered. CaVSA will circulate information on how you can be involved and ensure that your organisation's experience will contribute to improve access to health services.

### Regeneration, Employment and Environment Services Network

The Regeneration, Employment and Environment Services Network had its first meeting on 2 September 2009 as part of the Future Jobs Fund Consortium. Given that the Future Jobs Fund's primary remit is to 'help generate jobs for those in greatest need, particularly young, and also in areas of high unemployment', it was felt appropriate and logical to utilise the FJF as the base on which to build the new Network. Members agreed that given the many challenging issues and opportunities the Third Sector will need to be very focused on issues relating to regeneration, employment and the environment. As with the other Networks, the Future Jobs Fund Consortium is a positive example of specific interest or working groups that will meet and feed into the wider Regeneration, Employment & Environment Services Network.

### Borough Partnership Update

The Borough Partnership (Local Strategic Partnership) meets 3 times a year. The previous meeting on 22 June 2009 was entitled 'From Decent Homes to Decent Neighbourhoods': A series of workshops allows BP Representatives to explore options relating to various sites around the Borough. The theme for the next meeting on 21 October 2009 is: Health & Healthcare in H&F: the outcome will be featured in the next issue of Third Sector News For more information or to get involved in BP activities please contact Horatio or Barbara (details below).

### CSB H&F Update

The Community Safety Board, H&F aims to provide critical but professional scrutiny of policing in the Borough, in partnership with the Council, Borough Commander and the Voluntary & Private Sectors. The CSB is involved in several partnerships including the H&F CDRP and supports a range of community groups. It also arranged presentations from key speakers on relevant issues such as: the Independent Police Complaints Commission; Youth Involvement, Engagement & Diversion; amongst others. The CSB meets bi-monthly, the next meeting is on Tuesday 24th of November 18:30 – 20:30 Hammersmith Town Hall. For more information and to get involved please contact Charlotte Mayers [charlotte.mayers@cavsa.org.uk](mailto:charlotte.mayers@cavsa.org.uk) or phone 020 8748 6345

# NOTICEBOARD



# EVENTS

## H&F Community Relations Group Meeting

The second H&F CRG meeting is taking place at Al-Muntada Al-Islami Trust (Fulham Mosque), starting at 10 a.m. on October 12th. The group is made up of local community groups and statutory bodies, and works to promote good community relations. The meeting will be themed on Housing. This will include a presentation from the Assistant Director of Housing Options. There will also be a feedback from the first meeting and a presentation by CaVSA, outlining the support it can provide. Tel: 020 8752 5727. Email: [crg@lbhf.gov.uk](mailto:crg@lbhf.gov.uk)

## New course for unemployed residents

The H&F Volunteer Centre is offering an exciting new course for unemployed local residents. The course is an 8 week Level 1 Qualification in Volunteer Events Management, made up of two days classroom study, a volunteer placement of your choice and employment support after the course. If you are interested, please contact Libby on 0208 741 9876!

## Kurdish Museum on Mayors top 100

The Kurdish Museum and Library is listed as one of the top places to visit in London. [www.westernkurdistan.org.uk](http://www.westernkurdistan.org.uk)

## Anti Crime Workshops

Outside Chance delivers thought provoking, early intervention, anti crime workshops to schools across all 33 London boroughs. The 60-minute workshops have been seen by over 60,000 young people in the last 4 years. H&F workshops are FREE to local schools since they are funded by LBHF as part of the borough's Crime Reduction Strategy. Visit our website at [www.outsidechance.org](http://www.outsidechance.org) or call Victor on 020 8563 7700 or email [vicoutsidechance@aol.com](mailto:vicoutsidechance@aol.com).

## PHL Future!

LBH&F have agreed that the Trustees and the organisations who occupy the offices will remain at Palingswick House until 31 August 2010. There are no promises beyond this date. Trustees plan to hold an Open Day on 12th November, for organisations to showcase the work they do. During the day there will be an opportunity for the community to discuss options for the future of Palingswick House and gauge local opinion. At 4pm Trustees will hold their AGM.

## Design & Communication Services

Small company offering Communications, Graphic Design and Website design services to the Voluntary and Community Sector. Whatever your needs we can help you. To find out more visit [www.trottydesign.co.uk](http://www.trottydesign.co.uk) or call 07921 387 474.

## New Online tax help for small organisations

HMRC have published a series of online, bite-sized video guides for new and small organisations and businesses. The 10 videos provide a quick and helpful overview on a range of tax issues, employing people, record keeping and National Insurance among others. The videos also provide links to further online information and help. A free guide for new and small organisations and businesses has also been published alongside the videos entitled "Giving your business the best start with tax". The videos and guide are all available to watch or download free from the Business Link website at [www.businesslink.gov.uk/taxhelp](http://www.businesslink.gov.uk/taxhelp)

## Available Spaces for groups in H&F

**New Saturday Room hire now available at Palingswick House!**  
Meeting rooms for 10-50 persons. For information, booking forms & prices contact [phlmgmt@talktalkbusiness.net](mailto:phlmgmt@talktalkbusiness.net) or [phlinfo@talktalkbusiness.net](mailto:phlinfo@talktalkbusiness.net) or call 0208 741 5683.

**First Base Uxbridge Road W12**  
Work station: in small office for 4, £200.00 per month. Contact Martha Romero: 0208 746 2120

**Urban Partnership Group Opportunities Centre: 370-376 Uxbridge Road W12 7LL.** Desk and small office availability. Contact Martha Romero: 0208 746 2120

**Forward Project**, Bramber Rd SW6. Contact Pauline Hutchison 0207 385 6695 for details.

**If you know of any available office space or need office space contact:** Teresa Meekings at CaVSA by email: [teresa.meekings@cavsa.org.uk](mailto:teresa.meekings@cavsa.org.uk)

## Relocation Training

28 OCT & 4 NOV. This 2 day CaVSA course in partnership with PLM Consultants is suitable for all organisations who may be considering a move - it will cover the whole process from the initial premises brief to the pitfalls to look out for when moving. Contact [teresa.meekings@cavsa.org.uk](mailto:teresa.meekings@cavsa.org.uk) to book

## Fulham Good Neighbour Service: Meeting & AGM

6pm, 3rd Nov at 70 Rosaline Road, SW6 7QT. The Antidote to Commissioning! Guest speaker Andy Benson from The National Coalition For Independent Action. The AGM will follow at 7.15pm, followed by refreshments. To book place(s) contact us by post (address as above) or email [fgns@easynet.co.uk](mailto:fgns@easynet.co.uk)

## Time of your Life!

If you are over 50 and live in H&F then come to the free Time of Your Life event at Hammersmith Town Hall, King Street - 16th November from 10am - 4pm to find out about services for you available in the borough and to be entertained with music and theatre, try complementary therapy and salsa and more! Refreshments will be available on the day. Please let us know in advance if you have any access needs on 020 8538 2951 or email [hflink@hestia.org](mailto:hflink@hestia.org)

## West London LGBT Conference 2009

18th November, Ealing Town Hall 'Out on the Edges: Meeting the needs of all LGBT people in West London'. Key note speaker: Clare Summerskill. Now in its third year, the annual West London LGBT Conference is organised by the West London LGBT Forum. Speakers, workshops, free stalls. For information contact Peter Vittles on 020 8280 2286 or email [peter@ealingcvs.org.uk](mailto:peter@ealingcvs.org.uk)

## CaVSA Training & Events Programme.

13 OCT. 09:45 - 13:00 **Working Towards Bronze Award.**  
First Support Meeting for Supplementary Schools  
13 OCT. time 9.30-3pm. **Equality and Diversity Training**  
28 OCT. All day. **Relocation Training Day 1**  
30 OCT. time tbc. **Marketing for Voluntary Organisations**  
3 NOV 09:45 - 15:00 **Safeguarding Children Event**  
28 OCT. All day. **Relocation Training Day 2**  
12 NOV. 10-12 **Supplementary Schools Advisory Group**  
26 NOV. 09:45 - 13:15 **Working Towards Bronze Award**  
30 NOV. **Corporate Funding and Sponsorship**  
3 DEC. **CaVSA AGM**  
7 DEC. time tbc. **Community and Event Fundraising**  
For information about any of our events please see the events section on our website <http://www.cavsa.org.uk/events.shtml> Tel: 020 8748 6345. Email [info@cavsa.org.uk](mailto:info@cavsa.org.uk)

## 3rd Sector Investment Fund Workshops

6 OCT. 9.30-3pm. **Identifying & Evidencing Needs**  
9 OCT. 10am-12.00. **BIG Lottery - Reaching Communities**  
13 OCT. 9.30-3pm. **Finance & Value for Money**  
20 OCT. 9.30-3pm. **Equality & Diversity**  
22 OCT. 9.30-3pm. **Outputs, Outcomes & Evaluation**  
3 NOV. 9.30-3pm. **Outputs, Outcomes & Evaluation**  
6 NOV. 9am-1pm. **BIG Lottery -Improving Your Chances**  
Please email Charlotte Mayers: [charlotte.mayers@cavsa.org.uk](mailto:charlotte.mayers@cavsa.org.uk) or call her on 020 8748 6345 to confirm your booking as early as possible as the workshops are often oversubscribed.

## FREE Supplementary Schools Training

These free teacher training sessions will examine how to engage and involve all children in maths and science, and how to raise their achievement so that there is consistency with their mainstream school. The day will look at characteristics of a 'good' lesson and how to move a lesson from good to outstanding. Teachers will be able to share good teaching practice as well as plan for topics and key concepts. Participants will leave the day with confidence!

- **Maths teacher training day:** Thu 15th October
  - **Science teacher training day:** Thu 10th December
- Email [yinka.armartey@cavsa.org.uk](mailto:yinka.armartey@cavsa.org.uk) for more information

## H&F Pre-School Learning Alliance AGM

AGM is to be held on Mon 7 December in the Malinowa Hall, 2nd floor, The Polish Centre, 236-246 King Street, Hammersmith, W6 0RF. Commencing at 7.00pm. Followed by 'A Grand Auction in aid of H&F PSLA funds. RSVP [josehandfpls@aol.co.uk](mailto:josehandfpls@aol.co.uk)



# H&F LINK

## H&F Group FOCUS

The Hammersmith and Fulham Local Involvement Network (H&F LINK) is an independent network, of residents, local charities, community groups and people who work in the borough who have an interest in improving health and social care services in and around Hammersmith and Fulham.

### The H&F LINK Election – It's YOUR LINK!

The LINK should be representative of everyone in the community, including those that don't usually get the chance to give their views. The H&F LINK Steering Group, which was elected in September 2008, is currently making arrangements for their AGM which will take place during the 2nd week in November. The LINK is looking for additional representatives to put themselves forward (or be nominated) to be elected onto the Steering Group.

Examples of individuals and groups that might participate in the LINK include: residents and tenants associations; minority ethnic community groups; groups with particular health or social care interests; carers, service users and patient groups; local business, employees and community service groups.

The LINK Election and participation is open to individuals who live or work in Hammersmith and Fulham as well as representatives of businesses, organisations or groups that are active in the borough. To be involved, individuals must complete an expression of interest form available from the website. Please fill it out and send it to the address listed below.

For a copy of H&F LINK governing documents <http://www.lbhfink.org.uk/> (downloads page) or contact us at H&F LINK. Postage can be claimed; please contact H&F LINK with your details. Those who require assistance completing the form may contact H&F LINK on 0207 610 2300 or email [hflink@hestia.org](mailto:hflink@hestia.org)

### The role of H & F LINK is to:

- Ask people what they think about local health and social care services
- Provide a chance to suggest ideas to help improve services
- Convey what the community wants to those who commission services
- Monitor and review local care services
- Investigate specific issues of concern to the community

**H&F LINK CONTACTS: 020 7610 2300 or email [hflink@hestia.org](mailto:hflink@hestia.org)**

# CaVSA



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#### CENTRAL SERVICES

**Peter Okali**, Chief Executive  
**Fekadu Asrat**, Finance Officer  
**Charlotte Mayers**, Administrator

#### NETWORKING & ENGAGEMENT

**Horatio Morgan**, Development Officer  
**Barbara Shelton**, Development Officer

#### GETTING IN TOUCH

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Website: [www.cavsa.org.uk](http://www.cavsa.org.uk)

#### INFRASTRUCTURE SUPPORT

**Shad Haibatan**, Infrastructure  
Development Manager  
**Wirya Hassan**, Groups  
Development Officer  
**Teresa Meekings**, Premises Officer  
**Deborah Richards**, CASH  
Community Accountant  
**Yinka Armartey**, Supplementary  
Schools Network Co-ordinator

Disclaimer: Views expressed in articles in Third Sector News and inserts carried are not necessarily those of the Community & Voluntary Sector Association Hammersmith & Fulham, its Management Committee Staff or Volunteers.