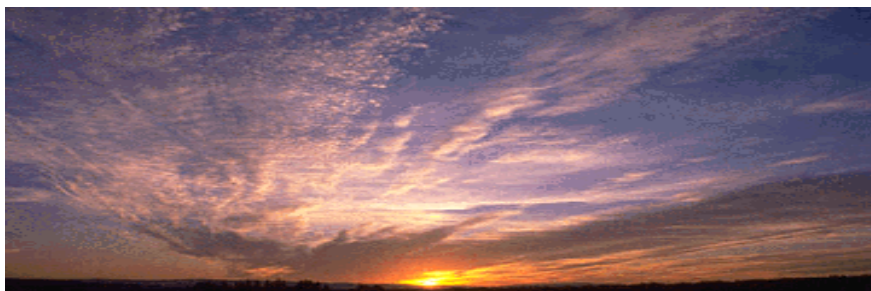




# Training & Events

Programme  
January 2010—July 2010



In partnership with Lancashire County Council's  
Adult Learning Service: Lancashire Adult Learning

# Lancaster District CVS Training and Events Programme 2010 Booking Form

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel No \_\_\_\_\_

E-mail \_\_\_\_\_

***All sessions, included those that are free must be booked in advance***

I would like to book a place at the following training  
sessions/events:

Date	Session/Event	Price

Please tell us if you have any particular dietary requirements or extra support needs

\_\_\_\_\_

I enclose a cheque for \_\_\_\_\_ \* **or** Please send an invoice to

\_\_\_\_\_

\_\_\_\_\_

*\* Please make cheques payable to Lancaster District CVS*

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## Lunchtime Forum Morecambe Interagency Group (MIG)

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MIG is a bi-monthly inter-agency meeting for Voluntary, Community and Faith Sector groups working in Morecambe and surrounding areas. The meeting venue is hosted by organisations operating in Morecambe. We meet at 12.00pm for lunch (bring your own lunch) and networking with the meeting starting at 12.30. We begin with a speaker providing a 20-30 minute presentation including questions. The rest of the meeting offers time for each participant to up-date the group on their work, finishing at 2.00pm. The meetings are informal and provide an excellent information sharing and networking opportunity. There is no expectation that people will attend every meeting.

If you are not on the MIG mailing list but would like to be, please contact us at CVS.

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### Future Meeting Dates

Wednesday 13th January, West End Community Centre

Tuesday 9th March, venue tbc

Wednesday 12th May, venue tbc

Tuesday 13th July , venue tbc

### Times:

12.00pm-2.00pm

(bring your own lunch for networking 12.00pm-12.30pm)

# IOSH Working Safely

Trainer: Craig Lydiate

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Working safely is for people at any level, in any sector, needing a grounding in the essentials of health and safety.

Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that and will cover:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

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**Date:** Thursday 21st January  
**Time:** 9.30am-4.00pm  
**Venue:** Trinity Community Centre, Middle Street, Lancaster, LA1 1JZ

<b>Price:</b>	<b>Member</b>	<b>Non-Member</b>
	Band A: £30.00	Band A: £60.00
	Band B: £40.00	Band B: £80.00
	Band C: £50.00	Band C: £100.00
	Band D: £60.00	Band D: £120.00

# Presenting Financial Information for Small Grant Applications

Trainers: Hannah Bland & Jane Attfield

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This session is for small groups with funds under £5,000 who are not registered charities. Many small groups want to apply to local Community Grants and funders with smaller pots of money and need to be able to present a simple summary of their accounts along with the application form.

We will provide you with a simple template for your group's accounts and some tips on how to lay your information out.

Suitable for group treasurers or as an introduction for people who would be interested in taking on their group treasurer role.

By the end of the session you will:

- Know what financial information local funders need from your group
- Be able to lay out your information in a simple receipts and payments basis on paper
- Be able to use CVS's simple excel spread sheet template (if you would like to do your work on the computer)
- Be able to prepare your group's financial information for a small funding application
- Feel more confident about taking on your groups funds even if you are a beginner

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**Date:** Tuesday 26th January

**Time:** 5 - 8pm

**Venue:** Trinity Community Centre, Middle Street, Lancaster, LA1 1JZ

**Price:** **Members**

Band A: £5.00

Band B: £10.00

Band C: £20.00

Band D: £30.00

**Non-Members**

Band A: £10.00

Band C: £20.00

Band B: £40.00

Band D: £60.00

# Lancashire County Council

## Safeguarding Children, Level One

Trainer: Judith Thomas

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This accredited training has been designed for people working with children and parents and is intended to highlight the fact that safeguarding is the responsibility of everybody.

### Aims of the Course

- To equip participants with the knowledge of safeguarding children
- To enable participants to take the necessary action to safeguard children.

By the end of the workshop participants will be able to:

- Develop methods of working which promote fair and inclusive practice to all children and families
- Describe their understanding of what child abuse is.
- Explore their feelings and opinions about child abuse.
- Describe what they would do if they were concerned about the welfare of a child.
- Have confidence to take action if they have any safeguarding concerns

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**Date:** Wednesday 10th February  
**Time:** 9.00am-1.00pm  
**Venue:** Old Man's Rest, Lune Park Children's Centre, Ryelands Park, Lancaster

<b>Price:</b>	<b>Members</b>	<b>Non-Members</b>
	Band A: £5.00	Band A: £10.00
	Band B: £10.00	Band C: £20.00
	Band C: £20.00	Band B: £40.00
	Band D: £30.00	Band D: £60.00

## Empowering the Voluntary Sector NAVCA

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A one day workshop exploring how to use the principles of public law to challenge unjust and unfair decision making by public bodies.

Many organisations find it difficult to balance the need to work with public bodies and to challenge unfair practice; the Empowering the Voluntary Sector workshops delivered by NAVCA provides clear information and guidance to help you to make appropriate challenges.

So far the project has trained nearly 700 people from Third Sector Organisations to use the principles of Public Law.

The workshop will cover:

- What is public law?
- How does it work with equalities legislation?
- Case studies and practical exercises
- Sources of further help
- Resources to support your work
- Ways to build your relationship with statutory bodies and influence decisions and policy

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**Date:** Thursday 18th February

**Time:** 9.30 - 4.30pm

**Venue:** Trinity Community Centre, Middle Street,  
Lancaster, LA1 1JZ

**Price:** £30 per delegate (cost includes the resource pack, lunch and VAT)

**NB: Please book through CVS, not through the NAVCA website**

# Book Keeping and Accounts for Charities

John Gray, Support 4 U

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This Course aims to introduce you to the basic disciplines and techniques necessary to keep accurate and timely financial records within a Charity context.

The session will also demonstrate how Microsoft Excel can be used as a tool to aid the above.

By the end of the session you will know:

- Why you need to keep records
- What to record
- How to record it
- How to ensure complete record keeping
- How to deal with cash (avoiding net cash accounting)
- More about profits and cash flow
- More about methods of reporting to funders

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**Date:** Thursday 11th March  
**Time:** 9.30 - 12.30pm  
**Venue:** West End Community Enterprise Centre  
Westminster Road  
Morecambe, LA3 1SH

<b>Price:</b>	<b>Members</b>	<b>Non-Members</b>
	Band A: £20.00	Band A: £40.00
	Band B: £30.00	Band C: £60.00
	Band C: £40.00	Band B: £80.00
	Band D: £50.00	Band D: £100.00

## EVENING CONFERENCE

# Managing in Challenging Times

- A Mini conference for Managers & Trustees

### Workshops:

- Strategic Management - planning ahead in an uncertain climate
- The role of the Trustee Chair in a challenging climate
- Financial Management in an uncertain climate

### Workshop leaders include:

**Alan Lawrie** who has written numerous publications for the Directory of Social Change including, “Surviving Contracts” and “Business and Strategic Planning”.

**Jean Laurie**, currently Chair of the Dukes Theatre in Lancaster. Jean has a broad range of experience including economic regeneration, the arts, transport and working for a variety of government departments including most recently, the Homes & Communities Agency.

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**Date:** Wednesday 17<sup>th</sup> March

**Time:** 5.30pm – 8.30pm

**Venue:** Friends Meeting House,  
Meeting House Lane  
Lancaster, LA11TX

**Price:** Inclusive for up to three members from same organisation

#### Members

Band A: £10.00

Band B: £20.00

Band C: £30.00

Band D: £40.00

#### Non-Members

Band A: £20.00

Band C: £40.00

Band B: £60.00

Band D: £80.00

# Get Your Share of the Missing Millions: Tax Effective Giving

Trainer: Institute of Fundraising



The workshop is aimed at all small charities and voluntary organisations who receive donations from individuals and is designed to support groups looking to maximise their income. The workshop will identify how charities can increase their income by making the most of the tax-effective giving Methods; Gift Aid, Payroll Giving, Gifts of Shares and Legacies. Topics covered on the day will include:

- How to increase the value of donations by almost 30%
- How charities can promote Payroll Giving to promote a regular reliable income stream
- The advantages of giving shares

The learning outcomes for the course are as follows:

- Identify the four main tax-effective giving methods
- Show the potential to increase your income through tax-effective giving
- Create your own action plan to develop tax-effective giving at your charity

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**Date:** Thursday 18th March  
**Time:** 10.30— 4pm  
**Venue:** Trinity Community Centre  
Middle Street  
Lancaster, LA1 1JZ

**Price:** Inclusive of lunch, refreshments and all course materials

### Members

Band A: £10.00  
Band B: £20.00  
Band C: £30.00  
Band D: £40.00

### Non-Members

Band A: £20.00  
Band C: £40.00  
Band B: £60.00  
Band D: £80.00

## Volunteer Co-ordinators' Network

### Involving Volunteers from different Ethnic and Faith Backgrounds

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The Volunteer Co-ordinators Networking is open to anyone involved in supporting, coordinating or managing volunteers.

This session will be participatory and focus on good practice and issues around involving volunteers from different Ethnic and Faith backgrounds in the District.

Everyone welcome.

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**Date:** Thursday 25th March  
**Time:** 10.00am – 1.00pm , including lunch  
**Venue:** TBC  
**Price:** Free to CVS members

# Trustee Roles

## Chair, Treasurer and Secretary

Trainers: Hannah Bland & Jane Attfield

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This session is for anyone who is, or is thinking of, taking on an committee/ trustee/Director role as Chair, Secretary or Treasurer. The course is suitable for those who are members of Clubs and Associations, Unregistered or Registered Charities, and Charitable Companies. Although all trustees are responsible for everything that goes on, these three roles are key. Even if you don't use these titles you need to ensure that the functions are well covered.

The session will give a clear idea about the different roles of Chair, Secretary and Treasurer and, by the end of it, participants should have an understanding of:

- How to distinguish between the different roles of Trustee officers
- The responsibilities that are attached to each role
- Where to go for information, support and advice

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**Date:** Wednesday 21st April  
**Time:** 9.30am-1pm  
**Venue:** Trinity Community Centre, Middle Street, Lancaster, LA1 1JZ

<b>Price:</b>	<b>Members</b>	<b>Non-Member</b>
	Band A: £5.00	Band A: £10.00
	Band B: £10.00	Band C: £20.00
	Band C: £20.00	Band B: £40.00
	Band D: £30.00	Band D: £60.00

## Volunteer Co-ordinators' Network

### Disabled People, The DDA and your Organisation: Exploding the Myths

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#### **Retaining and Recruiting Disabled Volunteers:**

Find out about recruiting disabled volunteers and what that means for your organisation in relation to the Disability Discrimination Act. This session will look to offer realistic guidance about the DDA and provide information for organisations to integrate into their operational systems.

#### **Improving Service Delivery to Disabled People:**

Do you receive public money to deliver your services? Find out more about the Access to Goods and Service element of the DDA and how you can improve and develop service delivery to and by disabled people.

Please come early for this session if you'd like to have lunch in The Cornerstone Community Café.

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**Date:** Thursday 17th June  
**Time:** 1.30 - 4.30pm (Lunch at café from 12.00 noon)  
**Venue:** One Voice  
The Cornerstone  
Sulyard Street  
Lancaster, LA1 1PX

**Price:** Free to CVS members

## The North West Safe Network Introduction with Vetting and Barring up date

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Pauline Ruth, Regional Development Manager - NW Safe Network will provide an introduction to the Network and an up-date on how the Vetting and Barring Scheme regulations are working out in practice including the implications of the scheme for voluntary and community groups.

The Safe Network is jointly managed by the NSPCC and Children England, and was created as a result of the Government's Staying Safe action plan. The Safe Network provides authoritative information and advice through its website: [www.safenetwork.org.uk](http://www.safenetwork.org.uk) as well as working towards building common standards for voluntary/non-profit organisations.

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**Date:** Wednesday 7th July  
**Time:** 10.30 -1.00pm  
**Venue:** The Cartmel Centre  
Euston Road  
Morecambe, LA4 5NR  
  
**Price:** Free to CVS Members

Lancaster District CVS  
Trinity Community Centre  
Middle Street  
Lancaster, LA1 1JZ  
Tel: 01524 555900  
[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)

Charity Registration  
Number - 1127626.  
Company Registration  
Number – 6743623

For all bookings or enquiries please contact  
Hannah Bland or Jane Attfield

Development Workers  
Lancaster District CVS

Tel: 01524 555900 ext. 26 or 27

[hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk)

[janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk)

**Price Bands for organisations with an income of:**

**Band A: Less than £5,000**

**Band B: Between £5,000 and £25,000**

**Band C: Between £25,000 and £750,000**

**Band D: More than £750,000**

**A discount is available to CVS members, see individual course charges.**



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Members of



Voluntary Sector North West

