

Volunteer and Member Services **Bulletin – October 2013**

In this bulletin:

- ICO data protection advice
- Guidance for trustees
- Trustee networking event
- Seminar for Trustees
- Groundwork Caerphilly
- Renew Wales Project
- Contact Details
- Volunteering Opportunities



Like us on Facebook.

[www.facebook.com/
TorfaenVolunteerCentre](http://www.facebook.com/TorfaenVolunteerCentre)

ICO offers free data protection advice

The Information Commissioner's Office (ICO), the UK's data protection regulator, is again offering free one day visits to help charities ensure they comply with the Data Protection Act 1998. The ICO is especially keen to hear from charities that process sensitive personal data involving criminal convictions, social care or physical and mental health.

The visits are practical and flexible, and can be tailored to meet your charity's needs. If you're interested, you can request an advisory visit on the ICO website.

The ICO has also published details of data protection problems and good practice in charities. These reports can be viewed on the ICO website.

http://www.ico.org.uk/for_organisations/data_protection/working_with_the_ico/advisory_visits



Regulator issues decision making guidance for Trustees

The Charity Commission issued new guidance on decision making for charity trustees. The guidance, It's Your Decision, explains the key principles of decision making that the courts and the Commission expect trustees to apply when they are making significant or strategic decisions about their charity. The principles deal with the important things that trustees need to get right, such as ensuring they have the relevant powers to carry out their plans, managing conflicts of interest, and making informed decisions based only on relevant considerations.

Following these principles will help to protect trustees if something goes wrong. Some decisions don't work out as the trustees intended, but if the trustees can show that they have applied and followed the principles in making their decision, it's unlikely that the courts or the Commission will hold them personally responsible to the charity for what went wrong.

The guidance also covers practicalities - making sure meetings are properly conducted, recording decisions accurately, and what to do if trustees disagree. Charities are independent, and their trustees are responsible for governing them and making decisions about how they should be run. The Commission, and the public, expect trustees to make the best decisions they can for their charity.

The guidance aims to help increase trustees' confidence when making decisions, and inform their processes. It outlines a trustee's role and responsibilities and what good decision making looks like; areas of knowledge that will help trustees be accountable to people with an interest in their charity.

Trustees can get advice or guidance to inform their decisions from a range of sources, including the Commission's website. They should feel confident about following the guidance and applying it to their situation; there are only a few instances when trustees need to get specific advice or permission from the Commission, which the guidance outlines.

See more at:

<http://www.charitycommission.gov.uk/news/regulator-issues-decision-making-guidance-fortrustees-190713/#sthash.PGQgc3bF.dpuf>



Calling all Trustees . . . Invitation to an informal networking event

About the event: If you're a trustee, management committee member, or director, you'll know that your role can be both rewarding and challenging, and that much greater scrutiny is being placed on the role of the governing body. In addition, more and more frequently, funders are asking for clear evidence that an organisation is well governed. The most successful and sustainable organisations are those who are governed well.

Have you reviewed your governance arrangements recently? Do you know that there are a number of easy to use tools and support available to you which can help you review and see how your organisation is doing?

Aims: The event will allow trustees to meet and network with other like-minded people, and take the opportunity to look at the variety of health check documents and support available out there - you are not alone!

We also hope to invite along the winners of the VAMT Good Governance award which will be presented on 3rd October 2013, to talk about their journey to good governance.

Who is this event for? Trustees, management committee members, company directors – anyone who has a role in the governance of a third sector organisation.

Date: Thursday 24th October 2013

Time: 5 pm – 6.30 pm – refreshments will be provided

Venue: VAMT

Cost: Free of charge

Booking details: Please submit booking form by 10th October 2013



Ability Project

FREE

Do you have a Work Limiting Health Condition or a Disability and want to learn, work or volunteer?

We can help by providing one to one support, a variety of workshops, qualifications and assisted job search.



Forming a support network, undertaking learning, volunteering or finding work can improve your health and well being.

The Ability Project can support you in these activities.

To speak to an advisor call

01633 647743

or email

ability@torfaen.gov.uk



Free Shared Learning Seminar from WAO for Trustees

As part of Trustees Week the Wales Audit Office are holding a shared learning seminar targeted at trustees.

The focus of the event will be on grants and governance. Sessions will be held on:

- Financial literacy and financial controls – what trustees need to ask and how to understand the answers given
- Governance for grants – funder's new expectations and future assessment of applicants
- Sound decision making – Tim Reese from the Charity Commission will cover its recent guidance on decision making and
- Supporting the role of trustees – led by Norma Jarboe, Director of Women Count.

An opening plenary session will feature a round table discussion with the Arts Council and WCVA.

The event takes place on 6 November 2013 at the Wales Audit Office, 24 Cathedral Road, Cardiff, CF11 9LJ. To book a place please email:

sharedlearningevent@wao.gov.uk



**GROUNDWORK
CAERPHILLY**

Groundwork Caerphilly

Groundwork Caerphilly is based in Pontllanfraith in Caerphilly borough we have been established 22 years.

We seek to engage with communities through a variety of programmes to improve local environments, change people's lives and provide employability support. My role at Groundwork Caerphilly is to expand our reach across South East Wales area and to apply for funding to support project development implementation and delivery.

For more information please contact Peter Norris

Tel:01495 22260 Email: Peter.Norris@groundwork.org.uk

Barnardo's Cymru is undertaking a poll that looks at the levels of identity related bullying that children and young people witness.

Could you support the children and young people you work with, who are under the age of 18, to fill in their short questionnaire? Below is the link for children and young people to complete the questionnaire on line; please add these links to your organisations websites where feasible and relevant. www.surveymonkey.com/s/barnardosantibullyingpoll

www.surveymonkey.com/s/arolwgwythnosgwrthfwliobarnardos **Please send all responses by November 1st.** For further information contact: Vikki Butler **01639 620 771** or email vikki.butler@barnardos.org.uk

NEW 3 hour health and wellbeing course – Introduction to Self-Management The Settlement, Pontypool - Friday 6th December 2013

People living with a health condition and individuals who care for someone with a health condition need confidence and skills to manage their health on a daily basis.

EPP Cymru has worked in partnership with Welsh Government, Long Term Conditions Alliance (LTCA) and Velindre Cancer Centre to develop a 2½ hour taster Introduction to Self-Management for individuals with a health condition or who care for someone with a health condition. The prime objective is to provide the individual with some “tools” and information to improve their ability to self-manage.

It is anticipated that the following outcomes will be achieved:-

- Improved awareness of the concept of self-management through the provision of information, education and support
- Acquisition of new skills increasing positive health behaviour aimed at disease prevention and management of symptoms
- Improved health and well-being
- Improved quality of life

The session will be delivered by two tutors that live with a health condition or care for someone with a health condition. Group sizes are generally up to 16 people. Participants will each receive a reference booklet to take home with them.

Who should attend?

The course is suitable for anyone with a health condition or who cares for someone with a health condition. As the session provides generic information, it will compliment condition specific courses. This course may be particularly suited to the following individuals that have:-

- Not undertaken any type of self-management course
- Undertaken condition specific courses
- A newly diagnosed health condition
- Full time work or education commitments

How to book or obtain more information? Please contact: Ellen Roberts

Tel: 01291 672352 email: ellen.roberts@gavowales.org.uk



Renew Wales Project

Are you part of a community group concerned about tackling the impact of climate change?

“Renew Wales” is a practitioner led programme set up to help Welsh communities tackle the impacts of climate change and has employed regional co-ordinators all across Wales to help support community groups.

Would your group benefit from free advice, mentoring and training from an experienced community practitioner and from being part of a supportive network of like-minded people?

Your group might be thinking of developing a renewable energy project, a local food club, making land or buildings more sustainable and energy efficient, a transport or waste reuse scheme or taking on any other kind of project which will help tackle the impact of climate change.

If you are based in Torfaen your local co-ordinator is Lynne Howles, at the CoStar Partnership.

For more information please contact Lynne on 01633 869227.



Contact Details – Volunteer and Member Services

Amy Gibbon – Project Officer - amy@tvawales.org.uk - 01495 742468

Marie Williams – Admin Support – marie@tvawales.org.uk - 01495 742420

Kyle Thomas – Support Officer – kyle@tvawales.org.uk – 01495 742475

TAFOD

The next edition of TAFOD is due to be sent out at the end of December. If you have any information you would like to be included please send to kyle@tvawales.org.uk

by 16th December



Cefnogwyd gan
Y Loteri Genedlaethol
Supported by
The National Lottery®



Aneurin Bevan Health Board

Volunteer Befriender

Discuss areas of interest or local history with patients. Read newspapers
Conversation Play group games e.g. dominoes, playing cards
Converse in welsh (if patient is a welsh speaker)

VOLUNTEERS

WANTED!

Torfaen Young Peoples Support Service (TYPSS) – Volunteer Mentor

Volunteering one to one with young people who are leaving the care system, supporting them in their transition to independent living. This may include helping with budgeting, cooking, accessing appropriate leisure activities, joining a club, using the internet at a local library, form filling, job hunting, attending appointments or just a chat and a coffee with a young person.

Groundwork Caerphilly – Outdoor Volunteer

This project offers the following opportunities and activities for volunteers to experience:
Apply your existing

Horticultural experience. Develop basic horticultural skill. Develop new skills. Contribute to project outcomes.

Constructing raised planting beds. Developing a Sensory garden. Using hand tools
The project also offers an opportunity to meet like-minded people and make new friends in a community centred setting in Thornhill Cwmbran.

Garnsychan Partnership

Volunteer Gardener / Gardening Assistant

At the Veg Box we grow fruit and vegetables to deliver to hundreds of customers three days a week across

Torfaen. This role would include working in the garden to assist with planting, harvesting, weeding, and otherwise maintaining the garden

GwirForce - Member

GwirForce is a panel of Young Volunteers aged 14-25 who drive forward and challenge the image of Youth

Volunteering in Wales. As a member you will be able to access training, advice, support, Residential and various opportunities

Three Counties Community Play Project

Volunteer Play worker

To support children and young people's play; helping to create and provide a safe and stimulating play space with a variety of play opportunities.

A volunteer play workers role is to;

- encourage children and young people to have fun and play!
- participate in the running of Community Play Provisions, activities and games.
- assist children and young people in playing
- adhere to all policies and procedures

For more information on any of these opportunities, please contact the Volunteering Team on 01495 742420.