

CBA new Training Directory – 2008-2009

We are currently in the process of finalizing our latest training programme.

Staff are currently visiting groups and consulting with them on what the organisations training priority areas are based on CBA's list of the Training programmes. You will also be asked to fill in the Training needs analysis form.

Thank you to everyone that took part already, and we look forward to visiting those we haven't been able to do so. Once all the forms are done, we will collate all the information and roll out the training as required by the consultation exercise.

Red Cross targets employers online

By Rosie Walker, Third Sector Online, 2008

The British Red Cross has launched an online brochure to promote its health and safety training courses in a bid to reduce environmental waste.

The service, called iBrochure, also offers advice on first aid legislation in the workplace. Regulations say that businesses of all sizes, including the self-employed, must provide proper first aid if an employee becomes ill or injured at work. However, there is no rule for how many first aid-trained staff a

business should have. The Red Cross says this causes confusion.

The Corporate Manslaughter and Homicide Act, introduced last July, makes it possible to prosecute employers where bad health and safety management has had fatal consequences. The Red Cross says employers are concerned about staying up to date with the changes.

The homepage of the iBrochure is updated regularly.

The new Training Programmes are in the following areas:

- Project Management
- Fundraising
- Roles & Responsibilities of Management Committee
- Leadership
- Finance & Admin
- Business Planning
- Introduction to Quality Assurance
- Team Building

Welcome & farewell at CBA

CBA have recruited a new Small Groups Training & Development Officer. Ahmed Ballah has been with us since December 2007. Many groups are already working with Ahmed on capacity building and training and so far it has been plain sailing for him, Ahmed has settled in very well and we all welcome him on board CBA.

A sad farewell.....

As many of you know, Mohibur Rahman (Executive Director of CBA) is no longer with us. After 10 years of service he has decided to find pastures new. Under Mohibur's guidance and tenure CBA has flourished and become a leading body within the Bangladeshi voluntary sector and the mainstream. Through his leadership the capacity of CBA has increased significantly in terms of resources, infrastructure, staff and general all round performance. It is with great regret that we say bye to Mohibur, from all of the Management and staff at CBA, we wish him all the best for the future.

'Be A Councillor' campaign launched.

The Challenge to engage communities in local democracy is as important as ever and a new campaign is aiming to ensure London's 2010 local elections reflect the true extent of the talent in London.

A new campaign to increase the number of diversity of people standing as councillors in the 2010 elections has been launched by London Councils at County Hall. The 'be a councillor' campaign, run in conjunction with Capital Ambition and the Leadership Centre for Local Government, aims to encourage people from under-represented groups in local politics to get involved. It also aims to raise awareness of the role of local councillors and provide motivation, help

and guidance to people who could consider standing in the next borough elections in 2010.

An advertising campaign and website offering further information and guidance on standing for election has already been launched. Both current and potential councillors were invited to the London Councils' Summit on 12 July to find out more. The campaign aims to reach as many Londoners as possible, while London's councils may already be considerably more diverse than elsewhere, the capital still has a way to go if its town halls are to truly reflect the capital. Research has shown that women who make up more than half of London's population, currently hold less than a

third of council seats. Young people on the other hand hold just one in three seats despite forming 44 per cent of the capital's population. And less than one in five of London's 1,861 councillors are from a non-white ethnic group, despite the fact that a third of Londoners describe themselves as such.

Off course the role of councillor is not for everyone. But the capital is fortunate to be home to a vast pool of talent, and getting more of those talented people to consider putting themselves forward can only be good for the health of local democracy. *Source London Councils bulletin 2008.*

Are Britons turning their backs on charity?

We used to do more for charities, but for many people, especially women, ever-busier lives mean that there is no time left for good work.

I asked a group of students, mostly in their late 20s, whether any of them did regular work for a charity. There were blank stares. How about regular giving then - not just 50p in a collecting tin, but standing orders or long-term memberships? Near-total silence there too. This was not a freakish group. On the contrary, they were typical of 21st-century Britain. 'Charity,' says The Oxford English Dictionary, is, 'benevolence, especially to the poor' or 'an institution for the benefit of others, especially the poor and helpless'. Britain

today is far wealthier than it has ever been, but not benevolent. As a share of GDP, giving to charity has fallen by a quarter since 1992. In real terms, according to the National Council for Voluntary Organisations (NCVO), individual donations grew by just 8 per cent between 2000 and 2006, a period when the economy was registering a 20 per cent growth. Only 54 per cent of the population as a whole, and 65 per cent of top earners, report giving on a regular basis. And what we give is derisory. The median is just £10 a month - £2.50 a week - in a society where the average household has a disposable income of £500 a week, or £26,000 a year, and, in the case of those top earners,

more than £40,000. A trip down the high street, past the Oxfam and Shelter shops, might suggest otherwise and, at first sight, the statistics back this counter-view up. The Charity Commission lists no fewer than 167,000 registered charities and the government's citizenship surveys report high levels of volunteering. But charities include sports clubs, amateur choirs, tiny arts groups and the National Trust as well as 'general' charities of the traditional kind. Many of the latter are now effectively subcontractors of government, delivering public services. *Source: The Observer, 2008*

Axe to fall on community projects in LDA funds investigation

The LDA have recently reported that they are set to cut back on funding for community projects under a clean up plan. Former financial journalist Patience Wheatcroft, who is head of Boris Johnson's audit panel is spearheading these cuts and changes to the LDA. The cuts in funding are likely to be in 'soft' policy areas such as job creation/brokerage and the environment. The panel also claimed that the agency has failed to monitor its spending properly which amounted to nearly £700m a year. The panel are also considering job cuts, the LDA employs 520 people.

Under the Spotlight- Case Study

Case study of Newham Welfare Trust (NWT)

The Newham Welfare Trust a community led grassroots voluntary organisation set up in 2002. It is based in the Canning Town area of Newham. The Association was set up to provide a culturally and linguistically appropriate

services centred around tackling poverty, improving the education of local people and promote community cohesion through the integration of the Bangladeshi community with the wider community for the purpose of building and strengthening social and racial harmony amongst the wider community.

Over the last 4 years, the Association has begun to deliver a number of services particularly centred around tackling poverty and deprivation within the Bangladeshi community. In 2004 The NWT had 2 part time staff and 3 small projects, since then they have made great progress with the aid of CBA. Currently NWT running about 10 projects – ranging from general advice work, drugs and alcohol misuse to job brokerage services, with a very good level of funding in place. They employ 5 part – time staff and are also looking to extend their services on an international level.

CBA have been the main reason for our success. They have provided us with the capacity building that an organisation needs to develop, and we are very much a major player in the Bangladeshi voluntary sector thanks to the work and guidance of the staff at CBA. They have helped us with funding, setting up policies, governance and a host of other areas.
Lucky Miah (Chair, NWT)

CREATIVE ARTS GROUP

If you are a woman of South Asian origin of between 15 – 26 years give yourself the chance to:

- Be spontaneous, expressive, relax & de-stress
- Engage your imagination through role play and painting
- Improve your self confidence using drama games
- Be creative with emotional distress
- Will encourage create emotional release
- Runs every Tuesday for 10 weeks
- Time: 1.00 pm – 2.30 pm/ 3 pm – 4.30 pm

The Group:

- Is run by a qualified Drama & Movement Therapist
- Will provide a safe, non judgmental & confidential space
- Will have no more than 10 participants

To book a place or for further information, please call:
Asian Women's Advisory Service (AWAS)
On 020 8533 5796

Venue:
AWAS, Unit 5 Mare Street Studios
203 -213 Mare Street
Hackney E8

An Introduction to Criminal Records Bureau Checks

Is your Organisation up to the mark?

The Criminal Records Bureau was set up as a 'one stop shop' for criminal record checks.

A Criminal Record Bureau (CRB) check will tell your organisation whether a volunteer or staff member has a criminal record. It is one way of reducing the risk of recruiting volunteers who may be unsuitable to work with children or other vulnerable people. But remember that it is not foolproof because it only provides information on people with an existing record.

This feature covers:

- What is a Criminal Record Bureau check?
- Applying for a CRB check
- Registered bodies and Umbrella bodies
- Explaining CRB checks to your volunteers
- Considerations when using CRB checks

- The CRB Code of Practice
- Portability (or transferring and re-using CRB checks)
- Getting CRB checks for people from overseas

What is a Criminal Record Bureau check?

A Criminal Record Bureau (CRB) check is a process for gathering information about someone's criminal convictions and other cautions, reprimands and final warnings given by the Police. The results of a CRB check are printed on a document officially known as a 'Disclosure' and copies are posted to the individual and to the organisation which they have applied to volunteer for. There are 2 types of checks and they are: **Enhanced CRB checks & Standard Disclosures**

Applying for a CRB check Individuals

Individuals must apply through the organisation which they wish to work or volunteer for.

Organisations

The application must be countersigned by a representative of the

organisation, who is known as a countersignatory.

When to apply for a CRB check

Criminal Record Bureau checks should only be requested in specific circumstances, such as when a volunteer's role will involve regular contact with vulnerable clients.

The countersignatory is responsible for making sure that an application is actually justified and requested for the right reason. This is done by selecting the correct 'disclosure access category', which are listed on the CRB's website. If an application for a CRB check is not justified, you could be breaking the CRB's Code of Practice or breaking the law. For more information about deciding which volunteer roles to check, please refer to [The Criminal Records Bureau website](#)

Two methods for organisations to access CRB checks

There are two ways for organisations to apply for CRB checks. An organisation can become a registered body with the CRB or it can apply through an 'umbrella body'.

Social Enterprises at the heart of improvement

Social enterprises should be at the forefront of local drives to improve the quality of life in London's communities and get people engaged in local services. Speaking at the LA Connecting London conference, Mr John O'Brien (London Council's chief executive) encouraged local authorities and social working enterprises to work together to help further their community engagement agendas and give citizens a larger say in local services.

Social enterprises are businesses whose profits are put back into improving the services they provide and the

lives of people in a local area. There are about 5,000 social enterprises across London, ranging from local recycling projects to credit unions, art studios and leisure facilities.

Mr O'Brien said: 'there's a great imperative for local authorities to encourage community activity within their area. This is a common interest that both London boroughs and social enterprises share and is a good platform for further developing their relationships.'

Last year London Councils' grants programme provided £1.8 million in funding to support social enterprises of all sizes across the capital over the next four years

Credit crunch will harm charity income, research predicts

By Hannah Jordan, Third Sector Online 2008

Charities could be facing a drop in donations because of public worries about the current slump in the economy, according to new research. A telephone poll of more than 500 British adults by market research organisation Nems revealed that 31 per cent of regular donors expected to donate less in the near future.

Half of those questioned admitted that they had limited their donations to the recent Burma appeals because of financial concerns.

"When donations slump as members of the public tighten their purse strings, a charity's marketing budget is often the first thing to be cut," said Geoff Siggins, director of Nems. "Charities will need to make the money they do have work much more effectively for them."

New fund launched for community relations projects

A £750,000 fund has been launched for community projects that work to improve relations between different ethnic and religious groups. The Barrow Cadbury Trust fund will typically provide voluntary and community projects with grants worth £30,000 over a two-year period.

Funding will be offered to projects that promote solidarity between people of different ethnic, religious and cultural backgrounds.

Charities face crack-down on fundraising through 'guilt' gifts

Charity watchdogs are to crack down on fundraisers who send out unsolicited gifts to make potential donors feel guilty enough to give money. The Institute of Fundraising has changed its code of practice to stop charities sending items such as umbrellas, slip-

pers, aprons and Christmas cards, pens & calendars when they are used to "generate a donation primarily because of financial guilt or to cause embarrassment".

Last year there were more than 2,600 complaints about direct mailing from charities. The Charity Commission will release research showing 50% of people believe charities are using more dubious fundraising techniques; 20% of people gave more than £200 to charity in the past year. Jon Scourse, the Chief Executive of the Fundraising Standards Board, which will police the new code, said a recent mailing from the Diabetes Research & Wellness Foundation (DRWF) was the kind that could be in breach of the sector's new self-regulation. The charity sent slippers to potential donors with a letter explaining the dangers to diabetics of cuts on their feet that can lead to amputations. It included a response for the recipient to post back, reading: "I love these slippers and I agree we must all treat our feet well to prevent the tragic and needless amputations caused by diabetes. Enclosed is my gift to further diabetes research."

suitable. From 12 October 2009, anyone starting a new job that involves working with children or vulnerable people will have to register with the ISA at a cost of £64. The ISA will assess applications using information gathered by the CRB and, if it deems them suitable, will register them. Records will be updated automatically for life - unlike CRB checks - and registrations can be withdrawn if new information comes to light. Registration will be free for volunteers, but some groups are concerned that the scheme will discourage them.

BWGF Forum Update // Forum Update

Yes it's been a while since our last BWGF meeting and hence you will be glad to know the date for the next one is set to be held on the 12th August 2008 at the Bromley by Bow Centre, East London. The meeting is being hosted by two volunteers from the network covering issues related to their client group; teenagers. Shaina who works on the Teenage Pregnancy & Parenting Project at the Centre will be tackling the barriers why many of our youths are falling into the trap of getting pregnant at such a young age outside of a relationship. Sultana will be covering the many ways her organisation, London Tigers encourages their local youths to participate in local projects. The meeting will broaden one's knowledge on the actual statistics on the subject and just how deep the subject matter really is. If you work with teenagers or even parents, come along to the meeting to either learn or share your experiences or knowledge. To attend contact Tasneem on 020 7713 8610 or drop her an e-mail at tasneem@cba-uk.org.uk to book your place.

The meeting after this, most probably be held in September will highlight the effects social enterprise have on the community and the organisations. This will be chaired and presented by Papia Hussain who is in the process of completing a BA Hons on Social Enterprise at the University of East London, along with her course facilitator who actively runs a social enterprise at the Bromley by Bow Centre. Together, they will be presenting case studies, talk about how easily a social enterprise can be set up and its outcomes

and give examples of social enterprises and the do's and don'ts.

I'm looking for more volunteers to host these meetings on a subject they feel comfortable about, or if you have an experience you wish to share to the group, please contact Tasneem who will happily make the necessary arrangements.

June will see the start of yet again another period of training needs analysis. This year, the 'Women only' trainings will be integrated with other training sessions CBA facilitates. The idea is to ensure groups are well networked when taking time out of their daily work routines to attend training. These sessions will commence immediately after Ramadan around East London. Watch out for the training brochure which will be released in due course.

News in Brief:

Maternity Rights...are you aware of your full entitlement?

Rules of Maternity Leave & Pay

All pregnant employees are entitled to take up to one year's (52 weeks) maternity leave, regardless of length of service with the employer. Maternity Leave and Pay are separate entitlements. Maternity leave is a single continuous period and is made up of:
26 weeks' Ordinary Maternity Leave - at the end of which a woman is entitled to return to the same job on the same terms and conditions as before her leave began.
- and -
26 weeks' Additional Maternity Leave

- at the end of which she has the right to return to the same job or, if it is not reasonably practicable for the employer to hold this post open, to another post on terms and conditions which are no less favourable. During both forms of maternity leave the contract of employment continues, and although the woman has no statutory right to contractual remuneration during maternity leave, she must, during ordinary maternity leave, continue to receive all her other contractual benefits. Recent amendments to the law means that women whose expected week of childbirth begins on or after 5 October 2008 will be entitled to the same contractual benefits during Additional Maternity leave as they receive during Ordinary maternity leave. The law requires that an employee takes a minimum of two weeks' (four weeks for those who work in factories) maternity leave immediately following the birth.

Other entitlements: employees may also have a right to parental leave, time off for dependants, the right to request flexible working, and the father of the baby may also have a right to paid paternity leave. For full details please refer to the sources below.
www.hmrc.gov.uk/employee_pregnant.htm
www.dwp.gov.uk/lifeevent/benefits/statutory_maternity_pay.asp
www.lvsc.org.uk/workandparents

মাহে রমজান মোবারক
Ramadan Mubarak

News Analysis: Will the new vetting system help us?

New controls on people working with children and vulnerable people come in from 2009. Children's charities do not doubt that a recent £330m overhaul of the vetting procedure for people working with children and vulnerable adults will improve security. But their enthusiasm is tempered by

fears that the new system could create a false sense of security, might contain loopholes and could discourage potential volunteers under the existing system, an employer recruiting someone to work with children or vulnerable adults applies to the Criminal Records Bureau for a 'disclosure' showing a candidate's current and spent convictions, cautions, reprimands and any warnings held on the Police National Computer. An 'enhanced disclosure' also includes "any relevant and proportionate information held by the local police forces". The employer can then decide whether the candidate is

Interview: Show them the money

By Nick Cater, Third Sector, 2008



Alex Reed
 Alex Reed, Philanthropist wants the wealthy to give to charity through his new philanthropic website. There is not much fat on Alex Reed, either in person or in his professional and charitable life. The man who founded the jobs agency Reed Employment in the 60s and managed its very early expansion on the internet in the 90s remains light and fast on his feet, even at 75. Despite his wealth, Reed's charitable endeavours show no signs of excess. They are managed by a small group of staff tucked away in a corner of his commercial offices in London, and they often work with other charity partners. The only big things about Reed's latest foray, an online service that enables wealthy donors to search for charitable projects, is its name - theBigGive - and the amount of money it hopes philanthropists will donate to the charities that present opportunities on the site. He says that philanthropy and charity have played a major part in his life. As well as giving away his own cash, he created the Reed Foundation, which holds a sizeable chunk of Reed Charities can ask for a minimum of £100,000 for a project. There is no upper limit. "You can submit a world-changing £10m project that someone might be attracted to," says Reed. Reed says he will now be encouraging all charities looking for large gifts to go through theBigGive. Whether he will be tempted by any of the projects on the site is another matter. "I'm not a very good giver," he says. "There are a few charities I do give to now and again, but I prefer to get involved."

REED CV

2007: Founder, theBigGive website
 2003: Founder, the West London Academy
 2000: Founder, the Academy of Enterprise
 1997: Founder, Women At Risk
 1994: Awarded CBE
 1993: Founder, Reed Restart at Holloway prison, London
 1989: Founder and chairman, Ethiopiaid
 1988: Founder, Womankind Worldwide
 1971: Founder, Reed Business School
 1960: Founder, Reed employment agency

A Bit Of A Conflict Resolution

You may think conflict is something embodied in the very nature of the community organisations. I used to think that way and that it was organisationally structured deficiency. However, this is proved to me to be untrue. Conflict evolves and develops like a small creature and then inflates and becomes a monster that threatens the existence of the organisation, if it was totally untreated and ignored. It has causes like any disease and can be eradicated once and for ever through one tool and that is called "effective management".

As an example, think of two mates working in the same charity and who are competing to deliver better and get better position in their organisation. There is absolutely nothing wrong about this, i.e. to seek promotion and appraisal and so being a distinctive worker as long as you do that of course according to the rules and policies and not at the expense of your colleagues. This is the bottom line of healthy competition for personal development, promotion and future career.

The big question is; if conflict is curable why it does exist and become a stumbling block to the organisations development? And why does it reach a point where we invite resolutions?

At its first stages, conflict is quite normal and it's not even called conflict. It is called difference of opinions or may be acknowledged as a dispute. To keep it under control, the management should spot the negative effects of differences of opinions on day-to-day basis and to decide a reasonable solution, so as to curb their development into conflict; because conflict damages relationships in the organisation and severely affects the team working ability.

So it's all about vigilance and proper management.

Ahmed Ballah
 CBA, Small Groups Capacity Building & Development Officer

Child Protection Guidelines Does Your Organisation have a Child Protection Policy? If so are you implementing it? Has everyone in your organisation had training on the subject matter?

Your organisation's Child Protection Procedures should detail the steps which will be followed where there are concerns that a child or young person could be experiencing abuse and/or neglect. The procedures should help to ensure a speedy and effective response for dealing with such concerns.

When developing your child protection procedures, you should make sure that they reflect the procedures detailed in your local area Child Protection Committee's Child Protection Procedures or Guidelines. Copies of these procedures can be obtained from your local area Social Work office.

It is important that all workers understand how concerns about a child or young person's safety can come to light. Where there are grounds for concern that a child or young person could be at risk of abuse or neglect the key tasks for any voluntary organisation are observing, reporting, recording and co-operating with the child protection agencies.

Dealing with Anger

Anger, like depression and stress is a natural reaction to threatening, unjust and disappointing events happening now or in the past. But in our stressful society where we have increasingly high expectations for ourselves and others, anger is more common, and when it isn't properly addressed it can seriously affect your life as well as those around you.

It's important to realise several things about anger before you start tackling it. First, anger is a normal process that has allowed humans to evolve and adapt. It isn't a bad thing in itself, but problems occur if it isn't managed in the right way.

The other alternative is to suppress the energy until the next time you're angry. This may mean you release so much pent-up emotion that you overreact to the situation. Realising this can lead to feelings of shame or frustration when you reflect on your actions, and to further repression of your feelings.

But there is a flip side to anger, because of the surge of energy it creates, it can be pleasurable. This feeling is reinforced if becoming angry allows the release of feelings of frustration, or if a person's response to your anger gives you a sense of power.

It's important to acknowledge and keep an eye on this side of the problem - it can have an almost addictive element.

Source: **BBC website**

Umbrella body launches site to lure London 2012 volunteers

By Emma Maier, Third Sector Online, 3 June 2008

Greater London Volunteering, the umbrella body for volunteer centres in the capital, has launched an online volunteering events calendar in a bid to harness enthusiasm for volunteering ahead of the London 2012 Olympic Games.

The site, launched to coincide with

Volunteers' Week this week, lists volunteering opportunities in London and allows users to add selected events to their Google calendars and browse information sheets about volunteering.

Charities, social enterprises and public bodies can apply to add their events provided they involve volunteers, promote citizenship or civic pride, and benefit the community or public. Volunteers must not be taking the place of paid staff.

The site also offers advice for chari-

ties and clubs on recruiting and managing volunteers, and provides information and resources for volunteer centres about volunteering and the 2012 Olympics.

Kerry Tweed, director of Greater London Volunteering, said: "7.5 million people live in London; 2.5 million volunteer. This is the first time that London has had one place to visit and find volunteering events across the capital. The question we tried to answer is 'How can we match up London events with people who would like to take part?'"