

# Voluntary Action Orkney

## Supporting the Orkney Community

Jan 14

### People Management

***Whatever your issue, no matter how small, give us a call!***



We believe people are an organisation's greatest asset and Human Resources (HR) plays a key role in supporting and developing individuals. The main functions of HR include recruitment, training and development, employee relations and organisational development.

We don't just provide advice but work side by side with you to get the job done providing as much or as little hands on support as you may need. Not only will it ensure you get the results you want but it will start to build your own knowledge and skills at the same time, naturally and easily.

Following recent enquiries and through our own market research, we have decided to offer this service to local organisations within Orkney. We understand the Orkney community and economy and therefore have created an accessible, low cost, responsive service with a flexible fee structure. For more information contact Hannah on 01856872897 or [Hannah.ker@vaorkney.org.uk](mailto:Hannah.ker@vaorkney.org.uk).

### Funding for new Internships

More than £600,000 will be invested over two years in supporting 150 graduates in finding a job towards employment.

Research shows the employment rates of disabled people are 29% lower than non-disabled people, and employment rates of minority ethnic people are 15% lower than their white peers.

The Scottish Council for Voluntary Organisations will administer the programme of paid internships for both groups which will be in third sector organisations, supported by leading equality organisations.

Martin Sime, Chief Executive, Scottish Council for Voluntary Organisations, said: "This is great news for unemployed disabled graduates and those from ethnic minority communities who are at risk of slipping into long-term unemployment. These internships will give 150 people the chance to learn new skills and earn a wage. They will also provide much needed support to charities and third sector organisations in Scotland which are expecting demand for their services to increase in 2014."

For more information email: [stuart.lewis@scot.gov.uk](mailto:stuart.lewis@scot.gov.uk) or [SGCommunications@scot.gov.uk](mailto:SGCommunications@scot.gov.uk)

### Tax Relief

Registered Charities can claim tax reliefs and make tax repayment claims, your charity need to be formally recognized by HM Revenue & Customs for tax purposes.

For more info visit: <http://www.hmrc.gov.uk/charities/tax/recognition.htm>

### Car insurance and employer's liability insurance

Two pieces of insurance are required by law – car insurance and employers liability insurance.

In many cases, charities believe that volunteers are not classed as employees and, therefore, do not need to be covered by an employer's liability policy.

As voluntary workers are carrying out some form of work for your organisation, they are owed a duty of care under health and safety laws.

In a number of instances charities have believed that volunteers are covered by public liability policies, insurance that covers members of the public against claims made by anyone that has suffered injury or damage to property in connection with the business.

However, this is not the case as volunteers are generally excluded because of their position within an organisation. Remember that most definitions of employee include "authorized voluntary workers" or voluntary helpers while working under the insured's supervision and control and this is reflected in policy wordings.

It's worth remembering that under the terms of the law, the Health and Safety Executive can fine you up to £2500 for any day you are without suitable insurance. Equally, if one of your volunteers were to have an accident or take ill while working for a charity, you could be liable for any compensation claims.

## Orkney Autism Talent Show

An informal evening to celebrate the talent of local people with Autism is being held on Saturday 1st February in the St Magnus Centre from 7.30-9.00pm with a raffle and refreshments.

Tickets are available from Nimms at £4 or £2 a concession.

## New recycling legislation

From 1st January 2014 the new law will require business to take all reasonable steps to recycle as much waste as possible. It will also require all local authorities and waste contractors to meet high recycling standards.

To comply with this new legislation, businesses must present their metal, plastic, glass, paper and card separately for collection from 1st January 2014.

Food waste must also be presented separately for businesses that produce over 50kg of food waste each week, this will be lowered to 5kg of food waste each week as of 1st January 2016. This means that where food waste collection is made available it shall be illegal to dispose of food into the public sewer, this includes the use of a macerator. To find out more visit:

<http://www.zerowastescotland.org.uk/content/waste-scotland-regulations-guide-businesses-0>

## Draft National Youth Work Strategy

Education Scotland, YouthLink Scotland and the Scottish Government have worked in collaboration to publish the Draft National Youth Work Strategy which sets out ambitions for ensuring young people are placed at the centre of all youth work practice.

Consultation on the draft strategy will take place in January and February 2014 through a series of National Discussions across Scotland. These discussions will involve a range of stakeholders including young people and will inform the implementation plan. More information about the national discussions will be available in due course.

The final strategy and implementation plan will be published in April 2014.

The Draft National Youth Work Strategy can be viewed at:  
[http://www.educationscotland.gov.uk/communitylearn/ganddevelopment/youngpeople/youthwork/strategy/index.asp?dm\\_i=LQE,21314,3LDS99,7B508,1](http://www.educationscotland.gov.uk/communitylearn/ganddevelopment/youngpeople/youthwork/strategy/index.asp?dm_i=LQE,21314,3LDS99,7B508,1)

## Mini Sports Day

Orkney College, Keely Lang, Connect Project, St Colms & Orkney Blide Trust are holding a mini sports day at The Pickaquoy Centre Arena, Friday 7th February 11.30am – 2.00pm, incorporating tug of war, indoor football and the 200 metre sprint.

Spectators welcome.

## Greener Together Community Awards

First introduced as part of the year of Natural Scotland 2013, the Scottish Government aims to encourage, celebrate and reward community action for the environment around Scotland.

The award recognizes communities that are participating in or furthering their active contribution towards a cleaner, greener Scotland.

For more info visit: <http://www.greener-scotland.org/why-live-greener/greener-communities/2013-greener-together-winner>

## Scottish Disability Golf

New information leaflets are available for circulation to individuals, groups and organisations, to promote Scottish disability golf and its programme of golf and golf training around Scotland, to anyone, of any age with a disability or serious health problem, that interferes with the playing of the game.

For more information contact Jim Gales on 013340650963 or visit: <http://www.sdgp.org.uk/>

## Office space available

We currently have some office space available in our shared accommodation within Anchor Buildings. As part of the shared space, all tenants benefit from reception services, free use of meeting rooms, free use of the window display area and access to office equipment and services.

We also offer a Hot Desk service which can be booked on a regular basis or used ad hoc. Free WIFI is included in the low hourly rate and VAO members benefit from reduced charges.

Please contact Cath Russell on 872897 or email [cath.russell@vaorkney.org.uk](mailto:cath.russell@vaorkney.org.uk) for more information.



Need space for your next meeting?

Our central location and competitive rates make VAO an ideal venue  
contact us for rates...

## Dates for your Diaries

**January 29th - Secretary Training, VAO 6.30pm to 8.30pm.** Are you new to the role, been doing it for a while and unsure if what you do is correct, need efficient minute taking and agenda setting? A fee will apply.

**February 3rd - PVG training, 6 to 9pm VAO Board room.** Do you, your staff or volunteers work with vulnerable groups? The aims and objectives of the session are: to understand the basic principles of the PVG scheme, to understand what is and what is not regulated work, to understand the process involved in joining CRBS and to understand the PVG application process. A fee will apply.

**February 3rd - Emergency First Aid, Red Cross House, 11am to 3pm.** A fee will apply.

**February 6th - Emergency First Aid, Red Cross House, 11am to 3pm.** A fee will apply

**February 7th - CEOP training, Room 2, Kirkwall Town Hall, 1 to 4pm.** This course, dealing with internet safety, is aimed at folk who work/volunteer with children and young people.

**February 24<sup>th</sup> - MiDAS training at ODF, 9am to 12.30pm.** A test in the bus will follow at a later date suitable to them. Maximum course capacity is 20 at a time and the cost of the course is £70. The certificate lasts for 4 years.

## **Trustee Responsibilities**

If you are a Charity Trustee then you have collective responsibility to update your charity's details and maintain financial record keeping and reporting

Accounting records should be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made.

If you having problems with returning your accounts to OSCR then get in touch with VAO – a late return to the Regulator can jeopardise future funding applications. We can help.

## **Injuries and accidents in the workplace**

The Health and Safety Executive have announced changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These changes hope to clarify and simplify the reporting requirements. The main changes focus on:

- The classification of 'major injuries' to workers replaced with a shorter list of 'specified injuries'
- The existing schedule detailing 47 types of industrial disease replaced with eight categories of reportable work-related illness
- Fewer types of 'dangerous occurrence' require reporting.

Alongside these changes the HSE have released guidance on the new reporting, this can be viewed at: <http://www.hse.gov.uk/riddor/index.htm>

## **Tobacco Awareness Raising Sessions**

Voluntary Action Orkney has been asked to help ASH Scotland, the national charity taking action on smoking and health to determine if there would be interest amongst community and voluntary organisations in Orkney to attend Tobacco Awareness-Raising Sessions (TARS) in late March 2014.

The TARS are meant to help an organisation's staff and/or volunteers consider the ways in which tobacco might be affecting their service users. It is not formal training, but more of a chance to discuss various aspects of tobacco use.

ASH Scotland have developed a quick online survey to gauge interest in these sessions, this can be viewed at: [https://www.surveymonkey.com/s/TARS\\_Orkney\\_vol\\_orgs\\_March\\_2014](https://www.surveymonkey.com/s/TARS_Orkney_vol_orgs_March_2014)

They will be offered in both Kirkwall and Stromness. The survey should take no more than five minutes to complete and will remain open for responses from Monday 13th January until Friday 31st January 2014.

If you have any questions about the survey or the proposed TARS, please email Linda Bates at [lbates@ashscotland.org.uk](mailto:lbates@ashscotland.org.uk) phone on 0131 220 9481.

## **FREE – Second hand folders**

NHS Orkney has donated some second hand ring binders and suspension files. If your group could use these please feel free to call into Anchor Buildings to collect.