

MVA ANNUAL REPORT: 2011 - 2012





A Word from MVA Chairperson, Richard Fairbairn



I am pleased to present to you the Annual Report and Accounts

of MVA for the financial year 2011 to 2012.

As with the rest of the community, it continues to be a tough financial outlook for the voluntary sector in Midlothian, and we are acutely aware of the challenges that brings. I have however been impressed at how the voluntary sector has been inventive and adapted to the changing landscape and continue to do its best to deliver support and services to the people who require their services.

This year work continued on 'Third Sector Midlothian' which is a partnership arrangement between Midlothian Voluntary Action, Volunteer Centre Midlothian and Social Enterprise Alliance Midlothian.

Third Sector Midlothian brings together three organisations that are committed to developing a strong Third Sector, encouraging more people to volunteer, promoting the development of social enterprises and strengthening the relationship between the Third Sector and the community planning process.

"It continues to be a tough financial outlook for the voluntary sector in Midlothian."

I would like thank the staff for their work throughout the year, and highlight the numerous compliments I hear from a number of people about their commitment, dedication and professionalism.

MVA, mainly through Woodburn Day Care Club, have a number of volunteers who help **with the running of the club.** I'd like to thank all of our volunteers for their time and effort. It is really appreciated.

Finally I would like to thank our funders – European Social Fund, NHS Lothian, Midlothian Council, The Scottish Government and the Big Lottery Fund. Without their generosity, the work of MVA would not be able to continue.

Richard Fairbairn
Chair
MVA





Funding and Training

Funding

What did we do?

- **12 Funding Signposts were distributed to 185 people.** The Funding Signpost is a monthly e-briefing that provides news on funding developments, and details funders with upcoming deadlines.
- **Funding seminars were held in Gorebridge (April) and Mayfield (May)** in partnership with the local community development trusts. These were attended by 45 individuals representing 34 organisations. Lloyds TSB Foundation for Scotland spoke at the April seminar, and the Voluntary Action Fund in May.
- **13 social enterprises attended a seminar on the Growth Fund.**
- **A multi-agency group was pulled together to make an application to the Big Lottery Fund Improving Futures programme, which met several times and resulted in a successful application.**
- **We ran training sessions on funding for: the joint committee meeting of Gala Day committees in Midlothian which took place on 27 October; at a meeting hosted by Rosewell Development Trust for local groups including RDT, Rosewell Big Lunch Committee, Mums and Tots, and Rosewell and District Community Council; and at the Volunteer Centre Midlothian Conference.**
- **We produced the following funding guides:**
 - 'Small Grants Handout for Midlothian'
 - 'A Brief Guide to Arts Funding' (in discussion with MC Arts & Creativity Team)
 - 'A Guide to Funding for Gala Days' and 'A Guide to Embedding Diversity in Gala Days' (written jointly with Midlothian Council's Equalities Engagement Officer);
 - 'A Guide to Awards for Excellence and Innovation for Midlothian Organisations'
- **We provided 1-2-1 support on funding to 35**

community and voluntary organisations.

What difference did our funding support make to local organisations?

We aimed to give individuals the skills and knowledge they required to successfully access funding to develop the services provided by their organisation. The feedback from the seminars we ran confirms that this has happened, with 97% rating the usefulness of the seminars as 4 or 5 out of 5. Comments included: ***"Made us realise where we should be applying."*** ***"Very useful source of information."*** ***"Amazing support available to small organisations."***

"Support is first class. It makes a huge contribution to the sustainability and development of the voluntary sector in Midlothian. Thank you"

A survey of respondents who had made successful applications were asked about the impact that gaining the funding had made:



We will maintain our existing services 50.0%
 We will develop new services 50.0%
 We will create/maintain jobs 41.7%
 We will support vulnerable adults 58.3%
 We will support vulnerable children and young people 33.3%



Funding and Training (cont'd)

We will strengthen our local community
91.7%

We will improve our environment
25.0%

We will strengthen our organisation
66.7%.

Training

The availability of training, advice and assistance is essential in helping organisations to form, develop and become as sustainable as possible. In 2011-12, MVA ran 14 training events, attended by 162 different individuals from 90 organisations/groups (84 voluntary organisations), including 22 Board/Committee members.



Our training programme for staff in social enterprises aims to give them the skills and knowledge

they need to cope with a changing environment, and operates as part of the Skills for Midlothian Business programme funded by the European Social Fund. Often we deliver our training with support from outside agencies. Ian Wragg, Information Security Officer at Midlothian Council, delivered a session for us entitled **'How Secure is your Data?'**

Greenspace ran a session for us on **'Social Return on Investment (SROI)'**, and an **'Introductory Marketing Course'** was provided by Community Enterprise Ltd. John Anzani from *new leaf* helped staff to **'Deal with Difficult Conversations'** and the Red Cross provided a session on **'Emergency First Aid'**.

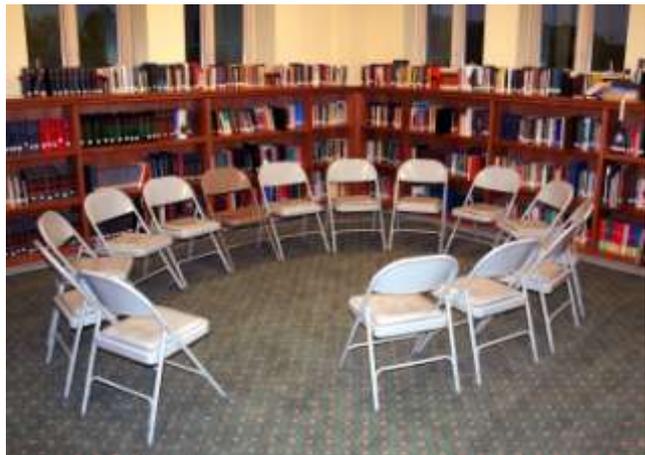
In-house we delivered **'Business Continuity'**, **'Writing a Risk Register'**, and **'Introducing**

Midlothian', an induction course for staff new to the Midlothian Third Sector.

Our Social Media Officer, Kash Bhattacharya, provided a range of social media training including

'An Introduction to Social Media', **'Facebook & Privacy for Vulnerable Adults'** and four sessions of **Facebook training**. We're grateful to LEADER for the funding for this.

" I always get good, professional advice."



In addition to our own training, we are always happy to advertise other sources of free or low cost training. Our Training News was distributed to 357 e-mail recipients, detailing training opportunities and providing interviews with training providers on key issues of interest. Finally, the online Events & Training Calendar www.mvacvs.org.uk/calendar was regularly updated with information on relevant events and training in Midlothian and elsewhere.



Children in Need Fund

In October/November 2011 letters were once again sent to the various referral bodies with regard to applications for CIN grants.

To try and alleviate the extra expense for families at the end of the year, the closing date for applications was set for the end of November. This enabled us to get the money to families as early in December as possible. We received 217 different referrals for 413 children.

Many of the organisations expressed their appreciation for these grants, as well as the children — sending us cards made by themselves. A few of the comments made by the referrers were:

“Many thanks”

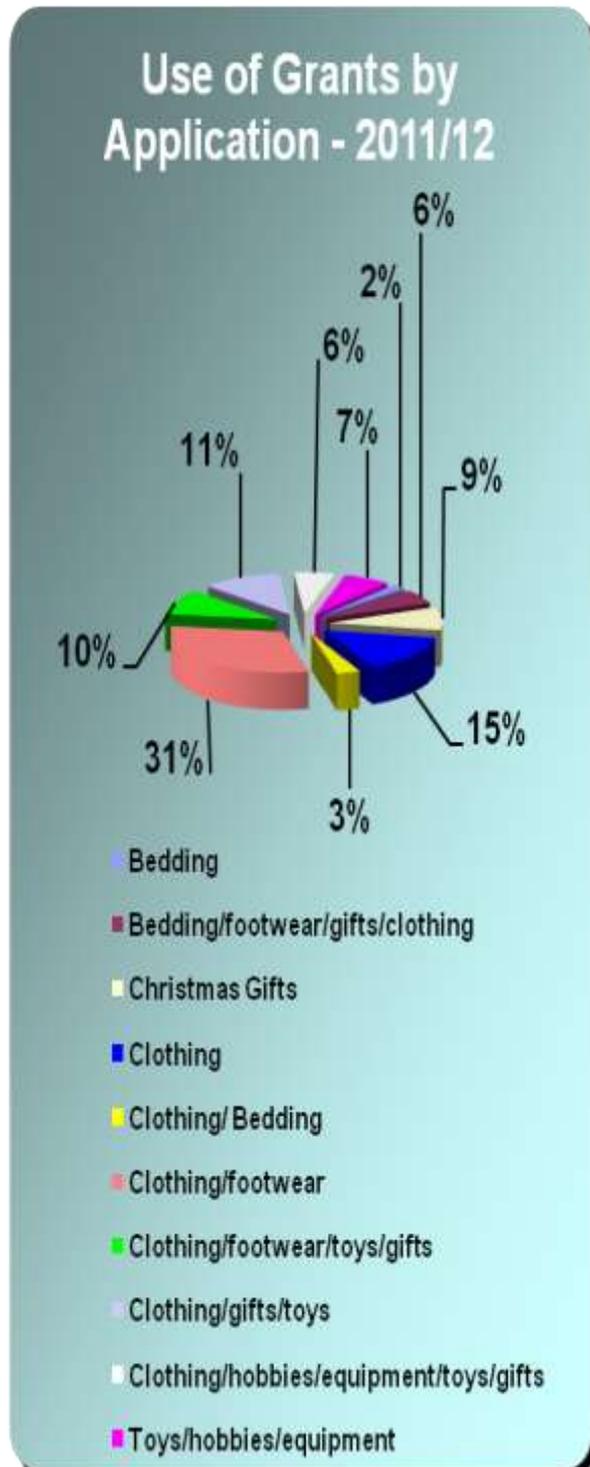
“Once again thank you so much from the families who received money from the Children in Need fund this Christmas”

“On behalf of Grandparents – all requested we pass on their thanks for these monies”

“All of the families were very grateful for the monies received”

“The families referred by us were very pleased to have received this money towards clothing and footwear”

A breakdown demonstrating the different uses of the monies awarded is shown in the following pie-chart:





Social Enterprise

Social Enterprise

During 2011-12 the Social Enterprise Alliance Midlothian (SEAM) provided a range of 1-2-1 advice to social enterprises, helped to establish Rosewell Development Trust, and supported Gorebridge Community Garden with in-depth work.

In addition, MVA provided a training programme for social enterprise staff, focusing on providing them with the skills they need to run their organisation effectively. There was also support on funding and business planning issues; for example, two individuals



were referred to us from Business Gateway for a

discussion about whether their organisations would benefit from being established as social enterprises. We worked in partnership with a number of other organisations (see below) and attempted to disseminate our learning, for example, by running a training session for the Federation of City Farms on gardening and social enterprise. We re-drafted the SEAM Action Plan this year, which involved consulting with local social enterprises regarding the activities and issues they thought we should focus on.

SEAM holds regular meetings, and last year hosted a *Dragon's Den* to engage with a wider audience, and to try to engage with more social entrepreneurs. This was a fantastic event and we are working with the winning organisation to help hone their idea, and get their social enterprise up and running. There was also a youth group who applied to set up a youth clothing store social enterprise and we are also

"This was a fantastic event and we are working with the winning organisation to help hone their idea."

working with them to get set up. SEAM also represents Midlothian social enterprise organisations at a variety

of networking sessions where possible including the Cross Party Group on Social Enterprise.

Rosewell Development Trust (RDT) – we were able to access additional Fairer Scotland Fund funding to work in Rosewell to help the local people set up a Community Development Trust. In 2 years the RDT has been supported to achieve Company and Charitable status; and to increase membership to 271 (23% of households within Rosewell). In the past year, the RDT has been supported to: produce 3 project plans; produce indicative design plans for a community facility; involve approximately 2000 people in 4 events; develop partnerships (including with the Crown Estate); and facilitate the setting up of a Rosewell Community Gardens group; and apply for funding. The RDT is currently being supported towards purchasing land upon which to build a Community Hub.





Social Media

Woodburn Day Care Club

Social Media and Technology



Since April 2011, Kash Bhattacharya has been working with MVA to develop the use of social media in the Third Sector.

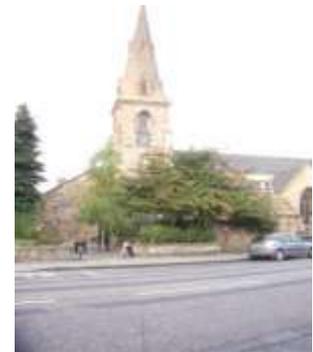
The MVA Facebook page, blog and Twitter page are continuing to be developed to provide a positive role model for the sector on social media. An event on Vulnerable Clients and Facebook was held in January, and was attended by 35 people, from 12 social enterprises, Midlothian Council, and the NHS.

In addition to training, Kash worked to support organisations on a 1-2-1 basis to develop social media strategies, and produced several publications including: Social Media Policy Template; The 10 Facebook Privacy Settings You Need to Know; Why the Interest in Facebook?, and Facebook and Vulnerable People.

In a separate project, MVA were contracted by EVOC to publicise the Digital Switchover of the Craigmally transmitter (which took place in June) to organisations working with target groups, e.g. older people, people with disabilities. 190 people were assisted at the 2 Advice Points held in Dalkeith in June – including intensive support with house visits. Sophie Unwin, EVOC, provided very welcome support and assistance to MVA.

Re-Location, Re-Location, Re-Location

With all the emotions of an organisation who's philosophy is all about 'community', we were finally faced with the closure of our community centre, uncertainty about our future and *were we even going to survive...and then...eureka!!!*



Here we are one year on at the St. Nicholas Buccleuch Church Hall AND cottage.

With mixed emotion, we relocated but very quickly realised how fortunate we were. We had a hall appropriate to our needs for running our club and we had a cottage with a dedicated office and meeting room for the duration of our working hours.



Even although we were in a location still relevant to our catchment area, we still felt a

sense of loss when we moved out of the centre of Woodburn.

All this was achieved through friendly negotiation with key church members and the Minister, Midlothian Council and ourselves. A rental cost was agreed and we are thankful to Midlothian Council for providing this.



Woodburn Day Care Club (cont'd)

For our part it was important that our members and volunteers felt comfortable, safe



and involved. The staff were very mindful that change and unfamiliarity can cause angst and disquiet so it was important that we kept them informed during the whole process. They expressed their fears, their anxieties, their sadness and their excitement. During the week of the move all of our volunteers helped out and felt part of this momentous moment.

Initially the biggest hurdle for our members was the long walk from the road to the hall (about 70 feet), but that has now been resolved. The lane in front of the cottage was widened to enable the mini bus to drive right up, leaving a very short walk for our mem-

"I can genuinely say that everyone at the club feels a real sense of belonging."

bers. This was funded by MVA and Midlothian Council as they recognised it was important for us as a responsible provider to take sensible measures to reduce the risks to our

members.

I can genuinely say that everyone at the club feels a real sense of belonging. We have a great relationship with the church elders who have allowed us to put our own stamp on things. We have volunteers, along with church members, who planted and maintain the raised bed and plant pots around the cottage which the public also enjoy. We have pictures of our members and volunteers displayed in the hall. There is just a great feel to the place. The club is thriving.



We have stability, which is vital for future planning and growth. We received funding from the Innovation Fund to pilot a Carer Support Officer post. Even though we had a shaky start we have now hit the ground running (more on this for next years report). We have submitted a bid to the Big Lottery Fund for five year funding. This would give us an extra Project Worker and enable us to increase our membership.

We would like to thank our funders Lloyds TSB, The Robertson's Trust and especially Midlothian Council for their support. Additionally I would like to thank Lesley Kelly from MVA.



Advice & Support, Information and Quality

Advice & Support

Support was given to 18 groups who were setting up and/or getting constituted for the first time.

Support was also given to 10 existing groups who were looking at changing their structure and/or amending existing governing docu-



ments. We assisted 7 organisations to improve their governance through having governing documents that are fit for purpose. Intensive support was given to one small charity to assist them submit ac-

ceptable Annual Returns to OSCR.

Information

Eight issues of the “Midlothian Info” e-briefing were published.

At least 980 information e-mails were sent out to over 400 e-mail

addresses through the targeted e-mail lists. Information was also posted on the MVA website and using Social Media

(Facebook, Twitter, and Blog). We also offered the Community Toolkit as a pilot for part of this period. In addition, a wide variety of enquiries were dealt with.



A model Constitution was drafted for use by small charities. The following guidance was written: “To become a Charity or Not? A Quick Guide to Help you Choose”; and the following guidance was updated: “Quick Guide to Structures”.

Work started on mapping voluntary organisations and community groups in Midlothian in preparation for the Scotland-wide Milo database being coordinated by Voluntary Action Scotland (VAS) and the Scottish Council for Voluntary Organisations (SCVO). **MVA’s trainee from Midlothian Training Services, Chris Turnbull, provided very useful assistance.**



Quality

MVA achieved EFQM (European Foundation for Quality Management) Committed to Excellence status on 31 August 2011.

The process of working towards this status helped us to strengthen our organisation and to assist us in working to improve our service.



Community Planning, Voluntary Sector Forum and
Community Care Forum

Community Planning

In addition to involvement in a number of core CPP groups, MVA continued to be involved in a number of other partnerships. These included East & Mid Adult Protection Committee; MELDAP (Mid and East Lothian Drug and Alcohol Partnership); Engagement & Community Planning sub-group meetings (Adult & Child Protection); Community Health Partnership; Midlothian Financial Inclusion Network;

Tyne-Esk

LEADER

Local Action

Group;

WREN

Advisory

Panel.

George

Wilson

was the

Vice-Chair of GIRFEC Midlothian.



Voluntary Sector Forum (VSF) and Voluntary Sector Children's sub- group (VSCsg)

MVA continued to organise the Voluntary Sector Forum and Voluntary Sector Children's sub-

group. In this period, we held 4 VSF meetings and 5 VSCsg meetings. In addition, we supported other voluntary organisations, through the Voluntary Sector Children's sub-group, to represent the sector on Child Protection Committee (and sub-groups); and Children's Services/GIRFEC groups and sub-groups.

Midlothian Community Care Forum

"When people not used to speaking out are heard by people not used to listening then real change is made" John O'Brien

A good year, a challenging year. As I write Welfare Reform looms and it feels worrying. Challenges ahead indeed.

Last year I wrote about Co-production... this year it's being embedded in the way that Midlothian Council works....Will it deliver its considerable promise?

Two highlights from the year to start, then an overview of my work. The most important, shared aspect of these two highlights is amazing people. Local people, Older People and Disabled People. That's how some may describe them. The people involved in these two examples, who I have worked with in a reciprocal, equal and valued relationship have great as-



sets. I would call them spirited, committed, creative, determined, thoughtful, and

energetic and they treat everyone as equals. In August The Gorebridge Community Cafe was launched. From a small idea during a conversation, and working with some remarkable local people, a great community asset now happens every week in Gorebridge Parish Church hall with around thirty regular custom-



Midlothian Community Care Forum (cont'd)

ers. Although this was launched as a community resource for Older People to meet, connect and chat, all ages now attend and the well being effect that is the bustle of the energy of people having a good time is available every Friday from 10-12.

In March the "Towards a Good Life, Towards and Equal Life" stakeholder event happened.

"As good as expected, lots of planning done, and it showed...., very educational and enjoyable, everyone had something to contribute!"

This event was planned and executed with Forward Mid as lead partners, driving, leading and planning. Seventy People came together to listen and work hard together with the "Rights of Independent Living" as a framework to highlight and prioritise what we could actively change for the better in relation to better lives for Disabled Citizens in Midlothian. Forward Mid then, with a range of professionals, worked tirelessly with great energy, commitment and creativity to develop this into a coherent Action Plan for Disabled Services 2012 – 2015. Again a wonderful example of co-production at its best. People, Energy, Partnership.

"Everything we do depends for its quality on the thinking we do first and our thinking depends on the quality of our attention for each other" Nancy Kline

Midlothian Community Care Forum Development Worker- Summary of Key areas of work 2011- 2012:

- Launch of the Directory for Disabled People 2012.
- Launch of Midlothian Older People's Strategy 2012 – 2015, with a statement of co-production at its heart.
- Developed, planned and delivered "Towards a Good Life, Towards and Equal Life" major stakeholder Event working closely with Forward Mid members, March 2012, seventy people, equal mix of disabled people and professionals.
- Published six editions of Forward Mid Disability Forum newsletter, covering a wide range of disability equality related topics and striving to provide useful information for people in Midlothian whose lives are affected by disability.
- Co- chaired thirty Forward Mid meetings.
- Worked closely with Local Area Coordinators to expand Forward Mid membership.
- Attended local Older Person's Fora, with a range of guest speakers, for regular information updates in new additions to local services for older people and good exchange of up to date information.
- Worked closely with Planning Manager Older People's Services to develop Framework and content for Older Person's





Midlothian Community Care Forum (cont'd)

Strategy.

- **Produced, printed and distributed "Preparing for Winter newsletters for Older People and Disabled People**, including via local fora, Libraries, GP practices and through relevant Midlothian Council and Health Professionals.

- **Acted as Link Officer for Midlothian Equalities Group Development Worker.**

- **Started making a film about Forward Mid** with a local young film maker.

- **Contributed to and participated in Development Day for Midlothian Day Services for Older people.**

- **Supported the continued weekly community based "Lets Connect" Community well being group.** This Forward Mid community sub group continues into next year with renewed funding.

- **Helped support Local Area Co-ordination in Gorebridge Community Cafe** and involvement of new volunteers.

- **Supported continued development of Forward Mid website,** Forward Mid website is the resource for Disabled people in Midlothian and beyond.

All the work in

maintenance and design was done by a member of the Disability Forum.

- **Supported participation in Newbattle Abbey College Equalities Forum,** led by Forward Mid representative.



- **Working in partnership with Midlothian Travel Team** to improve knowledge and information on buses and taxis in Midlothian for Disabled People.

- **Working with Local Area Co-ordinators** to extend work of Forward Mid and Community Care Forum to the disabled community who are unable to attend local events/ meetings. It is challenging to reach the wider population who aren't local activists or connected to groups. Local Area Co-ordinators work creatively with people who "fall through the net" and are a great asset in helping to reach this audience.

- **Began work on Midlothian Directory for Older People,** inspired by the success of Forward Mid's Directory for Disabled People.

- **Participated with an active presence,** along with Forward Mid activists in Midlothian Community Planning Equalities Forum working with two Forward Mid representatives.

- **Supported work of Gorebridge over 50's Forum** by attending and organising a range of relevant guests and speakers from Health and Social Care.

- **Continued one to one support** for a range of service users with roles in Joint Planning Groups and Service User Forums.

- **Worked in Partnership with;** Ageing Well, Enable Scotland, Community Planning Equalities Forum, Service Users Midlothian, EARS Advocacy, Bonnyrigg Seniors Forum, Gorebridge Over 50's Forum, Partners in Advocacy, People First, Midlothian Travel Team, Public Partnership Forum, VOCAL, Breathe Easy, RNIB Scotland, Newbattle Abbey College Equalities Panel, Joint Community Care Executive Group/ Adult Health and Social Care Group, Inclusion Scotland.



MVA: Who are we and what do we do?

Who are we?

Midlothian Voluntary Action (MVA) is the Midlothian Council for Voluntary Service (CVS) and is an independent voluntary organisation. MVA became a Charity in 1974 and became a Company Limited by Guarantee in 2001. We are now also part of the Midlothian Third Sector Interface (TSI) which also includes the Volunteer Centre Midlothian, and SEAM (Social Enterprise Alliance Midlothian) and work closely together with Midlothian Council.

Mission Statement

Midlothian Voluntary Action (MVA) exists to support and develop community and Third Sector organisations in Midlothian and facilitate the effective representation of the sector in powerful partnership working.

We provide information and advice as follows:

New organisations

- setting up a new group;
- setting up your management committee;
- how to write your constitution and apply for charitable status; etc;

Existing community groups and voluntary sector organisations

- running your management committees/boards;
- managing and running your group/organisation;

Funding

- we publish a regular briefing that is sent out by e-mail;
- we can also give you advice on funding sources and applying for funding;

Newsletters

- The Midlothian Community Care Forum (MCCF) Development Worker produces a MCCF newsletter, and also supports the production of newsletters by Forward Mid (disabled people), and Platform and Voice (older people);

E-briefings and e-mails

We send out the following regular e-briefings:

- Funding Digest;
- Midlothian Info;
- Training News;

We send out occasional single issue e-briefings, e.g. Charity Law.

We have a number of e-mail groups for sending targeted e-mails— further information on our website.

Websites

- the MVA website www.mvacvs.org.uk contains lots of information aimed at groups and organisations and links to our other sites.



MVA Current Membership List

Individuals

David Smith

Organisations

Ageing Well Midlothian
 Alzheimer Scotland
 Aspire
 Bill Russell Woodburn Youth Project
 Bonnyrigg After School Club
 Bonnyrigg & Lasswade Seniors Forum
 Bright Sparks Playgroup
 CAPS
 Carers of East Lothian
 Children 1st
 Cousland Village Hall Association
 Crossroads Caring Scotland Mid & East
 Lothian Service
 Dalkeith Business Renewal
 Dalkeith Crafters
 Dalkeith & District Citizens Advice Bureau
 Dalkeith & District Community Council
 Edinburgh MG Club
 Enable Scotland Midlothian LAC
 Esk Valley Trust
 Eskbank and Newbattle Community Council
 Girl Guiding Midlothian
 Gorebridge Community Council
Gorebridge and District Over 50's Forum
 HCL
 Home Link Family Support
 Howgate Village Hall Association
 K.I.C.C.
 Loanhead Elderly & Housebound Club

Loanhead Community Learning Association

Lothian Community Transport Services
 Mayfield & Easthouses Development Trust

Mayfield & Easthouses Youth 2000 Project

McSence Ltd

Midlothian Advice & Resource Centre

Midlothian Association of Play

Midlothian Play Base

Midlothian District Scout Council

Midlothian Sure Start

Midlothian Women's' Aid

National Mining Museum Scotland

Nordoff-Robbins Music Therapy in Scotland

Orchard Centre Services

Penicuik Citizen's Advice Bureau

Penicuik Community Development Trust Ltd

Places for People Scotland Care & Support

Scottish Childminding Association

Scottish Post Polio Network

St David's (Bradbury) Day Centre

St Mary's Scottish Episcopal Church

T.A.P.T.A.G.

The Redwoods Caring Foundation

THERA Scotland

VOCAL





MVA Key Objectives

- Supporting and stimulating the Voluntary Sector in Midlothian
- Providing Advice to members and other voluntary organisations
- Providing a Resource base to the Voluntary Sector including Accessible Meeting Rooms
- Participating in the Community Planning Process and the Community Health Partnership
- **Developing with partners Midlothian's Localism Agenda**
- Participating in the Social Justice agenda including Social Inclusion Partnership
- Working with Volunteer Centre Midlothian and others in the delivery of the Active Communities Initiative
- Participating in Community Care Joint Planning - including developing users and carers representation in the Strategic Planning Process
- Participating in Community Learning
- Participating in Social Economy Activities
- Facilitating effective networking
- Arranging relevant training for Voluntary Sector
- Ensuring MVA itself is developed to its full capacity and managed to a high standard



Midlothian Voluntary Action is registered in Scotland as a company limited by guarantee (no. SC219994), and as a charity (no. SC008286)

**Registered Office - 4/6 White Hart Street,
Dalkeith, Midlothian, EH22 1AE**

Tel: 0131 663 9471, or email – info@mvacvs.org.uk
Website – <http://www.mvacvs.org.uk>

Copies of this Annual Report can be produced in large print format or on a Compact Disc (CD) suitable for use with a Personal Computer (PC). Other formats may be available on request.

We gratefully acknowledge the help, support and funding received from the following organisations:

