

Sharing & Helping!



With the changing climate, the need to generate income, requests to be greener and fitter and the emphasis on joint working – is it time that we get together and see how we can work in partnership?

The Scottish Borders Social Enterprise Chamber aims to be the collective voice and focal point for the development of social enterprises in the Scottish Borders. The Chamber is going to issue over the next few weeks a survey form for voluntary, community and social enterprise within the region asking for information on structure, turnover and training requirements. It is hoped that this will give us a basis for forward movement and joint working by identifying projects that can work together.

PLEASE would you complete the form if you receive one, if you don't get one would you send an e-mail requesting one to borderssec@btconnect.com or telephone 01835 822099

By working together perhaps we could become a strong voice loud enough to be heard in Edinburgh; a strong arm ready for action throughout the Borders Region; a strong and caring society we are all willing to contribute to.

Charities are still let down by poor accounting!

In September the ThirdSector reported an emerging theme, there are 'a number of instances where poor basic accounting and reporting practices have caused long-term problems for a charity, as well as resulting in a breach of the law'.



The Chamber deals with many different types of social enterprises from companies to charities, and can offer you time to meet and discuss your financial procedures, budgeting, grant tracking or even give you some tips on reporting to management committees and Directors. Don't forget year end procedures!

Contact Sue at the Chamber office on Wednesday's or Friday's between 10am and 2.30pm on 01835 822099 or e-mail sbsecfinance@btinternet.com

Community Allowance

Third Sector organisations have been urged to get behind a national campaign to enable people to work for their communities without falling foul of benefit clawback rules.

The Create consortium is in talks with Stephen Timms, minister for employment and welfare reform, to get the 'community allowance' piloted in every English region as well as in Scotland, Wales and Northern Ireland.

Under the scheme, people in disadvantaged area would be able to earn up to £4,305 during the course of a year – the equivalent of up to 15 hours a week on the minimum wage – without it affecting welfare benefits or other benefits such as free prescriptions. To be eligible, work would have to support the wider community, for example youth work, pre and after school clubs or a crossing patrol. Pilots would last for 18 months and backers believe each pilot could create up to 80 jobs.

Campaigners would like to hear from people interested in running a pilot. Details can be found at www.communityallowance.org to e-mail n.alexander@dta.org.uk

Scottish Borders LEADER

LEADER is a European Union and Scottish Government funded programme to assist rural communities to improve quality of life and economic prosperity in their local area. It funds local partnerships (known as Local Action Groups) in rural areas to support **innovative** and **sustainable** local rural development projects.

LEADER funded projects are likely to be small scale and of a pilot nature, addressing local rural development issues in economically, environmentally and socially sustainable ways.

The Local Action Group is keen that the LEADER Programme is as accessible as possible to organisations, businesses, community groups and the wider public.

Applications for financial assistance will be accepted from:

- Constituted community groups
- Public organisations and agencies

- Partnerships, trusts and other non-governmental organisations
- Social Enterprises
- Collaborative business/community organisations (constituted groups)

Although individual businesses and individuals can not apply directly to the Programme they should discuss other routes to support with the LEADER Co-ordinator. The majority of support to the private sector will be through schemes operated by intermediaries such as Scottish Enterprise and Scottish Borders Council.

Please note that projects in Hawick and Galashiels are not eligible for LEADER funding unless the project will result in significant benefits for the surrounding rural area.

Grants are available up to a maximum of **50% of the total 'eligible' project costs**, up to an indicative maximum grant of £80,000. The remainder of the project's funding must be 'match funded' using non-EU public funding , and/or private money.

In order for a project to be eligible for LEADER funding it must:

- Contribute to the LEADER programme's main themes and priority areas
 - Progressive Rural Economy
 - Revitalising Rural Communities
- Be innovative and sustainable, and involve the local community
 - Diverse and Sustainable Rural Business
 - Inclusive Rural Economy
 - Distinctive Local Products
 - Enhance Natural, Built and Cultural Environment
 - Cohesive and Sustainable Rural Communities
 - Innovative and Integrated Community Service
- Assist the LEADER target groups
 - Young People
 - Women
 - Micro enterprises
 - Under-employed
 - People in more remote rural areas or with accessibility difficulties

Enquiries about the Scottish Borders LEADER Programme should be made to:

LEADER Co-ordinator, Planning & Economic Development

Scottish Borders Council, Council Headquarters

Newtown St Boswells, MELROSE TD6 0SA

Tel: 01835 826661

e-mail: scotbordersleader@scotborders.gov.uk

STOP PRESS!

Contact the Social Enterprise Chamber for information on colour and black & white photocopying as well as reproduction of important reports etc.

The Chamber office is open from
10-2pm Tuesday to Friday!
Tel: 01835 822099

Recruiting Directors

A director is an officer of the company. The most effective board of directors typically consists of a group of professionals who bring a breadth of skills, experience, contacts and diversity to your business. Choosing the right mix of personalities and skills for your board can improve your business' chances of success. As your company grows and changes, you may find you need to adjust the board's composition to meet changing needs and circumstances.

Directors are responsible for ensuring the success of the business and compliance with relevant regulations such as health and safety, employment law, tax and corporate governance.

Choosing the right directors is essential. For example, if you run a technology business but don't have a marketing background, it makes good business sense to choose a director with marketing skills. Creating a chart to determine what skills your business needs to move ahead can be helpful.



List those skills that your directors already have and those you need to bring on board.

Ideally, directors will:

- bring new and specialist skills and expertise or a deep understanding of the business' product or market
- be able to lead and motivate staff
- be suitable for representing the business at industry events, customer meetings and shareholder briefings
- have a network of contacts within the industry and introduce potential partners and customers to the business

Picking the right person can vastly improve decision making on the board, and increase its chances of acting in the best interests of its long-term security and success.

It is important to consider the balance of skills, experience and personalities when putting together a board. It is also worthwhile considering whether potential directors will fit in with the existing business culture.

For more information or assistance contact:

Business Gateway Helpline

0845 609 6611

Companies House Contact Centre

0870 3333 636

Institute of Directors Enquiries Helpline

020 7766 8866

Or

Scottish Business in the Community – Senior Executive Programme 01835 822823

Tip of the Month -

How to deal with stress!

Tackling work-related stress is essential to ensure the well-being of both you and your employees and to safeguard your business' performance. Stress can be particularly

damaging for owner-managers and the self-employed. Though a degree of pressure can help you to perform effectively, excessive demands can reduce your productivity and make it more difficult to take important decisions.

Stress can also undermine employees' effectiveness, cause a rise in sickness absences and increase staff turnover. You have a legal responsibility to ensure your employees don't become ill, either physically or mentally, because of work-related stress.

The costs of neglecting stress in your business can be high. Stress is sometimes overlooked as a health and safety problem by small businesses. However, the unexpected absence of just one member of staff can affect productivity, and efforts to secure cover can be costly and time-consuming. Stress often has a cumulative effect. If one member of staff becomes ill through stress, it places added pressure on those covering for them.

Your legal duty on stress

Employers have a legal duty to ensure employees aren't made ill by their work. This includes taking steps to prevent physical and mental illness brought about by stress. These steps need not cost a lot of money and the benefits can be significant.

You must assess the risks of stress caused, or made worse, by work as part of your overall health and safety risk assessment. One of the best ways of assessing stress levels in your business is to carry out a stress audit. Failure to take action could leave you open to a compensation claim from workers who fall ill due to work-related stress.

A stress audit involves talking informally to staff - either individually or in groups - to find out where there may be problems. Let employees know why you are carrying out the exercise and what you're trying to achieve. If there are safety representatives, involve them in your plans and decision-making. Always respect the confidentiality of staff.

A useful exercise is to ask staff to list the three best and worst things about their job and whether these put them under excessive pressure.

You can also use questionnaires to gather the same information. Though there's a range of commercially available questionnaires, you may be better off developing your own checklist to fit the particular needs and working conditions of your business.

There are a number of key areas you should consider:

- work scheduling and the type of work
- working relationships with colleagues
- the level of communication and reporting
- the physical working environment
- employees' expectations of their work
- Don't forget to monitor your own stress levels



Common causes of stress at work

It's important to recognise the common causes of stress at work so that you can take steps to reduce stress levels where possible.

Some typical stress inducers:

- Excessively high workloads, with unrealistic deadlines making people feel rushed and overwhelmed.
- Insufficient workloads, making people feel that their skills are being underused.
- A lack of control over work activities.
- A lack of interpersonal support or poor working relationships leading to a sense of isolation.
- People being asked to do a job for which they have insufficient experience or training.

- Problems settling into a new promotion, both in terms of meeting the new role's requirements and adapting to possible changes in relationships with colleagues.
- Bullying or harassment.
- A blame culture within your business where people are afraid to get things wrong.
- Weak or ineffective management which leaves employees feeling they don't have a sense of direction.
- Multiple reporting lines for employees, with each manager asking for their work to be prioritised.
- Failure to keep employees informed about significant changes to the business, causing them uncertainty about their future.
- A poor physical working environment - perhaps caused by excessive heat, cold or noise.

Identify signs of stress in employees:

These signs include:

- tiredness and irritability
- reduced quality of work
- indecisiveness and poor judgement
- loss of sense of humour
- physical illness such as headaches, nausea, aches and pains
- employees seeming jumpy or ill-at-ease, or admitting to sleeping badly
- increased sick leave
- poor timekeeping
- staff changing the pattern of their working days - perhaps by staying late or taking work home with them



For help and advice contact:

Healthy Working Lives National Advice-line Tel: 0800 019 2211

Related guides on Business Gateway:

bgateway.com

Read about stress at work on the ACAS website:

<http://www.acas.org.uk>

Find out about managing work-related stress on the Healthy Working Lives website:

<http://www.healthyworkinglives.com>

Supplier Development Programme

The Scottish Government has just subscribed to an exciting new service, which is now available free of charge to all trading third sector organisations and social enterprises across Scotland. The Supplier Development Programme (SDP) aims to assist businesses to improve their performance in winning contracts with Scottish Public Sector Organisations.

By signing up, you will get access to/be included within:

- An interactive, searchable database of suppliers, in use by many public sector commissioners
- Events and workshops on procurement issues
- Business support
- Quarterly bulletins with news and information

The programme offers participants not just the prospect of gaining a better understanding of procurement processes but also highlights the potential value of their organisation's Intellectual Assets and gives them access to an extensive (mainly) private sector network. "It should be a really good opportunity!"

To take advantage of this service, all you have to do is register at the SDP website:

www.sdpscotland.co.uk

Events & Conferences Info:

ASIST –

is offering free of charge to anyone living or working in the Scottish Borders a 2-day intensive, interactive and practice-domination course aimed at enabling people to spot the risk of suicide and provide immediate help to person at risk. It is suitable for anyone, from professionals and volunteers to members of the community.

Dates are:

8th & 9th December 2008 or

2nd & 3rd February 2009 or

16th & 17th March 2009

For further information or to book a place contact Haylis Mackay on 01835 825080 or hmackay@scotborders.gov.uk

Scottish Mental Health First Aid –

is offering free of charge to those living in the Scottish Borders to teach you how to recognise the symptoms of mental health, how to provide initial help guiding a person towards appropriate professional help and support them in and during recovery. Each participant will receive a manual with valuable resources as well as a certificate of attendance on completion of the course.

Dates are:

27th & 28th November 2008 or

5th & 6th February 2009

For further information or to book a place contact Haylis Mackay on 01835 825080 or hmackay@scotborders.gov.uk

Scottish Government National Public Procurement Conference 2008 & Procurex Scotland's Procurement Exhibition -

the event takes place on 29th October at the SECC, Glasgow and the keynote speaker will be the Scottish Government Cabinet Secretary for Finance and Sustainable Growth John Swinney MSP, who will give delegates a comprehensive insight into the Scottish governments reform programme and the progress made so far.

The Procurex event, which is free, on both the 29th & 30th October at the SECC Glasgow will bring together a range of organisations from start-up to large companies. The event will also provide both attending delegates and exhibitors with an unrivalled opportunity to develop new partnerships and opportunities to maximise overall business growth.

For further information or to register your interest, visit: www.scottishppc.co.uk or www.procurexscotland.co.uk

Scottish Borders Social Enterprise Chamber



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Please send any items for the next newsletter to:

Tel: 01835 822099
or Email: borderssec@btconnect.com
www.sbsec.org.uk

Your Chamber Your Choice

Funding Info –

Create Your Own Fundraising Page

at www.help.co.uk you can create your own fundraising web page, complete with secure credit card donation processing facilities. The organisation already helps over 190,000 UK charities through their easy-to-use service, allowing you to upload pictures / videos of your charity/event, keep a blog, email your web page to friends and pay all money raised directly into your charity's bank account.

There are no set-up or running costs, they just take a very small administration fee from each donation to cover their overheads - but as they also claim Gift Aid on your behalf, this is negligible (e.g. for a donation of £10, once Gift Aid has been added and their administration fee deducted, you end up with £11.92). To find out more, go to www.help.co.uk/start_fundraising.php

The Links Foundation

funds projects across England, Scotland and Wales. They fund new or existing projects and can help meet costs such as salary, rent and stationery as well as capital costs. They do not, however, fund individuals or core costs. Their aim is to benefit communities by providing, or assisting in the provision of, facilities or services necessary to improve their conditions of life. They will therefore support projects which meet the following criteria:

- Advancing people's education
- Reducing significant disadvantage
- Assisting those in conditions of poverty, need or distress
- Providing for recreational or other leisure time occupation

However, this is not an exclusive list and the trustees will consider other criteria when there are special circumstances. The Board meets every four months and the closing date for applications is four weeks before the meeting. To find out when the next meeting is, check out the News section of their website - www.linksfoundation.org

The Hedley Foundation

supports young people, the disabled and the terminally ill. The main objective of the Trustees' grant making is to assist and encourage development and change. Most grants will be of a capital or one-off nature, but the Trustees sometimes agree to help fund the introduction of new and innovative projects with a series of up to three annual grants.

Few grants exceed £5,000 and last year they made 296 grants averaging £3,000. The Trustees meet six times a year. The closing date for a meeting is three weeks beforehand. Application forms are available to download from their website - www.hedleyfoundation.org.uk

Scottish Government promotes third sector investment

the Scottish Investment Fund (SIF) has just launched its new website, which can be viewed at www.scottishinvestmentfund.co.uk. On it you'll find helpful information on the fund and who they are prepared to invest in. The SIF is a £30 million fund provided by the Scottish Government, which aims to build capacity, capability and financial sustainability in the third sector. It will assist established social economy organisations located and trading in Scotland, that have been trading successfully, partly through income generation, for at least three years. It will provide a blend of funding options with loan finance a key element of all investments. See their website for more information.

Ibrahim Foundation

the Mohammad Ibrahim Foundation is a private independent grant making foundation. They make grants to organisations which aim to improve the quality of life for people and communities in the UK, both now and in the future.

They do not have specific areas of focus, preferring to trust that those operating on the front lines of the community best understand how grants will be most effective. However they are particularly interested in community building, fostering awareness of the Scottish environment, strengthening non-profits, and supporting families.

Grants are awarded twice a year and range from £500-£10,000, although extraordinary projects may receive up to £50,000. For more information please visit www.ibrahimfoundation.com

Fundraising toolkit helps community dance

the Foundation for Community Dance and Youth Dance England have teamed up to create a useful guide to fundraising. Written by Susanne Burns, an experienced arts fundraiser, the handbook has been created with community and youth dance projects in mind. Packed with signposts to vital information about sources of funding, practical exercises and useful examples to help you access resources, the toolkit leads you through the process upon which successful fundraising is built.

To order a copy of the book (£10.00 + £1.50 UK p&p), call the Foundation for Community Dance on 0116 253 3453 or e-mail emma@communitydance.org.uk.

Voluntary Action Fund - Community Chest

the Voluntary Action Fund (VAF) has announced the launch of the Community Chest, a new grant aimed at small community groups across Scotland. The Community Chest will provide grants of up to £1,000 to help small community groups with revenue income under £25,000. The money can be used for an event, to help buy an essential piece of equipment or for the running costs of your group.

The aim of the Community Chest is to help build the capacity of groups in Scotland to deliver their activities. Groups receiving a grant will also have the opportunity to attend a number of free workshops covering topics such as charity law, making successful funding applications and managing money.

Applications to the Community Chest are welcome throughout the year and they will try to assess your application as promptly as possible (within 4-6 weeks). For more information and to download the application form and guidance notes visit www.voluntaryactionfund.org.uk or Tel: 01383 620780.

Winston Churchill Memorial Trust Fellowships

deadline: 14 October 2008

the Winston Churchill Memorial Trust offers people throughout the UK the opportunity to increase their knowledge and experience through overseas travel, in order to benefit others within their community. If awarded a Fellowship, you will receive a grant that will cover all your relevant travel expenses.

There are a number of eligible categories for 2009, including 'The Arts in Secondary Schools and City Academies' (those involved in teaching, developing and participating in Fine Arts, Drama, Dance and Music) and 'Writers: Journalists, Authors, Biographers and Historians'. To read the full list of categories and the eligibility criteria visit www.wcmt.org.uk