



Hazel Robinson, Surrey Infrastructure Consortium's new Assembly Support Manager

representatives to represent the VCFS on these panels. This will include feeding back information from these meetings to the sector, and feeding in the views of the sector to the representatives. This is a really exciting chance for the sector to have a mandated platform to ensure that the wealth of experience and the hard work done by the sector in Surrey is given the respect it deserves at a strategic level.

We need you to:

- **Look out for the call for candidates.** Could you or someone else on your organisation represent the sector? The Assembly will supply support and training.
- **Vote!** When the voting paper arrives, make sure that your organisation has a say in who represents your views to the Surrey Strategic Partnership.

If you have any questions, comments or wish to attend Representation Training to help you decide if you would like to stand in the elections please contact:

Hazel Robinson
Assembly Support Manager
Surrey Infrastructure Consortium
Tel (mobile): 07500 470283
Email: hazelr@surreyca.org.uk

The full report can be found at:
<http://oneplace.direct.gov.uk/pages/default.aspx>

Could you help Surrey achieve its goals?

The Audit Commission has published its **Comprehensive Area Assessment (CAA)** results for public services in England. So what does that mean? What does this have to do with the **Voluntary, Community and Faith Sector (VCFS)** in Surrey? And how can **Surrey Infrastructure Consortium's Assembly** help?

The CAA assessment is based on the National Indicators that were agreed by the Surrey Strategic Partnership which has identified 10 priorities covering five key themes.

The key themes are:

- **Health & Wellbeing**
- **Safer Stronger Communities**
- **Housing, Infrastructure & Environment**
- **Children & Young People**
- **Economic Development**

This is where you and the Assembly come in. These five groups each has a panel which gets together to discuss and help shape priorities to help Surrey achieve these goals. The Voluntary, Community and Faith Sector have representatives who sit on these panels. Elections for these roles will take place early this year and will be independently moderated by RAISE. The Assembly will then support the elected

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From the Chief Executive Jean Roberts-Jones

Happy New Year everyone – it's going to be quite a year. Every year we say this and every year we face different challenges.

Those of you receiving funding from either Surrey County Council, NHS Surrey or boroughs/districts should know what to expect by now for 2010/11. If not, then ask your normal contact. However 2011/12 might be even harder; we will need to build good cases why we should still receive funding. Do you have reliable evidence of both need and the quality of service you offer? If you are concerned, please contact me:
Tel: 01483 459292 ext 200
Email: jeanr@surreyca.org.uk.

More services may be offered to the Voluntary, Community and Faith Sector by statutory agencies. Do you want to tender? Can you afford not to? Are you ready? Again, if not, please contact me – we can put on training and offer advice.

If funding becomes tight, have you thought of working closer with another organisation? Could some of your back office services be done in partnership with another group?

Sorry this is full of questions but the next few years are going to see groups struggle. **Help is available but only if we work together.**



2010 sees our **60th Birthday**. Looking back over the year, many of the issues we face now were around then – retraining due to unemployment, help to access services etc, but thankfully we have not lost a passionate commitment from those in the voluntary, community and faith sector to make a difference.

Copies of our brief history are on sale from anneb@surreyca.org.uk.

Ladder4learning highlights online & distance learning

Ladder4learning provides a regional workforce development resource for the community and voluntary sectors and social enterprises.

Anyone interested in learning a new skill can opt to take an online/distance learning course. Many prefer this method as it allows greater control and flexibility over the learning process. With new media technologies, students can learn at their own pace and build relationships with other students online. They can also discuss topics with their teachers and view lectures and discuss them in a forum.

At **Ladder4learning** they have information on a range of providers of online/distance learning courses.

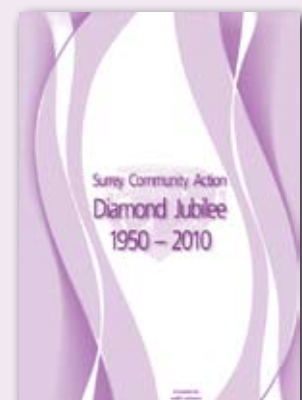
Ladder4learning provides a regional workforce development resource for the community and voluntary sectors and social enterprises across the south west of England and parts of the South East. The project is funded by the **Big Lottery Fund** and is delivered by **The Learning Curve**.

To obtain a briefing sheet, or to find out more, please contact:
Ladder4learning Project
Tel: 01225 792505
(10am–3pm, Mon–Fri)
Email: ladder4learning@learningcurve.org.uk
www.ladder4learning.org.uk/resources/learning



Celebrating 60 years of service!

In February 2010, Surrey Community Action will be 60 years old. To celebrate, we have produced a **Diamond Jubilee** publication looking at the history of the organisation over the last 60 years. Copies are available for purchase at £5.00 (inclusive of post and packing). To order your copy, please contact:
Anne Barry
Tel: 01483 459292 ext 216
Email: anneb@surreyca.org.uk



An innovative and exciting new initiative for Surrey – its own credit union

We all know that Surrey can be a great place to live with busy towns, picturesque villages and beautiful countryside. However 30,000 Surrey households have no savings, no insurance, and no access to affordable credit.

A locally based credit union could provide all of these and it could help an estimated 100,000 households under financial pressure as a result of the present economic downturn. So this would be a **local solution**, to a **local problem**, supported by **local community groups**. And it would also be an ethical investment opportunity for savers.

Over the last few years a dedicated number of individuals and organisations from the cooperative fund, Mole Valley Housing Association and the councils of Guildford, Waverley and Woking have been working together to research, develop and implement a credit union for Surrey. It will be called **SurreySave**.

SurreySave will be a cooperative financial institution, owned and controlled by its members:

- Competitive financial services and savings
- Deposits 100% backed by government schemes
- Regulated by the Financial Services Authority
- Run like a bank, but with all profits retained by the credit union and its members
- No director bonuses

So once established, **SurreySave** will be able to provide services to local people on an ethical basis – helping people to save money and reduce their debts.

Members of the SurreySave Steering Group have just taken another step forward as they have now published their **Investment Prospectus**. This is designed to show the advantages of investing in the credit union, for local authorities, housing associations, private companies and, of course, individuals. Investment in the credit union will enable low-cost, flexible loans to be made responsibly to those who need them.

Clr David Wright, Chair of the Steering Group, says: "Our credit union will offer a competitive, convenient and safe way to save and borrow as an ethical alternative to traditional banking. As well as encouraging saving, it will keep money circulating within the local area, provide advice and support to members and it will have no private shareholders".

For more information:
Email: info@SurreySave.co.uk
www.surreysave.co.uk



Surrey Community Action awarded ACRE Level 3 accreditation

Surrey Community Action has successfully been accredited to Action with Communities in Rural England (ACRE) Quality Standard Level 3, following a successful review during November 2009.

The comprehensive review looked at all aspects of management of the organisation, including telephone conversations with users, funders and partners. Internally, staff and Board members were interviewed, and a desktop review of the documentary evidence was undertaken.

As part of the process, an ongoing continuous improvement plan was produced and agreed with ACRE. Six areas of good practice were highlighted, including the way that members of staff work with the Trustees and the embedded staff training process. Surrey Community Action is proud to have been awarded this top level accreditation in recognition of its progress since achieving level 2 in 2006.

Please play on the grass!

Fields in Trust (FIT), formerly the National Playing Fields Association (NPFA), has been protecting playing fields across the country for more than 80 years. It currently protects more than 1200 sites, in excess of 8500 acres! It is always looking for new and relevant ways to increase the amount of outdoor space for sport and recreation that is permanently protected in this country.

FIT is delighted to be launching a new campaign this autumn in association with the **UK National Inventory of War Memorials (UKNIWM)** to ensure the long-term protection of the hundreds of War Memorial fields that exist across the country. War Memorial fields were created in memory of the local men and women who sacrificed their lives in service of their country, particularly but not exclusively in the First and Second World Wars. Fields in Trust feels very strongly that these important sites are an integral part of the UK's heritage.

Unfortunately the status of these fields is not always guaranteed and they can often be left vulnerable to both residential and commercial development. FIT's new campaign aims to ensure that these fields are safeguarded – providing both a continuing memorial to those who died, and much needed recreational facilities for future generations.

However, the first problem is that no one knows exactly how many War Memorial fields there are or where they are. The UKNIWM has a list of 187 fields but it is not exhaustive. FIT aims to identify additional fields by surveying local authorities, county playing fields associations and by working in conjunction with the British Legion. It also plans to roll out regional media campaigns to encourage the public to help us identify these important sites. If you know of a war memorial playing field, please do tell FIT about it at <http://snipurl.com/rjhg5> or write to Fields in Trust, Ground Floor South, 100 Christian Street, London E1 1RS.

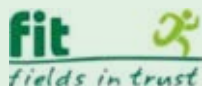
For further information, please contact:

Rocky Sharrock
Fields Manager

Tel: 02476 743396

Mobile: 07957 846 550

Email: rocky.sharrock@fieldsintrust.org



Hidden Asset 2009 Report now on the SurreyCA website



Regional Action and Involvement South East (RAISE)

commissioned York Consulting to undertake research into the Voluntary and Community Sector across the South East.

This involved updating the **Hidden Asset** survey and analysing the Charity Commission's database and other published sources of information. The total number of voluntary and community organisations in Surrey estimated by the Hidden Asset research is 5,796. Total paid employment in the sector is estimated at 42,400 together with around 91,990 volunteers. The report covering Surrey can be viewed on our website: www.surreyca.org.uk.

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CARE enjoys recruiting success at farmers' market

CARE for Guildford is a local good neighbour scheme helping residents living within the old borough of Guildford with neighbourly acts such as transport to doctors' clinics, visits to hospitals, shopping and other small odd jobs.

In November 2009, CARE had a pitch at the local farmers' market in Guildford High Street. Volunteers manning the stand spoke to many shoppers about the work that CARE does within the community, distributing advertising material and eco-friendly shopping bags.

Several potential new volunteers were recruited and the day thought to be quite successful, at least until the rain arrived. For more information on the work of CARE, please contact: Zita Delaney
Email: zitadelaney@yahoo.co.uk



People at Surrey CA



Catherine Hobson
Head of External Services

Congratulations to Catherine Hobson who has recently been promoted to the role of Head of External Services. Catherine will be responsible for strategic leadership and management of our team of Community Development Workers and deputising for the Chief Executive.

Catherine can be reached at Surrey CA on
Tel: 01483 459292 ext 217
Email: catherineh@surreyca.org.uk

Funding Advice

For free impartial funding advice for your group, contact:
Pauline at Surrey Community Action (Tuesdays and Wednesdays)

Tel: 01483 459292 ext 215
Email: paulines@surreyca.org.uk

New model constitution launched for charities under £5,000 income

A new simplified constitution for very small charities is being launched by the **Charity Commission** in partnership with umbrella bodies across the charity sector. The new constitution is designed to provide a concise, practical framework for charities with an income of under £5,000. It uses clear, direct language that is easy to understand. It is only 700 words long and covers all the requirements for a very small charity which does not own land or employ staff.

Charities with an income of less than £5,000 do not need to register with the Commission, but are still subject to charity law. If the income of the charity grows larger than £5,000, the charity will need to register with the Commission and will need a more comprehensive governing document. For more information, contact The Charity Commission contact centre:
Tel: 0845 300 0218
www.charitycommission.gov.uk/registration/smallcharity.asp

New website to aid Community Led Planning

A **Community Led Plan** lays out a shared vision for a community over the next five to ten years and contains a detailed action plan for achieving this vision.

Part of the action plan can be delivered by the community and the parish council but other parts can only be achieved in partnership with service providers and the borough or county councils.

South East Rural Community Council (SERCC) has created a website to assist both communities and service providers. Parishes and communities can download resources which include a toolkit to guide them through the different stages of a Community Led Plan. Communities can upload their proposed plans and detailed action points, updating them as they progress. Local authorities can then view proposed plans and actions and link them into their strategic plans.

Parishes and community activists can register online at:

www.clp-se.org.uk

Local Authorities can obtain a login by emailing Gershon Berkowitz with their full contact details, stating whether their work covers a specific borough, district or the whole county.

For more information, please contact:

Gershon Berkowitz

Tel: 01483 459292 ext 210

Email: gershonb@surreyca.org.uk



A new parish plan being developed for Bramley

Early in 2009, Bramley Parish Council initiated development of a parish plan to establish a vision of what the inhabitants of the parish want for their community over the next five to ten years, together with a detailed action plan for achieving that vision.

At an open meeting in February 2009, volunteers were sought for a steering group to manage the production of a parish plan following the Countryside Agency's nine-step process. An excellent band of ten volunteers came forward, with individual members taking charge of different aspects of developing, distributing, collecting and analysing questionnaires from everybody who lives or works in the parish, and publicising the activities to persuade as many people as possible to participate. With over 120 businesses based in the parish, it is a lively working community – not a dull commuter dormitory area.

By the end of November, over 1,200 completed questionnaires had been returned through a complex network of local distributors complemented

by an online questionnaire for those who preferred screen input to paper. The analysis of the questionnaires will be completed early in 2010 after which some good interactive debates are planned, leading to publishing The Bramley Parish Plan in early summer.

The design and printing of the questionnaire was contracted to a Bramley-based company, with additional artwork provided by local children in a competition to capture the concept of a local parish plan in paintings/drawings (above). Everybody has loved the artwork – let's hope they love the final Parish Plan just as much!

For more information, please contact: Stephen Darvill
Chair of the Parish Plan Steering Group
Email: stephen.darvill@btinternet.com

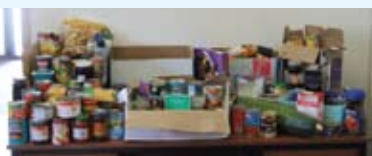
From our Community Development Teams

An Emergency Refugee Fund is launched in Surrey

Community Development Worker Lorraine Yates has recently helped to launch an **Emergency Refugee Fund** to assist those in desperate need of support. Lorraine has worked with 16 refugees since April and many of them are in dire circumstances with no further help available from public funds.

The work with refugees was mentioned at a recent Chairs Forum and as a result, Lorraine was delighted to receive a donation of tins and dried foods for families in need. Surrey Community Action is very grateful to **Jane Still** of the **Farnham Christian Community Trust** for generously donating this food which was distributed to families from Iraq, Somalia, Uganda, Zimbabwe and China. All donations were gratefully received and Lorraine would also like to thank the staff at **Guildford Action for Families (GAF)** who distributed the food.

Financial contributions to the Emergency Refugee Fund are welcome. To make a donation, or a referral, please contact:
Lorraine Yates
Tel: 01483 459292 ext 214
Email: lorrainey@surreyca.org.uk



Harvest Festival donation from Farnham Christian Community Trust



Forum for Surrey's minority ethnic communities is launched

An afternoon of diverse cultural celebration took place on Saturday, 24 October 2009 with the launch of the **Surrey Minority Ethnic Forum** at Woking's Lightbox. The event was attended by over sixty people from different ethnic community groups living in Surrey. **Shahid Azeem**, Chairman of Woking Asian Business Forum & Woking Football Club, made the inaugural speech with a rallying call for community groups to join Surrey Minority Ethnic Forum. The Forum development team delivered two presentations. The first, which was titled 'Unsung Heroes', proudly showcased minority community activity across Surrey, and the second gave an overview of what the Forum is about and how it will support Surrey's minority ethnic community groups. The event aptly marked the beginning of a Forum which aims to be the eyes, ears and voice of minority groups in Surrey.

For more information about Surrey Minority Ethnic Forum please contact:
Surrey Minority Ethnic Forum
Tel: 01483 459292 ext 208
Fax: 01483 440508
Email: smef@surreyca.org.uk

Diversity Week is celebrated in October

At Surrey Community Action, the Community Development BME team held a celebratory lunch in honour of **Diversity Week** on Thursday, 8 October. The lunch was well attended, with over 40 visitors from Indian, Chinese, African and European communities enjoying a variety of foods from different cultures and communities.



Held between 5–10 October 2009, **Diversity Week** aimed to celebrate and appreciate the diverse cultures in Surrey, and was organised by the **Surrey and Borders Partnership Foundation Trust (SABPFT)**. Diversity Week was also celebrated with a colourful display of information in the foyer of Astolat, showing the different ethnic groups that the team work with. **The Health and Well-being team of Surrey Libraries** kindly loaned 16 books to display on the subject of culture and diversity.

For more information on the work of the Community Development Team, contact:

Lorraine Yates
Community Development Worker,
African/Caribbean, Refugee and
Asylum Seeker Communities
Tel: 01483 459292 ext 214
Email: lorrainey@surreyca.org.uk

From our Village & Community Halls Advisor

Bookham Community Association develops a successful formula

One of our most proactive village communities highlight their secrets to success.

Bookham Community Association (BCA) was formed in 1947 to take over running the Old Barn Hall which had been given to the villages of Great and Little Bookham as a village hall in 1906. It was basically a medieval barn reroofed and walled to provide an attractive village hall with amenities. In the 1970s it was extended to accommodate 200 in the main hall with kitchen and stage, a second hall accommodating 100, and a third meeting room for 36 – all available for hire.

BCA publishes its 36-page *Bookhams Bulletin* which is distributed quarterly free to every house in the villages – currently 5600 copies. The bulletin is funded by advertising and distributed by over 130 volunteers. Many organisations feel a sense of ownership and pride in the halls, and they are encouraged to become affiliated to the BCA. A fee of £20 per annum gives them a reduced hiring fee, lists them in *The Bulletin* (www.bookhamsbulletin.co.uk), and allows them to submit articles about their activities for inclusion. This enables groups to boost membership and provides an update on what is going on in the villages. BCA currently has 108 affiliated organisations.

BCA aims to cover its running costs out of hiring fees; improvements

and large repairs come from fundraising and grants.

The main fundraiser is **Village Day**, held on the third Saturday of June each year. Some 40 affiliated organisations run stalls raising around £7,000 for the BCA each year. The fact that so many organisations work so hard for BCA when they often need money for themselves is terrific. It means it has an organising committee of six, but over 200 people working on the day! Other village activities include **Village Week**, **Craft Clubs**, **Open Gardens**, **Quiz Night** and a **Jazz Night**. Together, these activities add another £9000 or so.

Since becoming chairman of BCA's Trustees/Management Committee **Keith Slark** comments that "many of us reinvent the wheel when we try to discover our responsibilities for fire safety, food regulations, floor coverings, asbestos etc. Local halls could help each other with an informal forum to discuss problems and answers. This could include highlighting to local people the hiring options available in the area. In Bookham this idea has been well received. We hope to start in January and will let you know how it goes." For more information, please contact:

Keith Slark
Tel: 01372 457375
Email: keithslark@tiscali.co.uk

Surrey Rural Housing Conference set for March

Surrey Community Action is pleased to announce the next Rural Housing Conference for all those interested in making affordable homes a reality. This year's conference will take place on **Wednesday, 24 March 2010** at **Loseley Park**. Further details will follow shortly. In the meantime, if you would like to register your interest, please contact:
Mona Johansson
Rural Housing Enabler
Tel: 01483 459292 ext 226
Email: monaj@surreyca.org.uk

Surrey Rural Partnership launches its website

There is now a new website for the Surrey Rural Partnership (SRP). The Surrey Rural Partnership was established in 2007 to respond to the challenge of safeguarding the future of rural Surrey by providing a forum to promote rural interests in the county. On the website, you will find information about rural Surrey, the work of the Partnership and its member organisations, and information on funding and resources available to promote Surrey's rural interests. For further information, please contact:
Emily Ayres
Tel: 01483 459292 ext 209
Email: emilya@surreyca.org.uk
www.ruralsurrey.org.uk



The Greening Campaign starts with the Horsleys

The Greening Campaign is a good way for local people to get involved in tackling the problems of global warming and climate change.

The Greening Campaign is a community-led initiative which was started in Petersfield in 2007 by Terena Plowright. It has successfully taken off across the South East and **Greening the Horsleys** was one of the first of five groups funded by Guildford Borough to start their Greening Campaign.

They held their launch event on Saturday, 17 October 2009 at East Horsley Village Hall, which was attended by nearly 300 people. The event was a mix of information, demonstrations, speeches, and an exhibition by different community groups highlighting the various ways of saving energy and reducing CO₂ emissions that the community had previously chosen at a public meeting. Amongst the demonstrations, children (young and old) enjoyed trying to cycle a static bike to make a torch work, or heat water for a drink. The Brownies also showed just how much water is wasted if the tap is left running while brushing your teeth. The Mayor of Guildford, **Councillor Pauline Searle**, attended the event and was impressed by posters made by different nursery schools and groups in the villages. Their key message was "Please look after this precious planet for our future."

The campaign is run in four phases. **Phase 1** involves a very simple challenge card. This allows everyone to take part and engages the community in the campaign. **Phase 2** is a more detailed look at the activities of the community and a more structured and planned approach to tackling climate change. A second pack is available to support the community through Phase 2 which has details of projects and lists best practice examples from across the UK. **Phase 3** looks at the effects of climate change and how each community will need to adapt to keep it safe and functional. A training course is available to support this phase. Finally, **Phase 4** heralds a new start – becoming a more sustainable community.

East and West Horsley have now completed **Phase 1**. A simple A5 card was delivered to all households and businesses with their list of energy and water-saving challenges on the back. The goal was for households and businesses to commit to doing at least five of the challenges and then to display their card in their

windows. The community's overall contribution to reducing CO₂ emissions could then be calculated.

For more information on the Horsleys campaign please see www.greeningthehorsleys.org.uk



Could YOUR community take up the challenge and join the Greening Campaign? Guildford Borough currently has funding for one more community. So if you and your community are interested in taking action in this way, contact the Climate Change Team at Guildford Borough Council:

Tel: 01483 444509

Email: climatechange@guildford.gov.uk

www.greening-campaign.co.uk

Collaboration
Benefits
Resources|Skills|Action



Are you a Development Worker?

Get two days free training in collaboration support skills

21st and 28th January 2010 10.00am - 4.30pm
At Astolat, Coniers Way, Guildford, GU4 7HL
With Rona Parsons

The Collaboration Benefits programme is offering free training for development and other support workers working with voluntary and community organisations across England. The programme is designed to equip you with skills to improve collaborative working amongst the organisations you work with and support

The sessions will help you get a better understanding of :

- Good practice in facilitation and enabling collaborative working
- The benefits and challenges of collaboration
- Critical success factors involved in working together
- The policy context of collaborative working

To book online at www.actionforall.org.uk/l4c or call Jane Appleton or Libby on 01483 459292 x 205 or 238. We are providing lunch, and may be able to cover your childcare and/or travel expenses - please enquire when booking.

bassac, 33 Corsham street, London, N1 6 DR
Company registration number 2869337

This course is being offered in partnership between BASSAC, and the Brighton and Hove Impetus Performance Development Service, supported by the Working Together Project.

Surrey Network for Social Enterprise celebrate social enterprise day

SEEDA, GOSE and staff from Business Link were invited to a buffet lunch and to network with eight Surrey social enterprises on 19 November 2009. About 20 people also had an Indian head massage from the trained practitioners from Holistic Harmony of Dorking. Over forty people attended and the feedback was excellent, with people stating that they learnt so much about the great work social enterprise companies do. The eight social enterprises present were:

- **Holistic Harmony, Dorking**
- **Royal British Legion Industries, Leatherhead**
- **Loveworks, Reigate**
- **Surrey SATRO, Send**
- **Woking Furniture Project**
- **We Live, Guildford**
- **The Barn, Farnham**
- **Surrey Network for Social Enterprise (SNSE), Guildford**

For more information on the work of social enterprises, please contact:

Edward Baker

Business and Social Enterprise Advisor

Tel: 01483 459292 ext 204



Funding Alert



Don't miss the deadline

£630,000 is available in the final round of **South East Region ESF Community Grants**. Grants of up to £12,000 are available, but applications need to be received by the deadline of noon on the **3 February 2010**.

In the October round of grants, 62 community groups in the South East received funding amounting to £660,000. The funding supports third sector organisations providing access to further learning opportunities and progression to employment. Recent recipients of funding in Surrey include **Elmbridge Community Link, Woking Asian Business Forum** and the **Faith & Health Promotion Association**.

The South East Region ESF Community Grants programme is funded by the **Learning and Skills Council** and **European Social Fund (ESF)** and managed by Surrey Community Action.



Application forms can be downloaded from the Surrey Community Action website or can be obtained by contacting:
Graham Phillips
SE Region Community Grants Manager
Tel: 01483 459292 ext 237
Email: communitygrants@surreyca.org.uk
www.surreyca.org.uk

A new course in child development for February

Date: 19 February 2010

Venue: Astolat, Coniers Way, Guildford

Trainer: Sue Skrobanski

The aim of this course is to provide an overview of the development of children and young people from the ages of 0 to 18 years.

Topics to be covered include:

- The physical, social and emotional aspects of development
- Attachment and the impact of attachment problems
- Family situations where the development of children may be impaired
- The impact of disabilities on the lives of children

Fees: **SCA Members £70**

Other Voluntary Sectors £75

Other Sectors £175

People at Surrey CA



Libby
Training & Development Administrator

Libby started at Surrey CA in November 2009 as Training & Development Administrator. It is a very busy role – Libby processes booking forms and liaises with trainers and delegates to ensure that each training course runs smoothly.
Tel: 01483 459292 ext 238
Email: libbym@surreyca.org.uk

Training courses: January – March 2010

Course	Duration	Trainer	Location	Date	Fee			
					SCA Member	Non SCA Member	Other	
JANUARY	Sustainable Fundraising Strategies	1 day	Bill Bruty	Redhill	18-Jan	£40.00	£45.00	£175.00
	Basic First Aid	1 day	Mary Shiels	Guildford	19-Jan	£70.00	£75.00	£175.00
	Keeping Children Safe - A Guide to Safer Recruitment	1 day	Carla Thomas	Redhill	25-Jan	£40.00	£45.00	£175.00
	Effective Administration Skills	1 day	Guildford Business C	Guildford	27-Jan	£70.00	£75.00	£175.00
	Collaboration Support Skills Training	1 day	Rona Parsons	Guildford	21 & 28-Jan	FREE	FREE	
FEBRUARY	Using MS Excel – Further Information on Using Spreadsheets	1 day	David Kent	Guildford	2-Feb	£70.00	£75.00	£175.00
	Taking Effective Minutes	1 day	Guildford Business C	Guildford	3-Feb	£70.00	£75.00	£175.00
	The Art of Supervision	1 day	Nicky Gregory	Guildford	9-Feb	£40.00	£45.00	£175.00
	Risk Assessment	1 day	Maureen Wisdom	Guildford	10-Feb	£70.00	£75.00	£175.00
	Health & Safety at Work	1 day	Maureen Wisdom	Guildford	18-Feb	£70.00	£75.00	£175.00
	Child Development NEW	1 day	Sue Skrobanski	Guildford	19-Feb	£70.00	£75.00	£175.00
	Learn To Be An Effective Trainer (NOCN)	3 days	Sue Skrobanski	Guildford	16, 17 & 23-Feb	£85.00	£90.00	£175.00
	Day to Day People Management	2 days	Nicky Gregory	Leatherhead	22 & 24-Feb	£85.00	£90.00	£175.00
	Child Protection Awareness Training	1 day	Carla Thomas	Guildford	25-Feb	£40.00	£45.00	£175.00
MARCH	The Art of Assertiveness	1 day	Nicky Gregory	Guildford	2-Mar	£70.00	£75.00	£175.00
	Vulnerable Adult Awareness Training	1 day	Sue Skrobanski	Redhill	2-Mar	£40.00	£45.00	£175.00
	The Art of Presentation	1 day	Nicky Gregory	Guildford	3-Mar	£25.00	£30.00	£175.00
	Volunteer Induction - What It's All About	1 day	Matthew Plumridge	Redhill	4-Mar	£40.00	£45.00	£175.00
	Using MS PowerPoint – A Guide to Creating Professional Presentations	1 day	David Kent	Guildford	4-Mar	£70.00	£75.00	£175.00
	Leading, Inspiring & Managing Volunteers	1 day	Harish Davda	Redhill	22-Mar	£25.00	£30.00	£175.00

Please note we have additional courses on this timetable

Courses for Black, Minority and Ethnic Communities, refugees & asylum seekers

Surrey Community Action is running **English for Speakers of Other Languages (ESOL)**, **English Language skills** and **Computer Courses** in Surrey until July 2010. These courses are available for adult men and women from Black, Minority and Ethnic Communities as well as refugees and asylum seekers. The learners' statuses regarding their immigration/ asylum status does not exclude them from attending any of these courses. Courses are being held in Woking, Merstham and Epsom.

ESOL Courses are being run from 10am – 12pm on Tuesdays in Woking, and on Wednesdays in Merstham.

English Language Skills are being run from 1pm – 3pm on Tuesdays in Woking, and on Wednesdays in Merstham.

Computer Courses are being run from 10am – 12pm every Thursday in Woking, and from 6pm – 8pm in Merstham.

These courses are being funded by the **Migration Impacts Fund**. This fund has been made available by the government from monies collected from key groups of migrants to contribute towards the transitional impact on public services in local areas.

For further information about the courses and their content please contact:

Allison Enenche
Tel: 01483 459292 ext 228

If you have anyone interested in attending these courses please contact:

Lorraine Yates
Tel: 01483 459292 ext 214.



Learning & Development for the Third Sector

Are you unable to fill a post because of lack of skills or experience ?

We can help with a **FREE Training Needs Analysis** for you or your organisation.

For more information, contact:

Ann Meager

Tel: 01483 459292 ext 238

Email: annm@surreyca.org.uk

DATE FOR YOUR DIARY

The Surrey Voluntary & Community Conference and Funding Fair

Royal Holloway College, Egham
Wednesday 30th June, 2010

Early booking discounts are available.

Contact **Anne Barry** on

Tel: 01482 459292 ext 216

Email: anneb@surreyca.org.uk

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Please send contributions to the editorial team at Surrey Community Action.

The copy deadline for the Spring issue is Thursday, 4 March 2010.

Email: jeanr@surreyca.org.uk



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