

Independent Living Centre

Update report 3rd March 2006

ISSUES	CURRENT POSITION	PROPOSAL	TIMESCALES
Ground Floor Tameway Tower	Electrician has passed all the systems within the CIL. New emergency lighting has been fitted along with new strip lighting on the first floor. The electrician however has identified problems with the heating system that can't be rectified as the system is too old.	Steve Pugh happy with electrical certificate and will up heating issue with landlord.	Not know
Access refurb – lift, front door, accessible corridors, fire refuge, left hand and right hand accessible toilets, fire alarms, fire escape and confidentiality room.	Establishment have drawn up plans, these rejected by CIL staff. New plans have now been drawn up and awaiting scrutiny by Sue Fox, Access Officer before going to the landlord via Steve Pugh. Still awaiting plans for the front door and the lift.	Establishment to produce awaiting plans as soon as possible before submitting all plans to Steve Pugh for landlords consent.	7 – 10 days

Access refurb – lift	Quote for lift received, cost £15,500.00 plus building work. Awaiting consent from landlord.	Steve Pugh to present plans to landlord.	ASAP
Communication refurb	Furniture ordered as recommended and laid out to suit CIL need. Awaiting date from Stan Barzey to quote for communication refit.	Awaiting reply from Stan Barzey.	ASAP
PARIS/CAREPLUS link	PARIS/CAREPLUS link to be established after communication refit.	Awaiting reply from Stan Barzey	ASAP
ILC layout	Furniture received and ground floor laid out. Identified furniture for other areas and have completed internal requisition forms.	Further furniture ordered. Debbie Bashford to provide bath and toilet to OT spec.	Two weeks
Loop system	Made contact with Nigel Walton to arrange date for Loop inspection.	Have sent Nigel list of available dates.	ASAP

ICES/ ILC's IT link	Identified equipment need for IT/ICES link. Mark Gutteridge to provide training.	Order equipment	ASAP
Finance	Met with Lesley Dews to agree finances for 06/08. CIL to monitor spend along with WC and tPCT.	Ongoing administration	Ongoing. Claims to be made every quarter.
Steering group	Steering group held their third meeting to look at organisational structure and governance. Proposals were made to set up CIL as a Community Interest Company limited by guarantee, to be managed by a board of directors and an executive committee. Steering group passed this and registration papers for Companies House were completed.	Issues around council employees, the local authority and setting up a company to be looked into by Tony Cox in the Legal department. Roy to approach Tony Cox next week.	Not Know
Terms of reference	ILC team have met on numerous occasions and a rough draft has been drawn up.	Rough draft taken by PSIB for discussion and recommendations.	Next PSIB meeting

Partnerships	<p>Jo Heffermen (PCT OT Manager) and Joni Kelly (Hospital OT Manager), are keen to work with WCIL in future.</p> <p>DIAL are providing One and a half workers and two p/t workers under the 'Information Plus' banner based at WCIL plus one full time DP worker if current contract continues with WC.</p> <p>Partnerships being developed with WHP, WDPC, VHIS, Advocacy Matters, WMAP, Terrence Higgins Trust to provide services in the CIL.</p>	To write and agree service arrangements with these partners.	March 06
Training	<p>Awaiting proposal for 38.5k of training from WCC.</p> <p>Met with WC of CE and have verbally agreed arrangements for them to provide Skills for Life, recreational courses and food hygiene etc at the CIL.</p>	<p>Chase up Joanne Keatly to get proposal.</p> <p>Discuss WC of CE proposal in greater detail with Colin Bedford.</p>	March 06

Training providers	Arrangements to deliver first CIL course in progress to be delivered externally to a group of people with a learning difficulty wishing to set up a social enterprise.	Working in partnership with WC of CE and Brewer St DC. Arrangements to be finalized.	End of March 06
Impairment focused training	Jan Richardson, Alison McCornville and Ken Whittingham proposed to use the CIL for sensory impairment based training.	Awaiting refurb for training room.	April 06
Employment opportunities	Ongoing mapping exercise being undertaken by sustainability looking at potential employment opportunities over the next 12 to 24 months.	Awaiting report.	Apr 06
Employment opportunities	Met with local DEA's to discuss partnership work, they're very keen and have a number of ideas on how to work together, including approaching Asda/Tesco.	Awaiting confirmation of next meeting.	April 06
	Arrange meetings with Pertemps NDDP to discuss	Awaiting confirmation of meetings.	April 06

	bringing NDDP projects into the Walsall area.		
Miscellaneous	<p>Been approached by Princes Trust to promote their work within the CIL.</p> <p>Developed new mentoring programmes including Peer mentoring and a mentoring co-ordinators course.</p> <p>Completed Outcomes training at WVA. Have produced outcomes plan for ground floor.</p>	<p>Awaiting training room refurb</p> <p>Need to complete outcomes plan for training department.</p>	<p>April 06</p> <p>March 06</p>
Sustainability- funding opportunities	<p>WC of CE to fund CIL's OCN programmes for the foreseeable future.</p> <p>Approached Jan Owen from Contin YOU to discuss CIL's work in ND4C area.</p> <p>CIL's expression of interest for LSC co financing phase three funding accepted by BCKS to put forward tender.</p> <p>NRF 05/06 slippage funding awarded for DPHR/advise worker.</p>	<p>To negotiate final arrangements.</p> <p>Awaiting response from LSC to BCKS's tender.</p> <p>Awaiting confirmation from WDPC.</p>	<p>March/ April 06</p> <p>March 06</p> <p>April / May 06</p> <p>March 06</p>

Independent Living Centre

Update report 21st March 2006

ISSUES	CURRENT POSITION	PROPOSAL	TIMESCALES
Ground Floor Tameway Tower	The electrician has identified problems with the heating system that can't be rectified as the system is too old.	Steve Pugh from Property Services is discussing heating issue with landlord, there may be issues over who will meet the cost of this.	Not known
Access refurb – lift, front door, accessible corridors, fire refuge, left hand and right hand accessible toilets, fire alarms, fire escape and confidentiality room.	Establishments have drawn up the final draft of the CIL plans, these have been forwarded to Property Services who are writing up a report to go to the Landlord. As WC are such large tenants of TWT, Steve Pugh doesn't see any problems occurring.	Property Services to send report and plans to landlord for internal refurb consent.	Not Known
Access refurb – lift	Only received one quote from lift provider – Stannah. Lift quoted for is too small, awaiting another quote.	Property Services to present plans to landlord.	ASAP
Communication refurb	Stan Barzey has visited site	Awaiting reply from Stan	ASAP

	and will drawn up plans for Comms refit.	Barzey.	
PARIS/CAREPLUS link	PARIS/CAREPLUS link to be established after communication refit.	Awaiting reply from Stan Barzey	ASAP
CIL layout	Furniture received and ground floor laid out. Identified furniture for other areas and have completed internal requisition forms.	Further furniture ordered. Debbie Bashford to provide bath and toilet to OT spec.	Furniture arriving 6 th April Bath and toilet to be fitted asap after furniture arrives.
CIL parking	Finally managed to meet up with Steve Griffiths. He stated that it would NOT be possible to put blue badge bays in Goodhall Street due to the street not being wide enough (he has already received complaints about parking there), although Badge holders can park there for up to 3 hours. There is a proposal to put 4 bays by 'Bar Sports' pub in Bridge Street.	Need to ensure that people know where the bays are and legal position over parking in Goodhall Street in all publicity.	
Loop system	Met with Nigel Walton who made recommendations for a	Nigel to send report of visit with recommendations and	7 – 10 days

	loop system to be installed in the Centre.	costs.	
ICES/ CIL's IT link	Identified equipment need for IT/ICES link. Mark Gutteridge to provide training.	Order equipment	ASAP
Finance	Lesley Dews, Roy Cadman and Obi Chenjiena have completed reports for the 2 nd quarterly claim from ERDF/ESF.	Reports sent to Lesley 20/3/06. Claim going in on 22/3/06	Ongoing. Claims to be made every quarter.
Steering group	Steering group held their fourth meeting to look at organisational structure and governance. Job titles and descriptions were discussed for the Board of Directors and the Executive Committee.	Job descriptions to be written up and discussed at next mtg.	10 th April 06
	A volunteer has expressed an interest in the post of treasurer	To be discussed at next mtg.	10 th April 06
	Issues around CIL becoming either a Charity or a CIC ltd by guarantee to be taken up by Stuart Portman - Legal Services.	Awaiting confirmation of a mtg between CIL staff and Stuart.	ASAP

Terms of reference	ILC team have met on numerous occasions and a rough draft has been drawn up.	Rough draft taken by PSIB for discussion and recommendations.	Next PSIB meeting
Partnerships	Met with Mark Ashbourne from DIAL who are providing One and a half workers and two p/t workers under the 'Information Plus' banner to be based at WCIL by the end of March.	To write and agree service arrangements with Mark.	March 06
Training	<p>Awaiting proposal for 38.5k of training from WCC.</p> <p>Met with WC of CE and have verbally agreed arrangements for them to provide Skills for Life, recreational courses and food hygiene etc at the CIL.</p>	<p>Obi to chase up Joanne Keatly to get proposal.</p> <p>Roy to discuss WC of CE proposal in greater detail with Colin Bedford.</p>	<p>March 06</p> <p>March 06</p>
Training providers	Arrangements to deliver first CIL course in progress to be delivered externally to a group of people with a learning difficulty wishing to set up a social enterprise.	Meeting with students and WC of CE support officer at Brewer St DC to agree final arrangements for the course.	23 rd March 06

Impairment focused training	Jan Richardson, Alison McCornville and Ken Whittingham proposed to use the CIL for sensory impairment based training.	Awaiting refurb for training room plans with Landlord	April 06
Employment opportunities	Ongoing mapping exercise being undertaken by sustainability looking at potential employment opportunities over the next 12 to 24 months.	Awaiting report.	Apr 06
Employment opportunities	Met with local DEA's to discuss partnership work, they're very keen and have a number of ideas on how to work together, including approaching Asda/Tesco.	Awaiting confirmation of next meeting.	April 06
	Arrange meetings with Pertemps NDDP to discuss bringing NDDP projects into the Walsall area.	Awaiting confirmation of meetings.	April 06
Miscellaneous	Been approached by Princes Trust to promote their work within the CIL.		

	<p>Developed new mentoring programmes including Peer mentoring and a mentoring co-ordinators course.</p> <p>Completed Outcomes training at WVA. Have produced outcomes plan for ground floor.</p>	<p>Awaiting training room refurb</p> <p>Need to complete outcomes plan for training department.</p>	<p>April 06</p> <p>March 06</p>
Sustainability- funding opportunities	<p>WC of CE to fund CIL's OCN programmes for the foreseeable future.</p> <p>Approached Jan Owen from Contin You to discuss CIL's work in ND4C area.</p> <p>CIL's expression of interest for LSC co financing phase three funding through the BCKS has been rejected by the LSC.</p> <p>NRF 05/06 slippage funding awarded for DPHR/advise worker.</p>	<p>To negotiate final arrangements.</p> <p>Unclear as to whether we can work together due to identical target group and funding. Jan's project is ESF funded as well</p> <p>Purchased a work station and stationery fro worker when appointed.</p>	<p>March/ April 06</p> <p>March 06</p> <p>6th April 06</p>

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