

Dear delegates,

“Leaders for the Future”

Welcome to the Community Works Spring conference which we hope will be an exciting and engaging day of learning and networking. Our conferences now take place twice a year, with a strong focus on learning and skills development, ensuring our members can access the skills they need to operate in the current economic climate.

In this pack you'll find the all information you need during the day: a programme and our equalities monitoring form.

A networking lunch is available in the main auditorium between 13.00 and 14.00, during which you can browse the marketplace stalls. Today we welcome the following organisations to the marketplace:

- Citizens Online
- ESTEEM
- Lunch Positive/Working to Connect
- Sussex Community Foundation
- Sussex Clubs for Young People
- Russell New

All rooms are accessible via the lift. Toilets are available on the ground floor, 1st floor, 2nd floor and basement (those on the ground floor and first floor are all-gender).

No fire drills or tests are planned, so if the alarm sounds please leave the building as quickly and calmly as possible and remember not to use the lift. The assembly point is outside in **Brighthelm Gardens**. If you are unable to use the stairs in the event of an evacuation then please alert a member of the Community Works team (in the blue T-shirts) who can work with you to create an exit plan (if you haven't done so already).

We would be grateful if you could spare some time after conference to consider how our conference worked for you, what you enjoyed and also any ideas for the future. You can submit your feedback online via our survey <https://www.surveymonkey.co.uk/r/SpringConference2018>. This link will be emailed to you after the event.

We would be grateful if you could also complete the paper equal opportunities monitoring form, which is anonymous. This is in your delegate pack on green paper.

The next Conference will take place on **Thursday 4 October 2018**.

Finally, for those of you who are on Twitter, please do share your updates throughout the day using our conference hashtag, which is **#cwconf**

If you require further information about Community Works and the benefits of becoming a member, or how your organisation could benefit from our services, head over to our stall at lunch time or, talk to a member of our team. You can also check our website <http://bhcommunityworks.org.uk/voluntary-sector/join-us/>

We hope you enjoy the conference,
Community Works team.

Community Works spring conference

Leaders for the Future

9.45am – 4.00pm, Thursday 22 March 2018

Brighthelm Centre, North Road, Brighton BN1 1YD

| | |
|----------------------|--|
| 9.30 – 9.45 | Registration |
| 9.45 – 10.00 | Welcome from Community Works (Main Auditorium) |
| 10.00 – 10.50 | <p>Leadership – comments and celebration:</p> <p>Jess Sumner opens our spring conference with some reflections on leadership, the relevance of this theme to the sector right now, and how that aligns with Community Works' values and activities.</p> <p>Followed by a showcase of the Community Works mentoring programme, including an important moment to celebrate the achievements and contributions of the mentors and mentees involved; hear about their experiences and the difference it's made to them and their organisations; plus launch of our 2018-2019 programme.</p> |
| 10.50 – 11.00 | Break |
| 11.00 – 13.00 | <p>Morning sessions</p> <ul style="list-style-type: none"> a. Growing the leaders of tomorrow or b. Finance and Sustainability or c. Commissioning 2018/19 and beyond |
| 13.00 – 14.00 | Free networking lunch and marketplace |
| 14.00 – 16.00 | <p>Afternoon sessions</p> <ul style="list-style-type: none"> d. Facilitation skills for small group leaders or e. Making accounts work for you or f. Digital leadership for social inclusion: Making digital work for your organisation |

Morning Sessions, 11.00 – 13.00

a. Growing the leaders of tomorrow – Ensuring the continuation of a thriving and sustainable Community and Voluntary Sector (small to medium organisations)

Speaker: Peter Burton – Community mentor and Consultant

Peter was head of the Leadership and Management Development Team at the newly created Brighton & Hove Unitary Council. He devised the council's Leadership and Management Standards and organised all the council's management and leadership development. As a freelance consultant Peter has worked with public, private, not for profit and community organisations across the south east, delivering training, building teams, coaching and mentoring. He has worked as a community mentor for more than 10 years and has a strong interest in helping organisations create learning environments in which everyone grows and develops.

Session overview: At some point in the future every one of us will be challenged to step into a leadership role, great or small. Some of us will choose the challenge, while others will have it thrust upon us. Some will rise to the challenge, while some will walk away. This will take place at a time when the community and voluntary sector needs effective leadership more than ever before. We therefore need to ensure that we have in place the support and development that enables new and emerging leaders to rise to the challenge and progress in their careers.

Whether you are exploring your own leadership skills or supporting others to do the same, this workshop focuses on new and emerging leaders, who are often neglected in development programmes. It will cover:

- Different views and perceptions around what leadership is and what leaders do
- The knowledge, skills, abilities and leadership style that emerging leaders in the sector need
- What to do to support and develop emerging leadership in your organisation, using methods that are relevant and practical

b. Finance and Sustainability¹ (medium to large organisations)

Speaker: Mark Salway, Director of Sustainable Finance, CASS Business School

Mark has extensive experience in both commercial and not for profit organisations. He has a wealth of experience working with a wide range of charities, local and international, over twenty years as consultant and Financial Director. His focus is on helping organisations become financially sustainable and also re-imagine themselves through understanding their finances and business models.

Mark's core area of expertise is how to cost and price your work, and he will help with this thinking. He has worked with a wide variety of organisations including; voluntary, health, children's charities, fundraising driven organisations and those making the transition between grants and contracts. Mark is a fellow of the Institute of Chartered Accountants in England and Wales, and holds their postgraduate diploma in charity accounting.

Session overview: This session will help senior leaders think around how organisations can become more financially sustainable and viable. It will also help them think about how to re-imagine themselves in a tough operating environment. The session will focus on finance and business models and will provide common sense tips on how to respond in the harsh economic environment we find ourselves in.

¹ Please note that the content of this session has changed from the original programme.

c. Commissioning 2018/19 and beyond

Speakers: Andy Witham Head of Adult Social Care Commissioning BHCC and Chris Clark Director of Commissioning BHCCG

Andy is the Head of Adult Social Care Commissioning and has been in post since October 2016. Andy has a diverse background, having worked across various government agencies in a number of roles both at local and regional levels. These roles have included workforce development, contract management and procurement. Before taking on his current role Andy was more recently the procurement category manager for Adults, Children's and Public Health within the Councils procurement department. Andy has a keen interest in education and in particular apprenticeships as a route to education, training and employment. Andy is a keen cyclist and races throughout the year.

Chris is the Director of Commissioning at Brighton and Hove CCG. He is responsible for commissioning all health services for the people of Brighton and Hove, including planned and urgent care hospital services, mental health and children's services, primary care, community care and medicines prescribing as well as jointly commissioned services with the Local Authority Adult and Children's Social Care and a wide range of third-sector organisations. Chris has an interest in understanding inequalities in the workplace and in public services and finding novel ways to reach out to communities.

Session overview: For members interested in the leadership challenges involved in responding to the commissioning timetable for the Clinical Commissioning Group and Brighton and Hove City Council in 2018/19 and beyond. This session will provide information on the timetable for commissioning in the coming year with overviews from commissioning leads on specific commissioning activity.

With joint commissioning being a key area of enquiry at the moment this session provides an opportunity to hear commissioning leads, ask questions and then discuss, in a session for attendees, how we as leaders can and should respond to the varied demands made of us.

Afternoon sessions, 14.00 – 16.00

d. Facilitation skills for small group leaders (small to medium organisations)

Speaker: Yvonne Rivers, Consultant and Facilitator

As a facilitator, trainer and supervisor Yvonne works collaboratively to support community, voluntary and public organisations to work effectively together. She ensures spaces are held so that all voices are welcomed into meetings; with a view to ensuring that the needs and priorities of diverse communities are included. She focuses on building robust relationships so that everyone can work together to determine shared goals, develop strategies and action plans as well as working through the complex and tricky issues which are part and parcel of collaborative working.

Session overview: Bringing people together in meetings can often be fruitful and sometimes challenging. Being a facilitative leader in meetings whether one-to-one, in committee meetings, forums, or networks requires a mix of skills; to manage a variety of complex issues, different approaches, multiple agendas, differing decision-making authority and contrasting views of those participating. All the participants in a meeting can help to ensure it is as effective as can be.

This interactive workshop will offer you the opportunity to develop ways to be proactive and creative about how you use, adapt and develop your facilitation skills in order to get the best out of a meeting whilst maintaining and boosting the morale of everyone involved. It is a space where you can:

- reflect on your approaches to facilitation, and identify how, you will develop your skills
- share insights that will inform how you use your skills whether you are enabling or attending a meeting

e. Making accounts work for you (small to medium organisations)

Speaker: Mark Cummins – Russell New Accountants

Mark is a well-known writer and speaker on matters of financial governance. He feels that the team work ethos of Russell New enables the firm to offer a broad range of services to charity clients with the benefit of the commercial edge which is often forgotten by many other advisers. His approach is based on understanding clients and their particular needs which enables him to work with them in achieving their strategic goals. Aside from heading up his team working in the sector, Mark provides charity training and general governance reviews for many of charity and education clients. Mark is a governor of a Sussex based specialist independent school.

Session overview: Organisation and group finances are a core operational area for any organisation or group. Accounting is more than just ensuring that budgets balance. Clear, well planned and robust accounting processes can inform organisational planning, improve understanding of organisational finances across the organisation stakeholder group and enable trustees, staff and volunteers to meet any finance responsibilities and can ensure that any legal reporting requirements are fully met.

This workshop session is for people who have a day to day responsibility around finances or who are in roles where their finance understanding needs to improve. It will cover the main aspects of charitable accounting (as outlined below) as well as the opportunity for Q&A on your tricky issues.

- Reading and understanding accounts
- Keeping account and accounting requirements
- Reporting of accounts
- Independent examinations
- How to use your accounts for business planning purposes

f. Digital leadership for social inclusion: making digital work for your organisation

Speakers: Rich Denyer-Bewick and David Scurr - Citizens Online

David joined Citizens Online in September 2017 to lead on the Digital Brighton & Hove project, managing a cross-sector partnership network of over 100 organisations tackling digital exclusion. Fluent in French and Spanish, he has 10 years' experience managing and developing international networks, events and business partnerships in the social sector. An advocate of "tech for good", David is passionate about making our digital age one that is fully inclusive for everyone.

Rich, since joining the organisation in 2015 has led Citizens Online's hugely successful Big Lottery-funded 'Deep Dive' projects in Gwynedd, Plymouth, the Highlands, and Brighton & Hove, securing funding and sustainable partnerships. He is now responsible for overall operations and collaboration with the One Digital partnership. A keen tech and systems change advocate, Rich brings over 14 years of local government experience, including senior management of integrated health and social care services, homelessness and housing. Rich has first-hand experience of client-side digital inclusion and transformation projects.

Session overview: "Everyone's online now". "Digital transformation is the responsibility of our IT staff". "Our service is a people service, not a digital one – we'll never stop seeing people face to face..."

If any of these statements sound familiar or you have an idea that the opposites could be true, then we'd love to see you at this workshop.

In this interactive session, we'll be discussing the ins and outs of being a leader in a digital age, with a particular focus on community, voluntary and public services. Together, we'll explore how we can all be better digital leaders and help you to:

- Develop your confidence and motivation in making a digital change in your organisation
- Identify practical approaches and digital solutions to develop, maintain and embed organisational digital change
- Gain a better understanding of what digital inclusion means for your staff and service users

So come along and find out how digital transformation is not just the keepsake of IT geeks - it's yours to have, hold and mould.

Market place stall holders



Citizens Online helps organisations ensure the switch to online doesn't exclude people. They're passionate about digital inclusion. Their approach is based on detailed evidence and strong, local partnerships. For more information see: <https://www.citizenonline.org.uk/> or call 07471 351969.



ESTEEM (Experience, Support, Training, Environment, Employment, Mentoring) is a Sussex based, youth-led organisation, providing a platform for young people to help themselves. For more information see: <https://www.esteem.org.uk/> or call 01903 854987.



Lunch Positive is a peer led voluntary organisation who run a weekly lunch club for people with HIV. A safe and supportive community space to get a healthy meal and find peer support, advice and information. For more information see: <http://www.lunchpositive.org> or call 07846 464384.



Russell New specialises in providing efficient, proactive services in a friendly manner to small and medium sized businesses, private clients, trusts, schools and charities. They advise and support clients and their businesses by working with them to achieve their goals. For more information see: <http://www.russellnew.com/> or call 01903 816699.



Sussex Clubs for Young People are committed to developing a vibrant voluntary and community youth sector, which involves, empowers and meets the needs of young people in Sussex. They currently support over 130 youth clubs in Sussex. For more information see: <https://sussexcyp.co.uk/> or call 01273 443563.



Sussex Community Foundation raises funds for and makes grants to local charities and community groups across East and West Sussex and Brighton & Hove. For more information see: <https://sussexgiving.org.uk/> or call 01273 409440



Working to Connect is an LGBT Groups Network to help smaller not-for profit groups get to know and support each other, share opportunities and resources, and to access specialist advice, information and support. For more information see: <http://www.lgbt-groups.org/> or call 07846 464384

Delegates list

On this occasion we have pleasure in welcoming representatives of the following organisations:

| | |
|--|---|
| ADHD Aware | Impetus |
| Adur and Worthing Councils | Independent Visiting Service Brighton and Hove City Council |
| Adur and Worthing Green Spaces Partnership | Lighthouse Recovery Support, Sussex Oakleaf |
| Age UK (Brighton and Hove) | Lunch Positive |
| Albion in the Community | Metamorphosis Art Group |
| Amaze | Mind in Brighton and Hove |
| AudioActive | MindOut |
| BHT - Fulfilling Lives | Money Advice Plus |
| BHT - Mental Health and Wellbeing | Moulsecoomb Community Forum |
| Bridge Community Education Centre | Movingsounds CIC |
| Brighthelm Centre | National Pensioners Convention |
| BrightHun Voices Hungarian Chamber Choir | One Church Brighton |
| Brighton and Hove Citizens Advice Bureau | PaCC Brighton and Hove |
| Brighton and Hove City Council | Pathways to Independence UK |
| Brighton and Hove City Council Ranger Service | Rape Crisis Surrey and Sussex |
| Brighton and Hove Clinical Commissioning Group | Recovery Partners |
| Brighton and Hove Faith in Action | Relate |
| Brighton and Hove Green Spaces Forum | ReLoved |
| Brighton and Hove Seaside Community Homes | Rhythmix |
| Brighton and Hove Speak Out | RISE |
| Brighton Bike Hub | Russell New Accountants |
| Brighton Lions Club | Safety Net |
| Cass Business School | Smile Connect |
| Central and South Sussex Citizens Advice | SML College |
| CHIBAH | Somerset Centre |
| Citizens Advice West Sussex | Southdown |
| Citizens Online | St Richard's Community Centre |
| Clocktower Sanctuary | Survivors Network |
| Community Works Mentors | Sussex Clubs for Young People |
| Early Childhood Project | Sussex Community Foundation |
| Eden Cafe - Homemade Heaven | Sussex Interpreting Services |
| Emerging Futures | Sussex MS Centre |
| ESTEEM | Sussex Police |
| Euclid Network | Sussex Prisoners' Families |
| Extratime | Tarner Community Project |
| Fabrica | The Conservation Volunteers |
| Food Partnership | The Homity Trust |
| Friends Centre | The Sussex Beacon |
| Friends, Families and Travellers | The Trust for Developing Communities |
| Gig Buddies | The Vallance Centre |
| Grace Eyre | TTW |
| Hangleton Community Association | Volunteering Matters - LifeLines |
| Homeopathy in the Sussex Community | Whoopsadaisy |
| Impact Initiatives | |