

Information for Members



Thurrock Community and Voluntary Services

*The Beehive Voluntary & Community Resource Centre
West Street, Grays, Essex RM17 6XP*

 **01375 389881**



info@thurrockcvs.org



www.thurrockcvs.org



[@Thurrockcvs](https://twitter.com/Thurrockcvs)



[/ThurrockCVS](https://www.facebook.com/ThurrockCVS)

Registered Charity No. 1090253

Thurrock CVS

Thurrock CVS are at the very heart of the local voluntary and community sector – leading local activity and linking up across sectors.

Thurrock CVS works behind the scenes to ensure the long-term future of essential services. Most of all, it is about the lives of local people, which are touched, enriched and transformed. Much of the work that Thurrock CVS does focuses on several key areas:

- Services and support;
- Development work;
- Liaison;
- Representation; and
- Strategic partnerships

What this means on the ground is that Thurrock CVS provides many of the resources that local groups depend on, from access to meeting rooms, photocopiers and ICT equipment, to community accountancy. Other support includes regular information bulletins, training, funding advice and specialist services.

By assessing and responding to local needs, Thurrock CVS can effectively meet a huge gap in service provision.

Supporting role

Many of the essential public services we now take for granted were pioneered by the voluntary and community sector. As an infrastructure organisation, Thurrock CVS take the lead in identifying gaps in service provision and developing innovative new ways to meet local need.

As a focal point for the local voluntary and community sector, Thurrock CVS encourage networking between individuals and groups within the sector, and between local groups and the statutory and private sectors. Groups can learn from each other, establish contacts and work more effectively.

With government encouraging the involvement of voluntary and community groups in shaping and delivering services, Thurrock CVS enables the views of local groups to be represented.

Thurrock CVS help many local groups to participate in a wide range of partnerships. These include regeneration, neighbourhood renewal, health and social care, learning and other government initiatives. They may be neighbourhood based, borough wide or sub-regional.

Membership

Approval of membership

All new membership applications will be considered individually and approved by the Thurrock CVS Board of Trustees.

Full Membership

Membership fees are based on the annual income of individual groups and organisations as follows:-

Annual income under £10,000	Free *
Annual income £10,001 - £50,000	£10.00
Annual income £50,001 - £100,000	£15.00
Annual income £100,001 - £150,000	£20.00
Annual income £150,001 - £200,000	£25.00
Annual income £200,001 - £250,000	£30.00
Annual income over £250,000	£35.00

* If your group / organisation does not currently receive funding you will need to complete a waiver

Please note that groups / organisations are required to have:-

- A governing body, e.g. management committee, board or steering group
- A written constitution or rules } *If you are still working towards putting these in*
- An equal opportunities policy } *place and would like assistance contact Thurrock CVS*

Associate Membership

If your group / organisation are new, very small and/or does not have a governing body or document in place, you can still join Thurrock CVS as an Associate Member. You will receive all the information and support offered to Full Members but would *not* have voting rights.

When applying for membership please return a completed form, your remittance or waiver and any supporting documents to:-

**Thurrock CVS
The Beehive Voluntary & Community Resource Centre
West Street
Grays, Essex RM17 6XP**

Membership Benefits

Full Membership	Associate Membership
E-bulletins and regular updates on local issues, funding opportunities, events and more	E-bulletin and regular updates on local issues, funding opportunities, events and more
Being part of a trusted local voice that works to influence public policy and commissioning decisions	Being part of a trusted local voice that work to influence public policy and commissioning decisions
Access to template documents and policies	Access to template documents and policies
Access to free training or specialised training at discounted rates	Access to free training or specialised training at discounted rates
Tailored one to one advice, information, guidance and training	Tailored one to one advice, information, guidance and training
Networking opportunities at forums and events	Networking opportunities at forums and events
Promotion of your services, events, volunteer/ staff vacancies and other news via our social media, newsletter, e-bulletin, website and networks	Promotion of your services, events, volunteer/ staff vacancies and other news via our social media, newsletter, e-bulletin, website and networks
Access to Thurrock CVS equipment and facilities, including meeting rooms, franking, printing, at discounted rates	Access to Thurrock CVS equipment and facilities, including meeting rooms, franking, printing, at discounted rates
Annual organisation health check	Annual organisation health check
Voting rights at Thurrock CVS General Meetings	

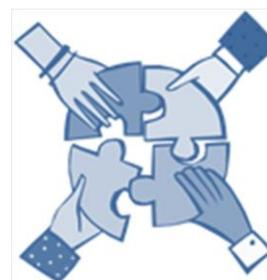
Information & Resources

Thurrock CVS News Bulletins



National, Regional and local news and information on topics such as governance, funding, training and events are sent out to Thurrock CVS members to ensure members are better informed and able to access opportunities.

Information, support & liaison



Help for groups getting started or working on unmet needs in the community, signposting to other organisations and agencies, keeping up to date with legislation, and providing voluntary and community groups with a voice.

Policies, Procedures & Guidelines

Copies of model documents or those adopted by Thurrock CVS are available on request, for example

- Confidentiality
- Equality & Diversity
- Data Protection
- Flexible Working
- Retention of Information

Funding



Information and assistance with sources of funding and grant applications

Equipment

For use at the Beehive

- Photocopier
- Laminator
- Franking Machine
- Comb Binder
- Display Boards
- Digital Projector
- Overhead Projectors
- Flipcharts
- Coin Counter

The Beehive Training, Conference & Meeting Space

Access to meeting and training rooms plus community hall and kitchen at reasonable cost.



Equality & Diversity



Thurrock CVS (Community and Voluntary Service) recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair. These include: race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital status, responsibility for dependents, appearance, geographical area, social class, income level or criminal record.

Thurrock CVS will challenge discrimination and lack of opportunity in its own policy and practice and will help other organisations and individuals to do the same.

Thurrock CVS aims to create a culture that respects and values each other's' differences. CVS sees these differences as an asset to our work as they improve our ability to meet the needs of the organisations and people we serve.

All volunteers, employees, management board members and member organisations must declare their support for the objectives of this Equality & Diversity Policy. *Failure to do so may result in disciplinary action and/or ineligibility for membership.*

A copy of the full Policy document is available from the office on request

All groups / organisations applying for Thurrock CVS membership must agree to abide by this Statement of Intent - please declare your agreement on the Membership Application Form. If this is not received we will be unable to accept your application for membership.

Data Protection

Data protection law controls how organisations, businesses and the government use your personal information – go to GOV.UK: data protection

At Thurrock CVS we keep all of your records on secure computer systems and in secure manual filing systems.

We will tell you:

- how we use this information
- who we might share it with
-

Asking for your information

You can ask us for a copy of all the personal information that we hold about you. This could be from our computer systems or paper files.

By law, you have the right to get:

- confirmation that information about you is being processed
- access to your personal information

A request for this information is called a 'subject access request'. This should be made to Data Protection Officer, Kristina Jackson, at DPO@thurrockcvcs.org

For more about your data protection rights, go to the Information Commissioner's Office website.



CVS has policies, procedures and guidelines which cover, for example:-

- | | |
|----------------------------|--------------------|
| ■ Confidentiality | ■ Disciplinary |
| ■ Harassment | ■ Travel Expenses |
| ■ Internet and E-mail | ■ Flexible Working |
| ■ Retention of Information | ■ Lone Working |

Some of our policies are available as model documents which can be downloaded from the website or can be obtained from the office.

Board of Trustees and Complaints

Board of Trustees

Neville Baldwin	Individual Member	Chairperson
Mike Kelly	Open Door Services	Vice Chairperson/ Company Secretary
Mike Hursthouse	Individual Member	Treasurer
Hi Ching	Individual Member	
Tony Fish	Individual Member	
Lynn Mansfield	Individual Member	
Len Orpin	Individual Member	
Mike Rawlings	Individual Member	
Scott Sullivan	Individual Member	

Complaints

Thurrock CVS (Community and Voluntary Service) aims to provide to its members and to other organisations and individuals who may from time to time request it, the best possible service. Thurrock CVS recognises that from time to time there may be occasions when users of such services feel that the quality or level of service provided has been less than they could reasonably expect. In such circumstances:

1. The Chief Executive shall acknowledge in writing the receipt of any complaint (normally within seven days). The Board of Trustees shall be regularly informed of the number and nature of any complaints.
2. The Chief Executive shall undertake to investigate the circumstances leading to the complaint.
3. The Chief Executive shall communicate the results of the inquiry to the complainant within a reasonable time (normally twenty one days).
The complainant shall have the right if dissatisfied with the results of this inquiry to put his/her case personally to the Board of Trustees.
4. Where appropriate, Thurrock CVS shall make a written apology. Signed by the Chairperson of the Board of Trustees) to the complainant.

Confidentiality and CVS Members

Confidentiality

Staff members and volunteers, including Director Board members, shall not (except in the proper course of duty) during or after any periods of employment with Thurrock CVS (paid or unpaid) divulge to any person whatever or otherwise make use of any confidential information concerning the Volunteers, Thurrock CVS staff, or other service users.

Staff members and volunteers, including Director Board members, shall endeavor to prevent the publication or disclosure of any confidential information concerning the volunteers, Thurrock CVS staff, or other service users.

All documents of all media containing confidential information concerning Volunteers, Thurrock CVS Staff or other Service Users shall be immediately surrendered on the termination of any employment period or on request by the line management or the Management Board.

Thurrock CVS members

Membership list is currently under review October 2020

Contact Us

Core Service Information Kristina Jackson Chief Executive Office Viv Nunn PA& Office Manager	01375 389859 Kristina.jackson@thurrockcvs.org 01375 389843 Viv.nunn@thurrockcvs.org
Finance Julia Conn Bookkeeper	01375 389889 Julie.Conn@thurrockcvs.org
Organisational Development Vanessa Bennett Community and Voluntary Sector Development Worker Folarin Awosika Inclusion and Diversity Worker	01375 389893 Vanessa.bennett@thurrockcvs.org 01375 389893 Folarin.awosika@thurrockcvs.org
The Beehive/ Room Bookings Debbie Buck Bookings Administrator Robert Bowyer Caretaker/ Cleaner	01375 389885 Debbie.buck@thurrockcvs.org 01375 389892 caretaker@thurrockcvs.org

Thurrock CVS are member of:

ACEVO (Association of Chief Executives in Voluntary Organisations)

EACVS (Essex Association of Councils for Voluntary Service)

NAVCA (National Association for Voluntary and Community Action)

NCVO (National Council for Voluntary Organisations)