

CAB Report - January 2013

Third quarter statistics

Attempting to extract from CitA, problems with CASE Report info to follow

Social Policy

Awaiting info from Social policy coordinator

Funding

We are currently working on a partnership bid to the Lottery for funding Strategic partnership work, 25% of the total is allowed to be for advice services.

The bid for the Mitigation project EFDC has been submitted.

Pilot Project bid has been submitted to Citizens Advice to a Value of £3000, this is to ask clients if they are suffering from domestic /gender Violence and have been in discussion with them, looks positive but not confirmed.

Annual Grant bid has been submitted to Loughton Town Council.

A letter has been sent to LMI requesting they continue to support our debt advice work in Loughton.

We have been notified by Epping Town Council that we will receive a grant of £2000 for 2012/13 and £2500 for 2013/14.

The long awaited Essex County Council Grant has been transferred to our account £11363.33, this was due in April 2012!!

Friends of Epping Forest CAB

The friends group have held a number of funding events in their first year and raised in the region of £3000.

Projects

FABA we continue to carry out home visits for Disability form completion, bringing in a small income from Essex County Council.

Abridge/Lambourne outreach continues and is staffed by Mary and Rachel and this we invoice them on a monthly basis being £70 per month

ASF this project funds 2 supervisors a guidance tutor and Housing Adviser all part-time posts, the Housing Adviser has resigned and we are actively seeking a replacement for the 3 months left on the contract. Should we be unable to appoint we will have to notify and possibly refund the appropriate amount.

Staff Meetings

Each branch has held regular staff meetings during the third quarter and a joint branch meeting is planned for February details to follow.

Staffing

We have now appointed the Advise Services Manager for Loughton, Mary Lamb who was out temporary manager this is working well and has helped maintain a good atmosphere at the Loughton branch.

Volunteer Adviser levels are causing concerns and have lead to us changing our opening times, this will be reviewed at the Managers meeting in January.

A number of new Gateway trainees have started their training at all three branches.

We continue to have improved issues surrounding Volunteer training with the employment of a dedicated Guidance Tutor under the ASF project.

Financial Issues

A new software package will be purchased for book keeping; this should assist in better reporting for projects and all income and expenditure.

The Bureau appears to be operating well to meet its budget for this financial year.

Premises

Waltham Abbey no unknown issues

Loughton the building continues to be in a poor state of repair . Discussions have been taking place with the church regarding the rebuild and our requirements.

Epping The development of the site appears to be going ahead with the Theydon Trust having submitted planning permission to the council. However the rent required will be beyond our means,

IT

Petra is still now being rolled out to more branches and training will be commencing in March 2013. Case's stability is causing considerable concern and problems for advisers and supervisors in saving case records. Epping is experiencing some difficulties with the routing equipment and Rachel is in discussion with CITA who provided this.

Health And Safety

There have been no recorded incidents.

Loughton Carpet, quotes are being prepared 3 have been sought Dawn is dealing with this in conjunction with Mary ASM Loughton

Cllr Richard Cohen (Loughton St Marys)

6 February 2013