



Would you like support in developing your organisation to become a public service deliverer?

If the answer is yes the Capacity and Development Team at Lambeth Voluntary Action Council (LVAC) are available to provide practical advice and one to one support.

The role of the team is to support voluntary and community groups, in Lambeth, on a range of technical, developmental, management and structural matters. Areas that the team may be able to support you in include:

Governance

- Advice on legal structures and governing documents
- Registration with the Charity Commission or Companies House
- Support with developing or reviewing policies and procedures i.e. equal opportunities, health and safety, child protection
- Understanding management committee roles and responsibilities

Financial Management

- Complying with statutory and funders requirements
- Preparing budgets and cash flow forecasts
- Keeping proper books and records
- Getting ready for auditors/independent examiners
- Reporting financial performance

Quality Assurance

- Advice on quality assurance frameworks and requirements



Consortia-building / Working with larger providers

- **Support with setting up partnerships** - If you are concerned about the legal implications around taking on a contract you may want to partner with a larger organisation and look at developing a partnership bid.

LVAC will be keeping a list of partnership opportunities. Contact Andrew Fernandez on 020 7737 9462 to be included.

Other areas the team can provide support in include:

- Setting up a new group
- Fundraising
- Research
- Project development
- Business planning
- Service delivery and monitoring

Training

LVAC also provides a variety of training events, including fundraising, governance and finance courses. See the LVAC training brochure for further information.

For more information on the team or to book an appointment contact:

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