



## Finance Update

**W**ell, despite the raging credit crisis and recession out there in the real world, we are still here!

Our overheads continue to cause us some sleepless nights, and our overdraft shows no sign of shrinking but despite this there continues to be a steady stream of new referrals.

However, the pressure on finances is continuing to be a worry, and to this end John Drury and Jon Wright have decided to take drastic action. We have decided to 'cash in' part of our pension and live on this for six months, and therefore will be taking a 50% pay cut. This will help reduce our salary bill and enable us to meet some of the financial commitments such as paying the Inland Revenue.

Don't worry, we are not asking anyone else to take a pay cut! This is (hopefully!) a temporary arrangement to help us with our cash flow (cash flow = money in the bank).

Most companies have a policy of keeping enough reserves in their account to cover the cost of salaries in case of hardship. Voluntary and charitable organisations are recommended to keep 3 months salary costs in their accounts in case the work suddenly stops. In **Supported Lives'** case this would mean a staggering £150,000 in the bank. (Yes, salary costs for all staff are £50,000 a month!). At this moment we have a minus amount of money in the bank! So this is the challenge, to try and get some savings in to help us through the difficult times.

As I've said before, it's unlikely we can offer a cost of living increase to wages this year, for the very reasons outlined above, but overall the situation is looking reasonably secure. **Supported Lives** is nearly five years old and if staff can bear with us through these difficult times and the occasional difficult decisions, I'm sure we'll all still be here in another five years.

**Jon Wright**

## Social networking sites

It has come to our attention that staff are using social network sites such as *Facebook, MySpace* and *Twitter*.

Please be aware that discussing work situations, clients and staff issues on such sites will be seen as a breach of confidentiality, and can also be viewed as abuse, bullying and harassment.

Consequently, such use of social networking sites be treated as a breach of policies and procedures by the management of **Supported Lives**.

It is also important to note that any use of these services during work time is much the same as spending time on private calls while at work. This too is subject to our disciplinary processes.

Breach of confidentiality is always treated as gross misconduct, which can result in instant dismissal.

It may also involve a referral to adult protection, protection of vulnerable adults (POVA), and the police.

**Jon Wright**

## Vacancy (internal applicants only) Senior Support Worker

We are looking for someone to assist the Team Leaders with the operational organisation of **Supported Lives**. The successful person should:

- be respectful, honest, reliable and flexible
- be able to recognise the need for discretion and confidentiality
- have the required IT skills and be able to work on their own initiative
- be motivated and care about their work and their role
- represent the organisation in a professional manner
- be aware of their responsibilities and the possible outcomes of their actions

Some of the activities the successful applicant will be responsible for will include:

- completing service user notes, risk assessments and reports to a high standard.
- completing the rota system (with the necessary IT skills)
- attend meetings with other professionals and be able to represent the organisation and service users and their families where necessary.
- be able to pass on critical information in a clear and concise manner to other professionals and to **Supported Lives** management
- to manage respectfully, sensitive and private information and maintain confidentiality at all times

If you are still keen, then please write a short letter to *Owen Jones*. State why you feel you have the qualities and skills outlined above and why you feel you could meet the requirements of the post.

You have until *Friday 26th June* to state your interest.

*Late applications will not be accepted.*

**Jon Wright**

## Investors in People

**Supported Lives** have invested in *Investors in People*.

The *Investors in People Standard* is a business improvement tool which is designed to advance an organisation's performance through its people.

Generally, it means that everyone in the organisation must:

- Know, understand and have agreed what is required of their job
- Know how to do the job and why they are important
- Have the necessary materials, tools, training and information to do the job well
- Be able to measure how well they are doing
- Know what to do when things go wrong
- Work within systems and guidelines that are designed to help not to hinder
- Be led and guided by managers

### How it affects you

In order for us to achieve this we will be making some changes to the way in which we all communicate information to each other.

You can expect to receive some questionnaires in the future and to be contacted at times by myself or Emilia.

If you have any questions you would like to ask please contact Emilia or me at **Supported Lives**.

**Sally Benn**

## Fifth Anniversary Part 1

**D**on't forget, credit crunch or not, we still want to celebrate our fifth anniversary in style. If you've got any ideas for how we should go about it, please get in touch with myself or John Drury as soon as possible.

**Jon Wright**

# A Grand Day Out

**T**his issue's *Grand Day Out* is a bit different. I thought you might like to hear about some things that are happening over the summer.

## Dragon Boat Racing

27th-28th June

A colourful, fun and wet (for some!) Dragon Boat race with 30 teams competing at Clarence Dock in Leeds. Lots of other things happening on Brewery Wharf.

<http://tinyurl.com/mpwlxe>

## Gala Day at Harold Park

11th July

Music, dancing, magic, fire brigade, police, rowing boats, model boats, monster trucks, vintage machinery, donkey rides, bouncy castle, games, stalls at the Low Moor park. Free entry and its on from noon until 4pm.

<http://tinyurl.com/mlrz5l>

## Great Yorkshire Show

14th-16th July

Agricultural machinery, a greater variety of domesticated animals than you ever thought possible, food halls, sheep shearing, blacksmithing, rural crafts and shopping. Full price is £18 but there are concessions for people with disabilities and carers (and also some other concessions, see the website).

[www.greatyorkshireshow.com](http://www.greatyorkshireshow.com)

## The Bradford Classic

18th-19th July

150 classic cars will be on show in Centenary Square.

<http://tinyurl.com/nj58ut>

## Kettlewell Scarecrow Festival

8th-16th August

Over a hundred scarecrows will be on show (or hiding!) all over Kettlewell during the festival.

[www.kettlewell.info/scarecrow.cfm](http://www.kettlewell.info/scarecrow.cfm)

## Abba Gold in Ilkley

16th August

Abba tribute band and a funfair in Riverside Gardens. Also, cover band Psychoslinkys and comedy from the Bread and Butter Theatre Company. It's free and runs from 4pm to 9pm.

<http://tinyurl.com/lxzyse>

## Leeds West Indian Carnival

28th-31st August

In Potternewton Park over the August bank holiday. It's launched with the Carnival Queen extravaganza in Millennium Square on the Friday.

[www.leedscarnival.co.uk](http://www.leedscarnival.co.uk)

## Bolton Abbey

All summer and all year!

Easy walking in beautiful Wharfedale and a selection of cafes. It costs £6 to park the car but there is a bus every couple of hours from Ilkley.

[www.boltonabbey.com](http://www.boltonabbey.com)

## Saltaire Festival

10th-20th September

About events including plays, concerts and gigs, lectures, poetry readings, tours, markets, fairs and carnivals, many are free. Check the website for details.

[www.saltairefestival.co.uk](http://www.saltairefestival.co.uk)

**Brett**

## Fifth Anniversary

### Part 2

**T**he next issue of the Bugle & Trumpet will be a full-colour super anniversary edition (perhaps even a collector's special!) This means I want your photos.

Take a picture of something you do with **Supported Lives** over the next month or two. Drop it off with Emilia at the office and I'll do my best to make you a star.

**Brett**

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