


**From:** Communities@winchester.gov.uk   
**Subject:** Community Matters Newsletter September 20  
**Date:** 24 September 2020 at 14:01  
**To:** SLincoln@winchester.gov.uk, MMaitland@WINCHESTER.GOV.UK, MFletcher@winchester.gov.uk



To whom it may concern,

As you will be aware, government legislation has been updated and enforced from today. Please see the email below from Community Matters, which details these changes and provides advice with regards to enforcing them in your buildings.

Thank you to those of you who have responded to our previous email, requesting further information as to whether your community buildings are open, or your plans to open. We would be very grateful if those of you who have not yet responded could please provide us with an update at your earliest convenience.

We hope this information is helpful to you. If you have any further questions, please do not hesitate to contact us.

Kind regards,

**Emma Searle**  
Community & Grant Support Officer

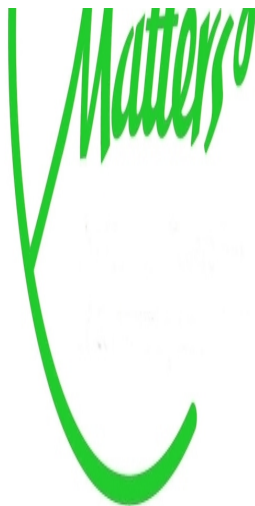
Winchester City Council  
Colebrook Street  
Winchester, SO23 9LJ

Tel: 01962 848269  
Ext: 2269



**Subject:** Community Matters Newsletter September 20





## **Welcome to September's Newsletter**

Again there has been a flurry of new guidance and regulation that will affect community buildings over the last month. The latest piece about the QR codes for track and trace is included in this newsletter.

There seems to be no imminent chance to return to normality, so if you have some time please do get involved in our research. We are hoping to use the report that comes from this as a way to start conversations about the need for community spaces, and how they may be supported going forwards.

Thank you to all the organisations who have resubscribed. The subscription money helps fund our continued work on the resources, and allows us to plan the next phase of work.

The CMY office is open again but not all of the time. However, we are also available to help you via email and possibly video conference - we are getting better at using it!

Best wishes and stay safe The CMY Team

[www.communitymatters.org.uk](http://www.communitymatters.org.uk).

---

## RESEARCH: COMMUNITY BUILDINGS

Many thanks to those organisations who have been in touch about this research. Although we were unsuccessful in securing funding for this, we have made the decision to go ahead anyway. The aim is to create a report that looks at what Community Buildings have done during the last 5 months, and also the implications moving forward for the sustainability of community buildings. So please if you could spare a little bit of time to have a chat or video conference call with one of our team please contact Heather at [admin@community-matters.org.uk](mailto:admin@community-matters.org.uk)

---



### NHS track and trace QR code

From the 24th September Community Centres must register for and display an official NHS track and trace QR code.

Your organisation should already be collecting contact details as listed below - the change is the introduction of the official NHS QR code, and fines for failing to comply:

- ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details

people) to provide their name and contact details

- keep a record of all staff working on their premises and shift times on a given day and their contact details
- keep these records of customers, visitors and staff for 21 days, and provide data to NHS Test and Trace if requested
- display an official NHS QR code poster from **24 September 2020**, so that customers and visitors can 'check in' using this option as an alternative to providing their contact details
- adhere to General Data Protection Regulations

You must register for an official NHS QR code and display the official NHS QR poster from 24 September 2020. Follow this link to get an official NHS QR code to display <https://www.gov.uk/create-coronavirus-qr-poster>

The code should be displayed clearly at the access points to your venue. Customers and visitors can (from the 24<sup>th</sup> September) use the NHS Covid-19 app on their smartphones to log their use of your premises (this data stays on their phone and is not shared). Customers and visitors using the QR code do not need to share any data with you, however those who have pre booked with your venue may still want to use the app to help remind them of places they have visited should they be contacted by the NHS.

At the time of writing it is only hospitality venues who must refuse access to those individuals or groups not wishing to share contact details. For Community Centres you should request the information, but if the individual/group refuses to share their contact details you should follow your own policy.

If you are currently using your own QR code to collect contact details you must change to the official NHS code.

If you use other QR codes it must be clear which is the official NHS QR code

For full details follow this link;

[https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm\\_source=26574a86-d87a-46bf-8383-0035631a4235&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily#displaying-an-official-nhs-qr-poster](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=26574a86-d87a-46bf-8383-0035631a4235&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily#displaying-an-official-nhs-qr-poster)

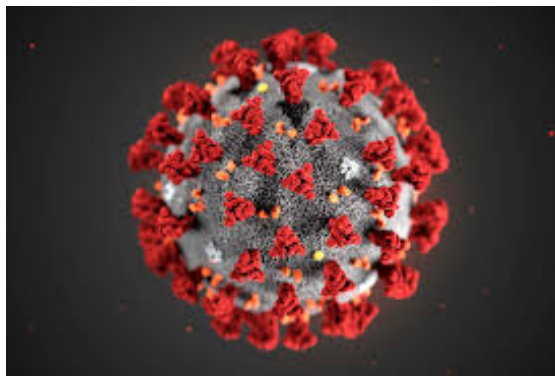
---

## Knowledgebank of Information

Here you can access our library of over 170 essential legal and technical information and guidance sheets, standard policy documents and legal templates, which saves you time and gives you peace of mind. You need to be a subscriber



for access to this. For more information please go [here](#) **Subscriptions start from as little as £20 a year.**



### **COVID Secure E-Learning**

We have been negotiating for access to some computer based e-learning to support organisations as they return to work. This training should take 30 to 40 minutes to complete, and is designed for staff and volunteers to do before the organisation re-opens.

The course covers:

- Coronavirus
- Risk assessment – hand-washing, surfaces, seating arrangements
- Getting to work – travelling there and moving round the premises
- Common areas
- Working and meeting with customers, colleagues and visitors
- Cleaning – before, during and at the end of the working day
- Face and body coverings
- Deliveries

- Accidents & incidents
- Raising concerns

At the end of the e-learning the participant receives a certificate. The organisation can also receive a certificate to help give confidence to your users. The course will be regularly updated as guidance and legislation changes.

There is a charge of £5 per person for the e-learning,

If you would be interested in this e-learning opportunity, please email us at [admin@community-matters.org.uk](mailto:admin@community-matters.org.uk) giving your organisation name and contact number, and an indication of how many people in your organisation may want to undertake the course.

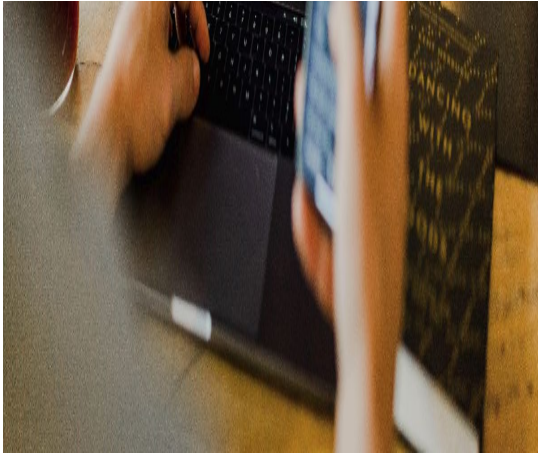


### **Community Matters - Online information and networking meeting**

At Community Matters we know these are difficult times, and we are eager to make sure that small charities can survive both now and into the future. To aid this effort and also to provide some sort of opportunity for networking, we are offering an online zoom meeting for organisations.

Thursday 15th October at 10am

To book a place please go [here](#)



---

### Funding Newsletter

Community Matters Yorkshire produces a monthly Funding Newsletter with over 100 opportunities from funders both local and national. The cost of this is currently £10 a year, although this is likely to rise very soon. If you would like to subscribe to this, please go [here](#) and follow the instructions from the signup page.



Community Matters Training

AUTUMN 2020



## Autumn Training

29th Sep [Finding Funding](#)

Over the past couple of years there has been a proliferation of funding information databases and websites. Some are free and some cost varying amounts of money to subscribe. This session will look at the range of information sources that are available and how to get the best from them.

14th Oct [Monitoring](#)

Trusts and givers want to know that their money makes a difference, but how do you prove it? This short session will help you understand the terms funders use, and hopefully help you unlock their funds so that you can continue to make a difference.

27th Oct [The Essential Trustee](#)

This short session is designed for Trustees of charities to help understand their role, responsibilities and duties. This session is suitable for any current Trustees wishing to refresh their knowledge and for those considering becoming a Trustee.

We have decided to offer all of our training this autumn online. As we are not having to pay for venues, we are passing that saving on to you. So this autumn all of these courses will cost only £5 per person

More details about the courses are available at <https://community-matters.org.uk/news/autumn-training-courses>


To book places either follow the links to the Eventbrite pages or contact [admin@community-matters.org.uk](mailto:admin@community-matters.org.uk)



### Improving Quality

Improving Quality have made

Element 4 of their Quality Scheme



“

TO HELP YOU  
CAPTURE THE  
LEARNING IN  
YOUR  
ORGANISATION  
FROM THE  
CURRENT  
COVID 19  
SITUATION  
ELEMENT 4 OF  
THE IQ  
QUALITY  
SCHEME IS  
NOW FREELY  
AVAILABLE

**Free IQ Element  
4 Sustainable**

TO GET YOUR FREE COPY GO TO  
[HTTPS://MAILCHI.MP/B3A84F6CD022/  
IMPROVING-QUALITY](https://mailchi.mp/B3A84F6CD022/IMPROVING-QUALITY)

Element 4 of their Quality Scheme freely available, allowing organisations to capture their learning from the current COVID 19 situation. F4.7 is about Risk, both personal and organisational. Which organisations had pandemic in their risk register? To get your free copy of Element 4 please go [here](#).



### **Expert email advice**

As a subscriber you have access to our team of Community Advisers who will answer your technical queries on setting up or managing a community organisation or asset.



Just send us a summary of the issue or problem you're facing, and we'll do our best to give you a concise and practical response so that you can focus on the job in hand. For more information please go [here](#). **Subscriptions start from as little as £20 a year.**

---

---



### **Help and Support**

You can contact us through the form on the website [www.communitymatters.org.uk](http://www.communitymatters.org.uk) or by email to [admin@communitymatters.org.uk](mailto:admin@communitymatters.org.uk). We will do what we can to help. If you need to talk with us we will happily set up a video conference so you can talk through the issues with us.



---

*Copyright © 2020 Community Matters, All rights reserved.*

You are receiving this newsletter because you opted to do so or were already on our mailing list. We hope you enjoy e-news but if you do wish to unsubscribe please follow the link below.

**Our mailing address is:**

Community Matters  
Clayton Works Business Ctr  
Midland Rd  
Leeds, LS10 2RJ  
United Kingdom

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



---

This email and any files transmitted with it are intended solely for the addressed individual. The information in this email may be confidential; if you have received it in error, please accept our apologies and notify the sender as soon as possible, and delete it from your system without distributing or copying any information contained within it. Under UK Data Protection and Freedom of Information legislation, the contents of this email might have to be disclosed in response to a request. We check emails and attachments for viruses before they are sent, but you are advised to carry out your own virus checks. Winchester City Council cannot accept any responsibility for loss or damage caused by viruses.