

# CVS South Gloucestershire

A stylized graphic of three green human figures in profile, walking or running from left to right. They are positioned behind a dark blue rectangular box.

*Supporting Developing and  
Representing the Voluntary  
and Community Sector in  
South Gloucestershire*

**Annual Report  
2010 – 2011**

A large, faded version of the stylized green human figures graphic, positioned in the background behind the central text.

**Building a Strong Voluntary  
and Community Sector**

# Chair's Report

It has been another challenging year for many in the voluntary and community sector particularly those who receive public sector funding. We have been working to champion the value of the local VCS with our partners in South Gloucestershire Council and other members of the South Gloucestershire Local Strategic Partnership.

The VCS has had much focus nationally with the concept of the Big Society being introduced. Events were held with local MP's in partnership with Southern Brooks Community Partnership and The Chase and Kings Forest Project before and after Christmas.

These provided an opportunity for local VCS organisations to showcase their work and raise issues and concerns with MP's.

As the new policy agenda develops CVS will be working with you and our public sector partners to ensure that the local VCS is strong and able to provide services, activities and support to individuals and communities and supporting stronger communities in South Gloucestershire

I would like to thank the Board of Trustees, staff and our delivery partners for working together to continue to provide the VCS a high quality service in South Gloucestershire.

Sandy Hore-Ruthven  
Chair of the Board of Trustees

# Chief Officer Report

I am pleased to introduce this year's annual report which gives you an overview of the projects and services delivered by the CVS Team this year.

We have continued to develop our partnership with our local and specialist partners working hard to join up services to make sure that local VCS organisations can access information and support to develop.

Strategically we worked with members of the South Gloucestershire Local Strategic Partnership to support the implementation of the new South Gloucestershire Compact and we have focused much of our effort to champion the value of the local VCS in South Gloucestershire and to try to minimise the impact of the Comprehensive Spending Review on those VCS organisations receiving public sector funding.

During the year we were successful in our application to the NCVO Sustainable Funding Beacons programme and we are delighted that this means that we will be able to work with local VCS organisations to diversify income streams.

With many thanks to staff, delivery partners, Board of Trustees, funders and the local groups and organisations using and commenting on our services.

Looking forward in 2011 – 2012 following investment received from South Gloucestershire Council on behalf of the South Gloucestershire Local Strategic Partnership we will be launching a range of new services with our local and specialist delivery partners with the aim to build a strong VCS in South Gloucestershire.

I look forward to working with you during the coming year.

Helen Black  
**Chief Officer**

# CVS South Gloucestershire Training

CVS South Gloucestershire continues to run its three training programmes each year based around the more traditional term model. As we now have considerable experience on the needs of the sector from both experience and continuous evaluation we are able to offer tailored training which adapts to meet the changing face of the sector.

In tougher financial times training is often one of the areas where organisations cut back, however investing in training during changing and challenging times is even more important for organisations to ensure staff and volunteers have the skills needed. Whilst we have had to cancel a couple of courses, the responsive nature of our approach to providing training for local VCS has meant that we have 'bucked the trend' running 20 different training sessions and up skilling 137 VCS workers.

We have also over the past year developed relationships with other types of training providers. For example, a firm of Solicitors in Bath offered to run Employment Law training for us on a pro-bono basis. The course was run by an Employment Lawyer and their HR manager and it was most successful.

For the first time the 2010/2011 training year saw us making small charges for training, albeit not all courses. We continue to offer training free of charge to volunteer only organisations, but we have noticed a difference in the "value perception" of our training

During the year we also introduced a new in house training service for Management Committees, tailored to the needs of individual organisations and their committee we are keen to grow this service during the coming year.

## **In the 2010/2011 Financial Year CVS South Gloucestershire has**

- Run 20 different Training sessions
- Upskilled 137 VCS workers in South Gloucestershire
- Enabled 39 organisations to have a qualified First Aider
- Ensured that 27 organisations have a qualified Health and Safety representative

## Children's and Young Peoples Development

During the year we continued to provide information advice and support to groups and organisations working with Children and Young People.

This service included a monthly e bulletin, telephone, email and one to one advice with over 40 organisations support.

Support ranged from advice with funding applications, policy and procedures and sign posting for training and further support.

The project also supported a number of initiatives including

- training on Financial Inclusion for those working with Young People
- meetings and events which aimed to promote a better understanding of gender issues and identities for young people
- with The Care Forum organised meetings for the VCS with the Director for Children and Young People South Gloucestershire Council.

We are also working in partnership with The Care Forum and Southern Brooks Community Partnership to support the development a CWDC funded project to support VCS organisations to engage with Common Assessment Framework (CAF) and a new Safeguarding Toolkit for VCS organisations will be launched in the autumn.

# Funding Advice Service

Our ongoing funding advice service delivered a range of resources, information and assistance to local groups. This included:

- the provision of regular funding news via our regular ebulletins and newsletters,
- development of our website development to enable access to a range of funding resources (see [www.cvs-sg.org.uk/fundraising](http://www.cvs-sg.org.uk/fundraising)) and
- our one-to-one fundraising support service:

## Feedback from local groups includes:

- Thank you for all of your time and help. I feel more confident and much better informed now.
- We were a group of OAPs who didn't know where to go from here...You put us on the straight and narrow and opened up new horizons...

The South Gloucestershire Funders Forum - held 15<sup>th</sup> September 2010 – included presentations and one-to-one surgeries with key funders including Big Lottery, Children in Need and Esmee Fairbairn Foundation. Participants also had the chance to hear from local Commissioners and to develop their fundraising skills through practical workshops.

The event was attended by 139 people – representing many local charities and other community groups - with feedback which was extremely positive:

- 94% of feedback respondents judged the overall event as either 'good' or 'excellent'
- Comments included '*The range of speakers was excellent*'... '*A really interesting day with good representation from a variety of funders*'... '*Very informative and opens ones eyes to what's ahead.*'
- Benefits which participants most valued included raised awareness about fundraising, better understanding and greater confidence to act on what they had learned.

We would like to thank South Gloucestershire Council for funding the event, CCLA for providing sponsorship and all the speakers and funders who gave their time to attend the event which made it such a great success.

# Reaching Out: Linking In (RO: LI)

The RO: LI project aims to help equalities communities and 'seldom heard' groups to influence the policy and service delivery of public bodies. It also aims to improve the support that is available from voluntary sector infrastructure organisations. Funding from the Big Lottery runs until June 2011.

## Key outcomes

- 6 community organisations have had one to one support to improve their organisational capacity and ability to engage in local forums and networks
- RO: LI commissioned an equalities impact assessment toolkit and DVD which has received a favourable response. Nine voluntary sector and community organisations have had training to introduce EIAs.
- 19 representatives of public bodies and voluntary sector organisations attended a workshop in March 2011 to consider engaging with vulnerable and isolated people living in rural areas
- The project development worker has worked with the Partnership Equalities Co-ordinator at South Gloucestershire Council to develop South Gloucestershire's Equalities Forum. 50 representatives of equalities groups attended an event in July 2010 to consider how to ensure that the forum better reflects the priorities of local communities. A further event was held in March 2010 attended by 35 people
- A 'state of sector' report has been prepared and published by the RO: LI project to highlight the challenges facing community organisations and the opportunities for improving engagement with public sector organisations
- A final project event – 'Everyone Included - Celebrating Diversity' was held at the Winter Gardens in Weston-super-Mare, which was addressed by the chief executive of Equality South West



# Voice and Influence.

The *Voluntary Voices* forum continued to go from strength to strength with increases in attendance more than doubling over the year, enabling the forum to have a wider impact.

- Partnership *Voluntary Voices* forum events with Southern Brooks Community Partnership in Bradley Stoke (Dec 2010) and The Chase and Kings Forest Community Project in Kingswood (Feb 2011) gave 130 voluntary and community sector groups and organisations the opportunity to debate and challenge the *big society* agenda and make links with South Gloucestershire's three local MPs.
- *Voluntary Voices* event in partnership with the CVS South Gloucestershire Funders Forum gathered over 100 colleagues together to meet major funders and learn about future economic resilience.
- Voluntary Sector Steering Group – the momentum gained in 2009/10 continued enabling the development of a strong and trust-filled collaborative working group for South Gloucestershire's infrastructure providers. The group has since developed an Infrastructure Framework to map service provision, identify any gaps or overlaps and to work together much more effectively; and a Memorandum of Understanding to manage the collaborative partnership between member organisations.
- A new group is to be formed of infrastructure and frontline organisations with the aim to offer a leadership role to the wider voluntary and community sector as it moves towards improved self-sufficiency and resilience.



*Debate on the Big Society, Dec 2010*

## 2011/12

Moving on from our success, we are now introducing two new groups. The Infrastructure Partnership, which brings together Infrastructure Providers in South Gloucestershire to support collaborative working and join service providers. One of the first partnership projects will be a Database of the VCS, which will enable more effective and more targeted infrastructure services.

A new VCS Leaders Board, brings together colleagues from across the sector to provide leadership, a representative role for the voices of the VCS and a place for CEOs to meet.

# Staff list and Trustee List

## Board of Trustees

Pauline Hawker-Bond (Vice-Chair from Jan 2009, resigned Jan 2011)

Sandy Hore-Ruthven (re-elected Nov 2008) (Chair from Jan 2009)

Michael Packer (re-elected Nov 2008)

Julie Close (re-elected Nov 2008, resigned Sept 2010)

Christina Stokes (co-opted Mar 2009, elected Sept 2009)

Gillian Turner (re-elected Nov 2008, resigned Sept 2010)

Ben Janes (co-opted Sept 2009, elected Sept 2010) (Vice-Chair from Jan 2011)

Rachel Robinson (elected September 2010)

Stella Milsom (co-opted March 2010)

## Staff

Helen Black Chief Officer

Clare Adamson Voluntary Sector Forum Co-ordinator

Steph Briggs Office Manager March 2010 – July 2010 (Maternity Cover)

Sarah Buckle Development Officer (Training)

Julie Clabon Finance Officer

Paul Davenport Development Officer (CYP)

Martin Gregg Development Officer (Equalities)

Geni Hall-Kenny Development Officer (Funding Advice)

Rachel Lucey Office Manager (Maternity Leave March 2010 – January 2011)

# Financial Pages

## CVS South Gloucestershire

### STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31 MARCH 2011

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	47,379	100	47,479	45,378
Activities for generating funds	3	-	2,840	2,840	171
Investment income		26	-	26	35
<i>Incoming resources from charitable activities</i>	4	9,459	229,807	239,266	238,439
<i>Other income</i>		50	-	50	70
<b>Total incoming resources</b>		<b>56,914</b>	<b>232,747</b>	<b>289,661</b>	<b>284,093</b>
<b>Resources expended</b>					
<i>Charitable activities</i>	5	45,964	230,920	276,884	298,780
<i>Governance costs</i>	7	4,123	-	4,123	3,357
<b>Total resources expended</b>		<b>50,087</b>	<b>230,920</b>	<b>281,007</b>	<b>302,137</b>
<b>Net incoming/(outgoing) resources</b>					
<b>- net income/(expenditure) for the year</b>	8	6,827	1,827	8,654	(18,044)
Gross transfers between funds	15	2,193	(2,193)	-	-
<b>Net movement in funds</b>		<b>9,020</b>	<b>(366)</b>	<b>8,654</b>	<b>(18,044)</b>
<b>Total funds at 1 April</b>		<b>31,866</b>	<b>20,528</b>	<b>52,394</b>	<b>70,438</b>
<b>Total funds at 31 March</b>	15	<b>40,886</b>	<b>20,162</b>	<b>61,048</b>	<b>52,394</b>

The Charity has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charity are classed as continuing

# Financial Pages

## CVS South Gloucestershire

### BALANCE SHEET

YEAR ENDED 31 MARCH 2011

	Note	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets	12	1,099	2,204
<b>Current assets</b>			
Debtors	13	3,851	16,599
Cash at bank & in hand		73,747	56,917
		<u>77,598</u>	<u>73,516</u>
<b>Creditors : Amounts falling due within one year</b>	14	(17,649)	(23,326)
Net current assets		<u>59,949</u>	<u>50,190</u>
<b>Net assets</b>		<u>61,048</u>	<u>52,394</u>
<b>Funds</b>			
Restricted funds	16	20,162	20,528
Unrestricted funds	16	40,886	31,866
		<u>61,048</u>	<u>52,394</u>

## Accountants and Auditors

Ed Marsh ACA DChA, Burton Sweet Chartered Accountants,  
Pembroke House, 15 Pembroke Road, Clifton, Bristol. BS8 3BA

## Bankers

Lloyds TSB, Westbury on Trym Branch, 15 High Street, Bristol. BS9 3DA

# CVS South Gloucestershire

## CVS South Gloucestershire

Is the umbrella body for the voluntary and community sector and a membership organisation with 134 Full Members - Voluntary and community organisations based in and/or delivering services to communities in South Gloucestershire  
22 Associate members - individuals and statutory organisations.

*CVS works in partnership to provide services and support for the VCS in South Gloucestershire.*

### Local delivery partners

Patchway, Filton and the Stokes Volunteer Centre - Southern Brooks Community Partnership - The Chase and Kings Forest Community Project  
Thornbury Voluntary Centre - Yate Voluntary Centre

### Specialist partners

Children's Playlink - The Care Forum - The Faith Forum

### 'Reaching Out Linking In' project partners

DEVELOP, VANS, SREC and The Black Development Agency.

## CVS South Gloucestershire

Registered Address: Mulberry House, Kingswood Foundation  
Britannia Road, Kingswood, South Gloucestershire. BS15 8DB

To find out more about our work or to become a member please visit our website: [www.cvs-sg.org.uk](http://www.cvs-sg.org.uk) email: [info@cvs-sg.org.uk](mailto:info@cvs-sg.org.uk) or ring **01454 865205**

Charity Registration Number: 1099702 Company Registration Number: 04831569

### Funded by

