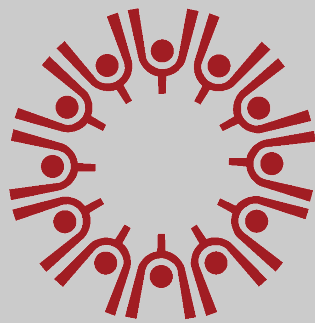


**BASILDON, BILLERICAY &
WICKFORD COUNCIL FOR
VOLUNTARY SERVICE**

**WORKING IN PARTNERSHIP IN
BASILDON, BILLERICAY & WICKFORD**



ANNUAL REPORT 2012/13

CONTENTS

	PAGE
BBWCVS—Vision, Mission & Values	3
BBWCVS—What We do	3
Trustee Board, Staff & Volunteers	4
Chairs Report—John Robb OBE	5
Chief Officers Report—Chris Evans	7
Development Services Manager—Pam McCarthy	9
The Big Local	11
Talent Match	13
The Volunteer Centre	14
Treasurers Report	16
Thank You	17
BBWCVS Members 2012-13	18
BBWCVS Diary 2012-13	20

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

BBWCVS — OUR VISION, MISSION & VALUES

BBWCVS' vision is of a fair, vibrant and open society that encourages and is supported by voluntary and community action.

BBWCVS' mission is to promote, develop & facilitate a thriving, effective, sustainable and influential voluntary sector in Basildon, Billericay & Wickford.

BBWCVS work is guided by values that

promote equality of opportunity, participation, co-operation, partnership and democratic involvement.

We promote local voluntary and community action in order to combat poverty and disadvantage, and improve the quality of life for groups, communities and individuals.

BBWCVS — WHAT WE DO

BBWCVS undertakes 5 core functions:

- Development Work: identifying local needs, working with others to develop appropriate actions and working strategically to benefit the local voluntary & community sector
- Liaison: helping to maintain links with a wide range of voluntary & community organisations and promoting cross sector relationships
- Representation: enabling the local voluntary & community sector to present its views to statutory sector agencies through consultation, networking, forums, seminars and workshops
- Support Services: funding, financial, management & constitutional information and advice, training, newsletters and mailings
- Strategic Partnership Work: working with the Local Strategic Partnership (LSP), helping to develop the Voluntary Sector Compact, participating in neighbourhood regeneration and working with other statutory bodies at a strategic level

BBWCVS hosts the Volunteer Centre which provides a volunteer recruitment, placement and support service to residents & voluntary and community organisations.

TRUSTEE BOARD DURING 2012-13

John Robb - Chair
Stella Calkin - Vice Chair (CAB)
Amy Dowd - Pathfinders
Don Sydney -TGACC
Paul Nagle - BDAA
Angie Cahill - BATIAS
Carole Cecile - BATIAS

Ex officio representatives from external organisations

Tracy Parry/Maxine Williams —Basildon Borough Council

STAFF DURING 2012-13

Chris Evans - Chief Officer
Pam McCarthy - Development Services Manager
Becky Walsh - Office Administrator
Donna Plakhtienko—Finance Officer
Jessica Plant— Supporting People Volunteer Coordinator
Suqie Banwait—Big Local Officer

VOLUNTEERS

Reliable volunteers are really important to us at the CVS.
We would like say a big THANK YOU to our volunteers
Patrick and Terry Kelleher



I am delighted to present this Annual Review for the Basildon, Billericay and Wickford CVS (BBWCVS) for the year 1st April 2012 to 31st March 2013.

A quick scan of the calendar at the end of this report highlights the significant and important role the CVS continues to play in supporting local community and voluntary organisations in the borough. It also highlights the important leadership role that the CVS continues to provide not just locally but across Essex, and the broader South East Local Enterprise Partnership area.

As in the previous year the CVS spent more on our charitable activities than our total income received last year, dipping into our reserves in order to protect and maintain key areas of our work. Nevertheless we secured a number of new funding streams which illustrates the ongoing confidence of funders in the services that we are able to provide.

Reviewing this report it is apparent this achievement was one of many. For example, we:

- Distributed £17,000 funding from Community First to local groups in Pitsea.
- Secured funds to deliver a Supporting People volunteering project;
- Hosted a series of highly successful training and information events including the Funding Fayre;
- Provided a Secretariat for the Talent Match Partnership covering Essex, Kent and East Sussex.
- Were appointed the Trusted Local Organisation for the Big Local.
- Lobbied the Minister for additional investment and resources.
- Recruited and match over 200 volunteers with placements.

Much of this work was the result of effective partnership working so our thanks are due to the many partners with whom we worked to the benefit of the local community.

At the 2011 Annual General Meeting a resolution was passed to change the legal status of the Charity. This year we took active steps to change to become a Charity limited by guarantee and so reviewed our memorandum and articles. These changes were implemented during 2012-2013 and as a result a new Company and Charity were formed. Whilst these changes will have no impact on the day to day operation of the Charity, the change provides important protection for our Trustees. In short it means that the trustees/directors of a company charity and the trustees have the protection of limited liability as an incorporated charity has a distinct legal

CHAIR'S REPORT - JOHN ROBB, OBE

personality distinct from its members.

Sadly during the year we lost our long serving Treasurer Gerry Ryan, following a long illness. We are taking active steps to replace Gerry but he is sadly missed.

Finally a number of THANK YOU's. Firstly to my fellow trustees, staff and volunteers for their efforts this year. Secondly I wish to place on record our thanks to our funders and partners the Basildon Borough Council, Essex County Council, the South West Essex PCT, TCHC and the Big Lottery.

John Robb

As you can read in this years report with limited resources we accomplished much. Importantly we maintained service provision, resumed our Supporting People volunteering work, and were actively engaged in a number of high profile, nationally significant projects.

Service user feedback remains overwhelming positive. This was also reflected in 18 new members joining the CVS so a big welcome to them.

On a personal note I secured a temporary part time secondment to work on the Essex Whole Place Community Budget pilot.

What is a whole place community budget pilot?

The Whole Place Community Budget programme looks to organise public spending by place, rather than by individual organisations or services. Whole Place Community Budgets aims to see public sector partners across local government, the NHS, emergency services and various national government agencies come together to redesign services around the needs of local communities and residents. Essex was chosen as one of four areas in England to pilot this radical and innovative new model of public service.

The work provided an opportunity to work alongside other secondees from Whitehall and local partners. Working on the Employment and Skills work stream, the project provided an important insight into Essex local government. It also provided a useful signboard to other opportunities such as the Talent Match programme.

So a big thank you to colleagues from the programme and to Dan Gascoigne for providing me with this unique opportunity.

Elsewhere in this report we rightly give extended coverage to the work we have undertaken with the Big Local and Talent Match. Both projects reflect the confidence of our partners so thanks are also due to them.

Community First initiative.

A key role of the CVS is to position ourselves to maximise opportunities available for the sector arising from the Big Society agenda. As part of this the CVS successfully applied to the Community Development Foundation to host two local panels in the Pitsea wards.

During the year we established two panels, and agreed a series of broad priorities. I am therefore pleased to report that the first rounds of funding was oversubscribed and recommendations made for funding to the CDF. As a result over £17,000 matched funding was invested in the target area.

There will be a further funding round later in the year, which is also based on a local plan of needs.

Meeting with Nick Hurd MP Minister for Civil Society.

A key function of the CVS is to provide a platform for the many voluntary and community sector voices. In fulfilling this role Pam and I attended a meeting with the Minister for Civil Society Nick Hurd MP at the Cabinet Office. This meeting, facilitated by our local MP Stephen Metcalfe, was a welcome opportunity to meet the Minister as he is at the forefront of Government plans for the “Big Society”.

At the meeting we discussed:

- Community First Funding.
- The Big Local.
- Locality and their role in the training of Community Development Workers.
- The need to secure additional investment in volunteering and supporting volunteer infrastructure work.

An invitation was extended to the Minister to visit Basildon and meet local voluntary and community groups, and to review the distribution of Community Development Funding within Essex. These requests both received favourable responses. Our thanks go to Stephen Metcalfe and his staff for securing this opportunity.

SW Essex PCT Funding.

During the year the CVS welcomed the establishment of a new grants programme at the SW Essex PCT. We were approached about providing advice and support to the PCT funding panel. We advised on the application form, issued a press release, and distributed information to local groups as well as the Council.

I am pleased to report that the greatest number of applications was received from Basildon Borough. Some 42 applications were received by the panel requesting a sum of £487,000. 37% from Basildon, including 10 from CVS member organisations.

OUR AIM IS TO:

ENCOURAGE, FACILITATE, EMPOWER AND SUPPORT THRIVING, INNOVATIVE VOLUNTARY AND COMMUNITY ACTION THROUGHOUT BASILDON DISTRICT

A core role of the CVS is to assist voluntary and community organisations to function more effectively and deliver quality services to their users, members and constituents. In furtherance of this objective we have provided support to groups with legal, constitutional, and funding advice. This enables groups to establish, improve and develop their own operations ensuring best practice wherever practicable.

This year we provided advice to an average of over 70 organisations per quarter. This included 575 cases where we provide either information, advice or support.

In addition to this there was a great demand from local groups seeking organisational advice and assistance, a revamp of the voluntary sector forum, a successful funding fayre, and a range of training workshops provided. Some of these highlights are covered below.

The voluntary sector forum was re-launched and revamped as a networking forum this year with less formality and more opportunity to undertake networking between groups. As a result attendance has increased with much positive feedback. Attendees felt it worthwhile and consensus of opinion is that the networking helps a great deal in motivating individual organisations forward. Speakers attended from Basildon Council, the Primary Care Trust and the Government who delivered information on the then Vetting and Barring System.

In partnership with Basildon Council a workshop and training programme was delivered. Mainly focusing on funding the courses proved highly popular. This programme complimented our funding fayre which was held in July 2012. Attended by 14 different funders they were kept busy throughout the day as there was an 'open door' policy and the event was attended by 86 people in all representing various organisations.

During the year we continued to offer assistance to organisations to enable them to secure PQASSO accreditation. One audit was undertaken this year as the request of the Charities Evaluation Service. Locally we continue to disseminate good quality information, advice and guidance on PQASSO to groups within the Basildon, Billericay & Wickford areas. The opportunity for a Health Check within an organisation was given to all our members but during this period only one organisation took the opportunity to undergo a good practice Health Check. They conveyed to us how much this Health Check proved to be of value to the development of the organisation. This service will continue to be available to members as required.

DEVELOPMENT SERVICES MANAGER—PAM MCCARTHY

Representation on behalf of BBWCVS has been made at various meetings with the Basildon Borough Council in respect of development work throughout the area of Basildon, Billericay and Wickford including satellite areas for example, Pitsea, Laindon, Vange. Much development work was carried out with the BIG LOCAL in Pitsea which was founded by Lottery Money being put into the area.



CVS Funding Fayre

This year Basildon was identified as an area to receive £1m funding from the Big Lottery Fund as part of the Big Local.

What is Big Local?

Big Local is an exciting opportunity for residents in 150 areas around England to use at least £1m to make a massive and lasting positive difference to their communities. It's about bringing together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

The aim of the programme is fourfold:

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

Targeted at an area within the Pitsea, central to the Big Local is that the project is resident lead, with assistance from a Big Local representative and a Trusted Local Organisation. BBWCVS was chosen as the local trusted organisation by a panel of local 'Community Champions' to help them on their journey.

In order to move the getting started process forward a partnership steering group was established by the CVS and the Council. This followed consultation with the local Basildon Renaissance Partnership, a partnership of key local stakeholders that includes local businesses, the police, fire service, South West Essex Primary Care Trust amongst others.

To progress this initiative a series of engagement events and presentations were held to outline the scope of the funding, discuss potential engagement activities, establish a group of critical friends and support volunteers, and to help shape a proposed resident's survey.

Getting Started

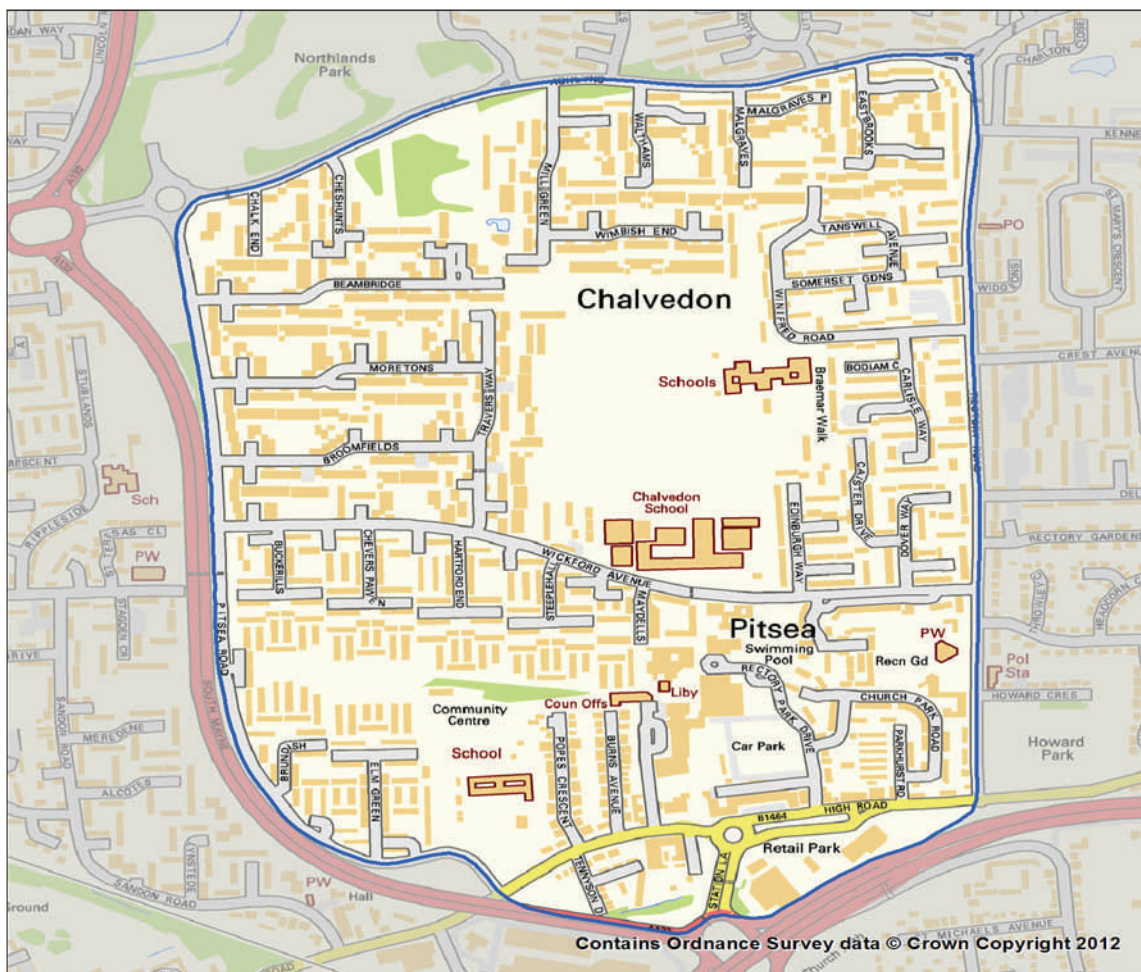
As the TLO we submitted a Getting Started Funding application and with this money were able to appoint a BL project worker to provide support to the residents. The Big Local Officer and Basildon Borough Council Community Development Officer were tasked with promoting awareness, continuing the local conversation and gathering ideas about how the area can change for the better. This involved a visiting programme to local voluntary and community sector groups. The programme also included talks and presentations, informal getting to know you events at the local

THE BIG LOCAL

To explore the local vision in a systematic way a survey of the Big Local area was undertaken. The survey was used to collect baseline information that can be used to benchmark progress in the future, as well as the highlighting of local priorities. It also enabled the Partnership to understand the strengths and assets within the community and to plan how we effectively use these to their potential for the benefit of all.

Ms Suqie Banwait worked with us as project worker and our thanks go to her.

This project will continue on the Big Local Pathway. Once visions have been collected, the next stage is to create a Big Local partnership to guide the overall



direction of Big Local in your area and make sure a diverse range of residents and local organisations continue to be actively involved. All the work to date will have contributed to the development of this partnership.

The majority of members will be residents, but the partnership will probably include people from local organisations that are involved with your area as well. Membership of the partnership will change over time in response to your Big Local activities and it will be reviewed at least annually.

Talent Match. Supporting 18 - 24 year olds who've been out of work, education or training over 12 months

Youth unemployment is now one of the greatest challenges facing the country. Nearly 1.5 million young people have been identified as not in employment, education or training (NEET). In the current economic climate there is a danger that more young people will become long-term unemployed and move further away from being work-ready.

As a result the Lottery wanted to focus attention on young people who have been unemployed for 12 months or more. The aim is to create a significant shift in how the entrenched issues they face are tackled.

With this in mind, the Big Lottery Fund launched an ambitious investment of up to £100 million to deliver creative ways to help young people find work or start their own enterprising business. In June 2012 they invited 21 areas to apply to the Talent Match programme. These areas were chosen based on criteria including levels of youth unemployment. Areas were invited to develop a cross-sector partnership and submit a Vision and Prospectus for funding.

To get the partnerships started, the Lottery provided up to £10,000 partnership development funding to a voluntary, community or social enterprise organisation in each LEP area. We were appointed to undertake this role. As a result during the year we acted as the public point of contact for local groups wanting to get involved. The grant also supported work to:

- bring together the key organisations in the LEP area.
- provide administrative support to arrange meetings, minute decisions and disseminate information.
- coordinate activity, such as identifying the largest concentrations of young people who are furthest away from being work-ready within each LEP area.

Much of this work was undertaken by Donna Plakhtienko our Finance Officer so our thanks go to her.



THE VOLUNTEER CENTRE

OUR AIM IS TO:

**ENCOURAGE, FACILITATE AND SUPPORT THRIVING, INNOVATIVE VOLUNTARY
AND
COMMUNITY ACTION THROUGHOUT BASILDON DISTRICT**

After a period operating in limited resources the Volunteer Centre was able to operate more fully after gaining funding for a number of projects. The result was the appointment of a new worker Jessica Plant, who started work in October 2012.



The Volunteer Centre has six core functions; brokerage, marketing volunteering, Good Practice development, developing volunteering opportunities, policy responses and the strategic development of volunteering.

The majority of the work of the volunteer centre this year has been surrounding brokerage. This year 206 potential volunteers registered with the Centre. The volunteer centre matched around 80% of people with volunteering opportunities.

In partnership with Good for Essex (led by Essex County Council) I attended a road-show event promoting volunteering at The Eastgate Centre in March 2013.

Supporting People Project

The Supporting People Project was funded by South West Essex PCT for a period of six months, beginning in October 2012. The project supports people with mental health difficulties who want to volunteer. The project has received referrals from Family Mosaic, Employment Specialists at Community Mental Health Team and Job Centre Plus. The project has begun well with referrals coming from a number of agencies including Family Mosaic, MIND and the local Community Mental Health Team. The funding allowed the Volunteer Centre to offer a more personalised service, with the aim of ensuring that volunteering is a positive experience for everyone involved. The project registered 15 volunteers who have benefited from a variety of opportunities including gardening, charity shops and local support groups.

Subsequent to this year the service was delighted to secure an additional 12 months funding for this project to enable this work to continue.

Pathway to Employment Project

In January 2013 BBWCVS gained funding from the European Social Funding to run an innovative project combining three workshops with a voluntary work placement. The programme called Pathway to Employment was targeted at people with disabilities and health problems. In February 2013 CVS ran the first of the eight workshops that we will run as part of this project. The initial feedback was positive.

This project is funded until the end of August 2013.

Thanks

I would like to take this opportunity to thank my predecessor Sharon Chan, as her good work and name was evident as soon as I joined BBWCVS. I would also like to thank Becky Walsh, Donna Plakhtienko, Pam McCarthy, Chris Evans and the trustees for giving me such a warm welcome into the organisation.

I would like to thank Patrick Odoki who volunteered his time to make the Volunteer Centre a success. Patrick has now left BBWCVS, and I wish him every success for the future.

Thanks must also be given to the voluntary organisations who I have worked with in partnership with this year.

Jessica Plant

Volunteer Case study

I applied to volunteer through the Do-it Website. I was interested in volunteering because I wanted to gain some experience in the administration field and I had been unemployed for quite a while.

Through the TCHC project, whilst volunteering I went on two training workshops and also attended a session on Careers in the Voluntary Sector. The training session I received was interesting and the training focused on building skills and confidence. I enjoyed the training sessions because they were interactive.

The volunteering alongside the training workshop has given me the experience in the type of job that I would like to get. It has helped me get interviews. I enjoy volunteering, particularly volunteering at events as I like to meet people.

I am still enjoying volunteering and whilst searching for employment I am looking to expand my volunteering experiences.

FINANCE REPORT

Income and Expenditure

Financial Review of Activities

The total income for 2012/13 was £134,040, against total expenditure of £137,797.

At the end of the financial year £12,930 remained as restricted funds. The organisations free reserves decreased from £192,053 to £175,373 – representing a core deficit of £16,680.

Year ending	2012/13	2011/12	2010/11	2009/10	2008/09
Incoming Resources	£134,040	£151,673	£236,784	£221,082	£261,218
Resources Expended	£137,797	£196,027	£245,138	£240,364	£262,796
Surplus / (Deficit)	£(3,757)	£(44,354)	£(8,354)	£(19,281)	£(1,578)
Fund Balance	£188,303	£192,053	£236,407	£244,761	£264,042

The charity's on-going deficit position is the result of a pro-active decision to maintain a consistent level of service with the use of reserves.

Policies and Reserves

We continue to obtain our core funding from Essex County Council, Basildon Borough Council and the South West Essex Primary Care Trust. However, we remain committed to diversifying our sources of funding and are pleased to report that over 60% of our funding in 2012/13 came from other sources. As well as our core funders, this year we received funding from the Big Lottery Fund Grant, the Big Local Trust and TCHC.

We are only too aware of the financial pressures experienced by our funders, and as such the trustees wish to thank our core funders for their continued support.

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, and to enable on going development through project funding from large funders like the Big Lottery, and charitable trusts.

It is the intended policy to have reserves in line with the recommendation of the Charity Commission of at least six month operating costs in free reserves, and to spend charity funds only in furtherance of the charity objects.

**FULL AUDITED FINANCIAL ACCOUNTS ARE AVAILABLE ON REQUEST
FROM BBWCVS OR FROM OUR WEBSITE WWW.BBWCVS.ORG.UK**

THANK YOU

The free reserves at the year end amounted to £175,366, representing 22 months of total operating costs. The trustees will continue to monitor the level of reserves and the reserves policy as part of the continuing risk assessment process, and in the context of recommendations of the Charity Commission.

During the financial year, a decision was taken to establish a new charitable company. In consequence, all fund balances and charity assets at 31st March 2013 will transfer to the new charitable company; Company Number 8028602, Registered Charity Number 1148943.

Our Thanks

As a CVS we recognise the important role our partners can play in assisting us to improve and develop our services. As a result we have continued to work with other providers and community and voluntary groups. This year we would like to thank a number of partners. The following list is not exhaustive but are thanks to

Dan Gascoigne at the ECC, the Whole Place Community Budget Team at Essex, Nathalie France and Robert Butcher at the Prince's Trust, Pat Cook at the Big Lottery, the Heart of Pitsea residents, to Stephen Metcalfe and his staff for securing the Ministerial visit, and Pippa, Tracey, Max and Grant at Basildon Borough Council.

We are also grateful for the funding and support given by our core funders:

- 1) Basildon Borough Council.
- 2) South West Essex PCT.
- 3) Essex County Council.

Last by no means least a big thank you to our volunteers and staff. The importance of this contribution to our work community cannot be overstated and our thanks go to them.



BBWCVS MEMBERS 2012/13

Abridge Pre-School Group
Active Life
Alamanda Therapy Animals
Basildon & Thurrock Friend
Basildon Community Resource Centre
BATIAS
Basildon District Citizens Advice Bureau Ltd
Basildon District Volunteer Carers
Basildon Inline Skater Hockey Club
Basildon Pathfinders Blind & Partially Sighted Group
Basildon Women's Aid
Basildon Opera Society
Batias Independent Advocacy Service
Billericay Childrens Forum
Brighter Opportunities Through Support Play
Chalvadon Amateur Boxing Club
Chalvadon Community Association
Blind and Sight Impaired Society (BASIS)
Wickford Disabled Swimming Club
Choices Family Support Services
Wickford Carnival Association
Craylands Activity Zone
Crossroads Care - Brentwood & Basildon Districts
Demenita Web—Guideposts Trust
Groundworks South Essex
DIAL Basildon South Essex
Essex Carers Support
Essex Coalition of Disabled People
Disability Essex
Essex Marching Corps
Essex Horse and Pony Protection Society
Family Lives (formally Parentline Plus)
Five Links Turning Point
Gay Essex Men's Social Club
Hamelin Trust
Headway Essex
Grapevine Essex
I-Care Foundation
Interact Chelmsford Ltd
Kingswood Community Association

BBWCVS MEMBERS 2012/13

Lee Chapel North Holiday Club
Lighthouse Furniture Project Ltd
Lions Club of Billericay
Mistley Community Association
Nature Break Wildlife Cruises
Outlook Care
Parents 1st
Parents Aid Southern Essex
Pavis Foundation for Visually Impaired People
People Enjoying Pensions
Realatine Awareness
Redeemed Christian Church of God - Majesty Connections
Relate South Essex
Rethink
Rethink Good Companions
Signpost (Colchester) Ltd
South Essex 50+ Club
SOVA - Essex DAAT Mentoring Scheme
St Lukes Hospice
Tech Control
The Shadyfish Xperience
Trinity Disability Club
Victim Support
WHCM Bridge Counselling
Wickford & District Talking Newspaper

BBWCVS WOULD LIKE TO THANK ALL OF ITS MEMBERS FOR THEIR SUPPORT
AND ENCOURAGEMENT AND WE LOOK FORWARD TO WORKING WITH YOU
NOW AND IN THE FUTURE

April

- EACVS commissioned by ECC to undertake research on the role of small hard to research groups and how they can engage with Healthwatch. Chief Officer chairs steering group.

Community First initiative. Led work to establish two local neighbourhood panels in Pitsea. Submitted outline funding priorities to the Community Development Foundation.

Company formation. Received our certificate of incorporation as a private limited Company. Part of process to establish Charitable Company.

June

- SW Essex PCT. Establishment of small grants programme (£150,000). CEO member of the panel.
- Meeting with the Minister for the Third Sector Nick Hurd MP in Whitehall.

JULY

- Funding Fayre – Attended by 63 individuals coming from (32 organisations).

Secured funding for a Supporting People project.

Aug

- **Big Local. Application** submitted to the Community Development Foundation to secure £20,000 to resource start of project.
- Registered as a new Charity number.

Sept

- Talent Match - BIG Lottery Fund (£6.9m). Started to provide the Secretariat role. Page has added to website. populated with minutes, frequently asked questions, a questionnaire for groups.

Oct

- Suqie Banwait started in post as a Big Local Officer for Pitsea.
- Jessica Plant started working on the Supported People project.

Oct (cont)

- Talent Match. Prospectus submitted to the Big Local for funding. Sum earmarked to continue to provide a Secretariat function until June 2013.

November

- Chief Officer gave presentation at the North West Voluntary Sector forum concerning the Whole Place Community Budgets.

Dec

- Successful application to the European Social Fund Community Grants programme for £12,000
- South West Essex Family Innovation Fund. Chief Officer panel member assessing applications to the fund.

Jan

- Talent Match. Interim application was successful.

March

- Community First Pitsea North & South wards. Received 13 bids from 8 organisations