

Basildon, Billericay & Wickford | CVS



Annual Report 2015–16

SUPPORT | DEVELOP | COLLABORATE | INFLUENCE



Supporting our local charities
www.bbwcvs.org.uk



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Chair's report

I have great pleasure in presenting this annual review of the work of Basildon, Billericay and Wickford Council for Voluntary Service (BBWCVS). It has been a very busy and eventful year, full of challenges and achievements. This review gives an overview of the huge amount and scope of work carried out by the BBWCVS. It includes an outline of our new business and operational plan for 2016–19.

I would like to begin by saying a big “thank you” to our outgoing Chair, John Robb. John served as a trustee from 1997 until he stood down at our Annual General Meeting in November 2015. He served as Chair for a number of years and made an important contribution to the CVS, local charities, as well as giving many distinguished years of service to the borough in his capacity as Borough Chief Executive. He has left a big gap to be filled.

As trustees we have spent some time reviewing policy and procedures to ensure compliance with the PQASSO quality mark standard. This included a comprehensive review of our business and operational plans to

“We have spent some time reviewing policy and procedures to ensure compliance”



cover the period 2016–19, both of which have been agreed.

In developing our plan we have tried to unpick the various challenges being faced by infrastructure: the loss of income and consequences such as rationing or targeting resources; the complexity of geographic boundaries in some areas; the difficulty in securing a voice on key local strategic bodies such as Local Enterprise Partnerships (LEPs); rising inequality; and community leaders who are so busy firefighting they neglect forward thinking. In reaching our conclusions, we drew heavily upon the findings of the Change for Good Report of the Independent Commission on the future of local infrastructure. We were self-critical and listened to the sector and our members. As a result, we are making five key commitments:

- We need to be more technologically savvy.
- We need to act as a lever bringing in new resources to the sector, including social investment, crowd funding and pro-bono support.
- We need to be the enabler of voice and the advocate of community action.
- We need to develop and promote engagement with potential corporate sector partners who can offer pro bono support through volunteering, mentoring and board membership.
- We need to promote and develop the ‘time economy’, co-production and good volunteering practices. Above all, we need to help the sector with foresight and managing change.

The CVS Board will support and promote the implementation of this plan. Specifically, we will:

- Promote the findings of the plan and monitor the progress in implementing its recommendations.
- Publish a review of progress on implementation of the recommendations in 2016–2017.
- Work with funders, at all levels, to develop creative and sustainable solutions to secure the future of infrastructure.
- Ensure that the CVS itself complies with and models the best qualities of an infrastructure body and continually challenges our members to do the same.

As a service, we remain committed to delivering the four standards for infrastructure support services. They relate to development, support, collaboration and influence. This year's report is structured to reflect on progress against these. We hope that you like the changes and we welcome any feedback on the report and service we provide.

Finally, some words of thanks. Thanks are due to my fellow trustees, staff and volunteers for their efforts this year. This year we had a number of new additions to the team and were joined by a new funding and development manager, Catherine Sackey, who started in post in May. Farry Ismail, Jean Broadbent, Emily Lawrence and Pauline Whale also joined us.

“Thanks are due to my fellow trustees, staff and volunteers for their efforts this year”

All have settled in well and we wish them all the best in their new roles.

At the same time two team members left, Helen Davis and Jessica Plant. Our thanks go to them for their efforts on the Heart of Pitsea project and leading on our volunteer work.

We also want to place on record our thanks to our funders and partners the Basildon Borough Council, Essex County Council, Essex County Council Public Health and the Big Lottery for their ongoing support. Last, but not least, a big thanks to our members for their ongoing support and work to make a thriving, effective voluntary and community sector in Basildon and Essex.

Stella Calkin
BBWCVS Chair



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LOTTERY FUNDED

STANDARD 1 Development

As an organisation we aim to support the identification of needs in the local community and facilitate innovation and improvements in service provision to meet those needs. We aim to meet those needs by providing support to groups bidding for funding; by offering local groups access to funding finding research packages and by playing an active role on local funding panels in order to influence positively the level of external funding attracted into the borough.

Our offer of funding advice support continues to prove popular and this year we advised groups on 132 separate occasions. We also provided a series of funding advice workshops in partnership with the Big Lottery, the People's Health Trust and the Lloyds Bank Foundation.

This work was complemented

by our workshop programme to promote the availability of Building Better Opportunities funding. Delivered in Partnership with 3VA and IMAGO (formerly Voluntary Action in Kent) the three Essex workshops were attended by over 150 delegates. These sessions were underpinned by five programme briefings and updates. Funded by the Big Lottery, the programme was instrumental in shaping core funding priorities and delivery across the South East Local Enterprise Partnership (SELEP) area. Both the Lottery and SELEP are to be congratulated for this outcome as they listened and acted on participants concerns. The outcome was that the area received the highest numbers of applications in England for funding. The successful bids will result in over £6m worth of investment into the county of Essex.

To evaluate the effectiveness of this work, we monitor the success rate of external applications submitted by the voluntary and community sector with support from the CVS every six months. We also track the amount of external funding attracted into the borough with support from the CVS. We are pleased to report that this year we secured £103,704 new money for local groups to invest in local provision.

We undertake this work in partnership with other funders. In this respect two funders were very important and our thanks go



“We are pleased to report that this year we secured £103,704 new money for local groups”

to them. They are the People's Health Trust and Essex County Council. We worked in partnership with the People's Health Trust to promote awareness and availability of it's funding in Thurrock, Harlow and Basildon. This resulted in an increase in funding applications across all areas.

The Grant Support Officer reported that “they received more applications in total than expected, receiving 33 applications... around 63% have been invited to Stage 2. This is a higher percentage than the average”. They added, “We really appreciate the work you have done, especially at this time

of year – thank you very much”.

We were also invited to administer the Independence, Choice and Control Fund on behalf of Essex County Council across four districts in partnership with CAVS, RRAVS and Brentwood CVS. £16,981 was allocated, with applications requesting over £30,000 funding. We are pleased to report that 19 applications were submitted in Basildon, the highest number in Essex.

Finally this year we served on a number of external funding panels. They were the Essex Community Foundation panel Thriving Third Sector Fund, helping to shape the future direction and activity of the fund; and the Essex Community Initiative Judging Panel 2015–16. We also served as a Core Partnership member on the Talent Match SELEP Board where we oversaw the Commissioning of a further £290,000 worth of services.





STANDARD 2

Supporting the sector



face service, email and telephone advice. This covers a diverse range of issues such as alternative governance structures; identification of training support; advice on policy and procedures; consultation; assistance with promotional activities and recruitment. This year we advised on average 60 unique groups per quarter.

2.2 Keeping members informed

We also provide an information service via our website, with newsletters and electronic bulletins keeping members informed and up-to-date. This enables us to promote and celebrate good practice, to help members better understand emerging issues, horizon-scan and make sense of national policy initiatives.

Our fortnightly electronic bulletin has a distribution list of almost 200 subscribers, including CVS members, staff and volunteers of other voluntary organisations, commissioners and funders. We are very proud of this product and this is reflected in the positive feedback we continue to receive.

Our web presence continues to grow with the addition of new project pages. This has proved a big success and big thanks are due to Donna Plakhtienko for leading this work.

Last year, we reported that we would be undertaking further development work to enhance our

social media presence. This has started with the addition of a twitter feed and Facebook presence.

This will be used to expand our reach and engagement and it has started well.

2.3 Training

As well as promoting training opportunities in partnership with Voluntary Sector Training (VST), we delivered six training events and workshops. These were followed up by one-to-one support for all participants. VST training was accessed by 16 Basildon organisations, training 63 individuals.

As an organisation, we are committed to being a user-centred service that puts users at the heart of the organisation. This means that we aim to recognise and value our users and build positive relationships with them. In order to do this feedback is collected from users about their experience of the service, including complaints and suggestions. Feedback is gathered after these events and, encouragingly, this is overwhelming positive. During 2015–16, feedback was gathered from 85 participants at our training events.

Organisations are asked about the impact of the event, engagement with other participants and future events. Pre-event administration and content is also assessed.

For the Building Better Opportunities (BBO) work we

“Our fortnightly electronic bulletin has a distribution list of almost 200 subscribers”

used Event Bright to promote and publicise the events. Typically the pre-event administration was very positive, with 86% of attendees saying that this was either good or very good. In terms of improving their knowledge base, 97% said that the events helped their knowledge of the BBO programme.

Similar positive feedback was received at the other funding sessions. Delegates indicated that as a result of the events they were more likely to make applications. Whilst this does not always feed through into applications or successful outcomes, it does provide a basis for further activity and support.



Is there anything you would like to comment about today's Meet the Funder session?

Only that it was brilliant and my colleague and I enjoyed it.

Feb 2016

“Much greater understanding of the work & partners & how they could deliver interventions locally to benefit the Borough”.

Aug 2015 BBO

As an organisation we aim to support local voluntary organisations and community groups to fulfil their missions more effectively. We do this in a number of different ways. For example, by enabling local and regional organisations to identify and access a variety of sources and types of income; by providing learning opportunities that support the personal, professional and organisational development.

2.1 Advice Services

As part of our service offer we provide support in a number of different ways including a face-to-





“Gave me a broader understanding of what’s going on in the area I work in”.
Sept 2015

“It’s great to make new contacts”.
Sept 2015

“It provided some ideas and improvements”.
Sept 2015

“Our network events bring the voluntary and community sector together”

STANDARD 3 Enabling collaboration

We remain committed to facilitating effective communication and collaboration amongst local voluntary organisations and community groups and between different sectors. We do this by networking, working collaboratively, sharing resources and creating and promoting formal networking opportunities.

Our network events bring the voluntary and community sector together. This year our forums focused on the development of the Basildon and Brentwood CCG Social Prescription project, the Essex Success Regime, as well as receiving presentations from local organisations such as Family Mosaic. These are very much driven by our members and partners and they continue to be well received.

However, attendance is variable depending on the theme, with

the participants ranging between 10 to 20 at each forum. As a consequence, we have agreed to review the effectiveness of the forums as part of the CVS operational plan for 2016–19.

Notwithstanding attendance, overall feedback indicates that the forums continue to be well regarded. For example, 89% of participants in September indicated that the event was either good or very good.

There is an increased emphasis from funders on the need to assess impact. Accordingly, participants are asked to consider things that they will do as a result of the forums. Feedback indicates that the information and networking information is shared, ensuring wider reach of the issues and themes raised, and that they develop positive links with other providers to improve referrals and signposting.





“Supporting and promotion the role of charities and community groups in improving people’s health and wellbeing is a major part of our work”

STANDARD 4 Influence/ Strategic Partnership

As a CVS, we aim to support local voluntary organisations and community groups to influence policies, plans and practices that have an impact on their organisations and beneficiaries.

4.1 Strategic Partnership Work

During the year we continued to work in partnership with the local and national public sector to shape service provision and delivery. Aside from representing the sector on a range of partnership boards we have:

- Assisted Basildon Borough Council with its Voluntary and Community Sector Findings by commenting on the findings. The aim is to enable the Council better understand the sectors offer and to inform future commissioning intentions.
- Worked with Heritage Lottery on the development of their equalities database. (January 2016)

Our Chief Officer dedicates much of his time to supporting partnership meetings, advocating on behalf of the sector and discussing local strategies. This year, we represented the sector on the following strategic partnership boards or working groups:



- BRP Board Partnership Review Task and Finish Group. As a result we were able to comment on the draft report and stressed the need for periodic reviews of progress including the need for an Annual stakeholder assembly. These recommendations were embedded into the final Chair’s report. (February 2016)
- Participated on the Basildon & Brentwood Joint Older People’s Action Plan working group.
- Participated in the development of the Essex County Public Health Strategy Workshop
- Supported the South Essex Children’s Partnership Board Stakeholder events by facilitating discussion groups
- Contributed to the Fire Service review “Delivering Differently in Vange”.

- Represented the sector on the following Boards/Partnerships:
 - Basildon Civil and Military Partnership
 - Basildon Health Partnership
 - BRP Education, Employment and Skills Partnership
 - Basildon Renaissance Partnership (BRP)

4.2 At the Heart of Health

Supporting and promotion the role of charities and community groups in improving people’s health and wellbeing is a major part of our work. As NAVCA acknowledged in its annual review & financial statements 2015–16, “of all parts of government, health services are showing they most understand the role charities can play in giving local people and community control over their own

services.” This is largely driven by growing evidence that giving people control can improve health outcomes and increase efficiency.

To promote good practice in partnership working and collaboration, this year we were actively involved in the development of a local Social Prescription service. This collaborative work involved the Basildon and Brentwood Clinical Commissioning Group, Essex Public Health and Basildon Council and resulted in the service being commissioned to deliver a pilot service for the Borough. Work began on this during the year with the recruitment of two “navigators” and the provision of some administrative support.

The work undertaken will be a “test and learn” project. The project which will be overseen by a steering group, who will then use the findings to inform the future commissioning of Social Prescribing in Brentwood and Basildon.

We hope to report on positive progress in our next report.

4.3 Stay Well at Winter

We see Social Prescribing as very much about using local health solutions from community based sources. Another aspect of this work is our continuing engagement with the Stay Well at Winter Campaign.

We secured a small sum of

funding to help the frail and vulnerable during the winter months. A modest investment of £4,000, from Essex County Council, enabled us to provide funds to a number of local providers who work directly with those most at risk. This money resulted in the provision of food and clothing, and deposits to assist homeless clients many of whom would have found it difficult without the interventions and support of our local charities.





Volunteer Centre

Basildon Volunteer Centre is a member of Volunteer Essex. Volunteer Centres have 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 Centre is brokerage. This year, 448 potential volunteers registered with the Centre, with a high percentage of these volunteers matched with a suitable volunteering opportunity. Jessica Plant left us in October to join a local charity having given three years' service to the CVS and we wish her all the best. Her replacement Emily Lawrence, who started in February, has settled in quickly and is already making a difference.

Volunteers are mainly female 69%, white British 82%; and in the 26–49 age category. However, we took active steps to engage with young people this year and so we are pleased to report that 33% of our volunteers were under 25 years.

This year there were a number of important developments:

- The establishment of the Volunteer Essex website
- Administration and participation in the 'Play Your Part' Basildon Volunteer Awards
- Participation in the development of Timebanking
- Our Youth Volunteering and Talent Match work

Volunteer Essex

The year the Essex Volunteer Centre network took the decision to replace the Do-it website, which provided a national platform for volunteering opportunities, with its own website. The site provides information on recruiting volunteers, news, events and awards among other things. Launched during Volunteers Week in June, the site brings together a number of independent volunteer agencies to provide a consistent county-wide service. As a result, hundreds of charities now go to the site to find volunteers and many local residents have discovered volunteering to be a rewarding activity.



'Play Your Part' Basildon Volunteer Awards

The Centre again provided administrative support and guidance to Basildon Council the 'Play Your Part' Basildon Volunteer Awards, which were held at The Towngate Theatre. A Partnership event, this year it was attended by over 100 people and awards were given in 10 categories. Our congratulations to all categories winners.

In addition to the core functions of the Volunteer Centre, the Centre has also been involved in a number of projects.

Timebanking

BBWCVS received funding from Essex County Council to set up Timebank as part of the Essex wide roll out led by Colchester Council for Voluntary Service.

Timebanking is a new way of volunteering which predominately involves volunteering person to person rather than person to organisation. The majority of the work undertaken this year has been training on the unique Timebank system and methodology and raising awareness of Timebanking in the local community. In delivering this project we worked closely with the mini-timebank which was started in Wickford.

We are pleased to report that this continues to flourish and still has our ongoing support.

Youth Volunteering

The Volunteer Centre received funding from Essex Council County to develop a Youth Volunteering Project as one of five centres in Essex, led by Southend Association of Voluntary Service. Young people have traditionally been underrepresented in the work that the Volunteer Centres have done, and this programme aims to offer a more tailored service to young people looking to volunteer. This project was funded until September 2015. Feedback from the young volunteers was been positive and we wish them all the best on their volunteer journey.

Financial review of activities

The total income for 2015/16 was £245,111, against total expenditure of £255,744.

At the end of the financial year £ 69,394 remained as restricted funds. The organisations free reserves increased from £167,187 to £ 171,367.

We continue to obtain our core funding from Essex County Council, Basildon Borough Council. However, we remain committed to diversifying our sources of funding and are pleased to report that over 77% of our funding in 2015/16 came from other sources. We are also pleased to report that with new contracts and projects we were

able to increase our turnover for the third successive year. With income from 15 different funding sources we managed to achieve a small surplus for our core services. Whilst this is positive news we must not be complacent as our core work continues to remain under funded.

Importantly this has provided an element of financial stability to the service and enabled us to retain core staff.

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

The strategy of the organisation

“With income from 15 different funding sources we managed to achieve a small surplus for our core services”

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

Year ending	2015/16	2014/15	2013/14	2012/13	2011/12
Incoming Resources	£245,111	£231,909	£140,985	£134,040	£151,673
Resources Expended	£255,744	£187,884	£121,919	£137,790	£196,027
Surplus / (Deficit)	£(10,633)	£44,025	£19,066	£(3,750)	£(44,354)
Fund Balance	£240,761	£251,394	£207,369	£188,303	£192,053

“I have gained experience which I hope will help with getting a job “and ‘(I have) met new people and improved confidence in talking to new people’
VC Young Volunteers



Big Local – Heart of Pitsea



“The Heart of Pitsea is proud to have developed and supported a wide range of projects and activities”

area and has left a great legacy. Overall, it’s been an eventful year and the Heart of Pitsea is proud to have developed and supported a wide range of projects and activities. These have included a Summer Fun Day, self-defence classes, business training workshops, women’s fitness sessions, a gardening club, wellbeing walking sessions, youth café, community discos and quiz nights. They supported a local dance group and helped to reduce costs to make it cheaper for local children to get involved. They also provided support for the local library to host seasonal activities for young people.

During the year, 25 organisations submitted proposals for funding. To date, £174,907 has been requested with approval given to 14 projects. Many of these are from organisations that are keen to make an impact locally. In the future, you are likely to see confidence building workshops, weapons prevention sessions, more discos and quizzes. Residents are always keen for local groups and organisations to get in touch and suggest projects that may benefit the local area. They are also keen to

were delighted to have been asked to continue this role. As a minimum a locally trusted organisation must be able to:

- receive and administer funding on behalf of the Big Local partnership, and in line with the Big Local plan and funding agreement
- Report on the use of funding to the residents and to the Big Local Trust
- Provide grant and partnership administration support
- Employee Big Local staff to help residents turn their vision into reality.

This year Simon Johnson, the Coordinator, was joined by Helen Davis, who previously trained with us a Community Organiser. Helen was employed on a fixed term contract which ended in March 2016. She made a big impact in the

The ‘Heart of Pitsea’ is the name chosen by community members for the Big Local Area. This is an initiative which provides £1m to 150 areas in England. Lead by local residents it is currently a partnership of 12 members. At the moment there are eight local residents and four strategic partners. In addition to the CVS the partners are:

- Basildon Borough Council
- Essex Youth Services
- Basildon and Brentwood Clinical Commissioning Group

For this project the CVS acts as a “Trusted Local Organisation”. A TLO is the body chosen by your Big Local partnership to administer and account for the distribution of your funding, and/or deliver activities or services on behalf of the Big Local partnership. We

hear from local people about the types of activities residents would like to see developed in the area. Since the project started, they have kept a record of all of the suggestions and are taking active steps to turn them into reality. Previously a selection of community members suggest a Christmas Fayre, so this year they began with a community stall and a band and local school choir. This included talking to local people and sharing details for all of the upcoming activities whilst giving away mince pies. There was plenty to do for young children at the library’s Mrs. Claus Workshop including arts and crafts sessions.

How can you find more information about what’s going on?

More information on these activities and others such as the Incredible Eligible and the Youth Café can be found on the projects website and Facebook pages. The ‘Heart of Pitsea’ recognises that the community has passionate and enthusiastic people. If want to know information more about how to get involved contact:

Simon Johnson, Big Local Development Worker
E: hello@heartofpitsea.co.uk
T: 07572 001671
W: www.heartofpitsea.co.uk



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 our thanks to:

- Leah Douglas and William Crossman at Basildon Borough Council
- Helen Lax at Essex County Council

- The Heart of Pitsea residents
- Colleagues at IMAGO and 3VA for delivery of the Building Better Opportunities programme with special thanks to Wendy Mcgeachy, Miriam Wilkinson and Anke
- Mike Rayner and Lorraine George at the SELEP
- Russell Darbon at the Big Lottery for his support with the BBO programme
- Colleagues from the Essex CVS network and local Volunteer Centres with especial thanks to Colchester CVS for their work on

Strengthening Communities

- Pearl Figueira, Grants Support Officer at The People’s Health Trust
- Emma Branch, David Fazey and Tom Abell at the Basildon and Brentwood CCG

We are also grateful for the funding and support given by our core funders. Last, but by no means least, a big thank you to our volunteers, staff and trustees. The importance of this contribution to our community cannot be overstated.



OUR STAFF AND TRUSTEES

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The following served as Trustees
during the financial year:

- **Stella Calkin**
- **Don Sydney**
- **Angie Cahill**
- **Carole Cecil**
(resigned 26 November 2015)
- **John Robb**
(resigned 26 November 2015)
- **Paul Nagle**
- **Leah Douglas**
Ex-officio
- **Gillian Blake**
(Appointed 26 November 2015)
- **Richard Gregory**
(Appointed 26 November 2015)
- **Phillip Lennon**
(Appointed February 2016)



Supporting our local charities

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