

Every journey needs...

A start point, a destination, a road map and of course passengers.

Our start point came from talking and listening to our staff, volunteers and stakeholders, then undertaking a SWOT analysis to establish a current baseline and futures position.



with a hop, a skip and a jump our journey began... following our road map:

- 1. We will create a new on-line hub for our stakeholders.**
- 2. We will develop a new on-line filing system for members.**
- 3. We will undertake research into other best practice.**
- 4. We will engage professionals to financial systems and procedures.**
- 5. We will engage professionals to support our HR systems and procedures.**
- 6. We will internally and externally review all our policies and procedures.**
- 7. We will undertake training highlighted in our new Matrix for volunteers and staff.**
- 8. We will register as a data controller with the Information Commissioner.**
- 9. We will become a registered charity (CIO).**
- 10. We will review our process in April 2021.**

In detail:

We will create a new on-line hub for our stakeholders.

A new website will be developed to hold key organisational information, including our policies and procedures, minutes of meetings, Financial data and any other information requested by our stakeholders during consultation.

We will develop a new on-line filing system for members.

A new dropbox filing system will be created that holds ALL organisational data that can be accessed at any time by any member, the dropbox will be updated and backed up on a monthly basis.

We will undertake research into other best practice.

We will talk with other groups, funders and professionals to seek out and learn from their experiences to avoid mistakes already made by others.

We will engage professionals to produce of end of year accounts & monitor these on a monthly basis.

We will approach local accountants and undertake financial governance training to expand our knowledge and understanding.

We will research the cost of having a local firm complete our annual accounts and also ascertain if it will be feasible to transfer our bookkeeping to an external financial organisation.

We will research the costs associated with outsourcing our financial monitoring and consider new internal procedures

We will work with Peninsula Group and engage into a fully insured HR support package.

We will also work with the NHS/healthy working Wales and others to ensure our internal systems compliment a good working environment.

We will engage professionals to support the completion of quality standards such as the SWHA.

We will research the best frameworks to use to help us evaluate, improve and monitor ourselves.

We will review all our policies and procedures.

We will engage external organisations to support the process such as WVCA, local CVC's and Health & Safety groups to ensure our policies remain compliant, We will use external tools to support this process such as the NCVO Trusted Charity and NSPCC are they safe.

We will undertake training highlighted in our new Matrix for volunteers and staff.

Our new training matrix will match skills to tasks and enable us to work more safely and effectively. We will work steadily through our new training matrix, increasing the skills of volunteers and employees, this will range from committee skills to financial management.

We will register as a data controller with the Information Commissioner.

We will update our data protection policy, undertake GDPR training and finally register as a data controller.

We will become a registered with the charity commission as a (CIO).

As soon as we are confident and ready we will become a registered charity.

PROGRESS UPDATE: APRIL 2021

1. Our new website hub is live and being updated on a monthly basis, we aim to continually add to the hub as we receive feedback from users.

2. Our new MEGA filing system is complete, offline backup's are being created and safely stored for security purposes.

3. We have gathered and reviewed various examples of good practice via groups such as WCVA and Spoted and used these to begin redeveloping our group.

4. We are working with local accountants to enhance our financial systems and records.

5. We have worked with Peninsula to review all HR systems and policies.

6. We have reviewed and updated a number of policies and continue to work with partners into late in 2021.

7. Staff and Trustees have undertaken various training courses and will continue with CPD in to the future.

8. We are now a registered data controller with the ICO and have updated our data protection policy and undertaken training.

9. We have have registered with the charity commission are are now a Charitable Incorporated Organisation.

10. Our review is be complete, we are happy with the progress to date and will continue to progress, monitor and review our work and regularly in the future.

NEXT UPDATE DUE 4TH JULY 2021

PROGRESS UPDATE: 15TH JULY 2021

- 1. We have completed all steps in becoming freehold owners of our facility, we are exchanging contracts and hope to complete the sale in the coming days.**
- 2. Our members have restarted all group activities following lock-down easement.**
- 3. We have begun consulting with members for developing a new “road ahead”.**
- 4. We have begun working on a Carbon Zero and energy efficiency strategy.**
- 5. Staff, Trustees and volunteers have undertaken various additional training courses under CPD.**
- 6. We have purchased a new community vehicle to be shared by members organisations.**
- 7. We will begin looking to grow our trustee membership and building a broader and stronger management team.**

NEXT UPDATE DUE 14TH DECEMBER 2021

PROGRESS UPDATE: 14TH DECEMBER 2021

1. We have fully reopened all activities following lock-downs of 2021, we remain vigilant and ready to react should we need too for any future changes.

2. We have developed a new Sustainability Project with support from the WCVA to pilot a number of social enterprise activities aimed at generating income equal too or greater than our current core running costs. (the costs associated with running our charity and facility, excluding staff costs).

3. We have been assisted by SPORTED to improve our consultations with members, this has enabled us to create our new “road ahead” document which sets out our strategic priorities for the next 12 months.

3. We have worked with D.E.G to commission a resources efficiency report and completed a full audit of our facility, we have developed an EAP to ensure works quickly get under-way on all recommended actions and work towards Carbon Neutral status, the Green dragon Award and Platinum Green Pledge by the end of our Programme in Summer 2022. To date our facility has already improved the energy efficiency rating from a G to C and should reach an A or hopefully A+ in the summer of 2022.

4. New Trustees have been appointed to our committee and governance training has been sourced with support from the Cranfield Trust and NSPCC to help us improve our skills and competency around the Charity law and regulations such as fund-raising, safeguarding, data protection and health & safety over the next 12 months.

6. We have opened up our facility to new partners and organisations including WCDYC Wicked Young Carers, 2 Women’s Groups and a number of organisations wanting meeting space, charging minimal rent to reduce the financial burden on groups who support people in our community, we are aiming to introduce additional weekend and evening sessions from January 2022.

7. We have secured all required core costs and a majority of staffing costs for 2022 and have created a new action plan to ensure we can build our reserves to an acceptable level within 24 months.

FINAL UPDATE DUE 14TH JUNE 2022

NEW ADDITIONAL PRIORITIES:

START NEW YOUTH CAFE

START NEW REPAIR CAFE

START NEW COMMUNITY DAY (FRIDAYS)

START NEW SOCIAL ENTERPRISE ACTIVITIES

ENSURE BY APRIL 1ST 2022 THAT ZERO GRANTS REQUIRED FOR CORE COSTS.

IMPROVE TRUSTEE GOVERANCE TRAINING / DEVELOPMENT

