

Company number 2288239

**Wolverhampton Voluntary Sector  
Council (Limited by Guarantee)**

Registered charity number 700910

**Report of the Board of Trustees  
and Financial Statements**

**Year Ended**

**31 March 2016**



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

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**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Legal and Administrative Information**

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**2015-16**

**Charity Name**

Wolverhampton Voluntary Sector Council (WVSC)

**Board of Trustees**

Steve Clay (Chair)  
James Smith  
Janet Clarke-Lewis  
Pamela Cole-Hudson  
Suffia Perveen  
Joseph Martin  
James Fox  
Inspector Corrina Griffiths  
Dawn Bennett  
Marie Lane  
Leslie Davies  
Anne-Marie Harrison

**Secretary and registered office**

Ian Darch, 16 Temple Street, Wolverhampton, WV2 4AN

**Senior Management Team**

Ian Darch  
Saffi Price

Chief Executive  
Deputy Chief Executive

**Company number**

2288239

**Registered charity number**

700910

**Auditors**

Muras Baker Jones Limited,  
Regent House, Bath Avenue, Wolverhampton, WV1 4EG

## **Financial Statements**

The Trustees, who are also Directors of Wolverhampton Voluntary Sector Council ("WVSC") for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Wolverhampton Voluntary Sector Council and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that WVSC will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of WVSC and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of WVSC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All of the current Trustees have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The Trustees are not aware of any relevant audit information of which the auditors are unaware.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## **Structure, Governance and Management**

### **Administrative Details**

The day-to-day management of WVSC is ultimately the responsibility of the Chief Executive on behalf of the Trustees. The Chief Executive is also responsible, with the Board of Trustees, for the strategic direction of the organisation and delivery of its objectives.

Much of the day-to-day management is delegated to the Deputy Chief Executive who is supported by a full time Reception Manager and part time receptionist. A Finance Manager (25 hours pw) is supported by a Finance Officer (25 hours pw) and has overall responsibility to the CEO for finance systems and processes. A robust financial delegation system is in place with each project lead having day to day responsibility for their own budgets.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Trustees' Annual Report for the year ended 31 March 2016**

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**Governing Document**

WVSC is a charitable company limited by guarantee, incorporated on 19<sup>th</sup> August 1988 and registered as a Charity on 24<sup>th</sup> November 1988. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being "wound up" members are each required to contribute an amount not exceeding £1.

**Recruitment and Appointment of Board of Trustees**

Although WVSC is a small to medium sized organisation, it is a complex one operating in what is an increasingly challenging environment. It is therefore important that the skills and competencies of the trustee body are at a high level. WVSC is also involved in a very diverse range of activities as outlined later in this report and therefore the trustee body needs to demonstrate a broad as well as a high level of skills in carrying out its governance role.

A review of Board membership took place in 2013/14 with the aim of establishing a governance structure that best reflects our customers and the environment in which we operate. The outcome of this review, formally accepted at an EGM and verified at a more recent AGM has led to the following board make up:

7 nominated representatives from WVSC members  
4 Individual customers  
3 Partners

Quorums were put in place to ensure that any changes or any issues requiring a vote will need to be supported by third sector members.

These changes, from a board made up predominantly of nominations from WVSC's membership, have led to a governance structure that is more reflective of the environment in which we work and an increase in access to the skills and knowledge that WVSC requires at Board level.

The Trustees of the company are also the Charity Trustees for the purposes of charity law. Under the Company's Articles they are known as members of the Management Committee. Under the requirements of the Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must either retire or be re-elected at the next Annual General Meeting.

**Trustees' Induction and Training**

As representatives of member organisations, customers or key partners, most Trustees are familiar with the work of WVSC. Each new board member meets with the Chief Executive for an induction and is provided with a recently updated induction pack.

In addition, reports on specific activities are provided at board meetings and training/orientation sessions are organised for Trustees. The strategic direction of WVSC is regularly discussed at board meetings and reviews of our strategic direction are carried out as required by the Board.

### **Organisation Structure**

WVSC has a management committee of up to 14 members who meet bi monthly and are responsible, with the Chief Executive, for the strategic direction of the Charity. In addition, the City Council nominate a Councillor with observer status on the board. At the year end the board had no vacancies. During the year under report Youth Organisations Wolverhampton (YOW) was wound up and transferred its assets to WVSC. This was a response to a changing financial landscape, the offer by the City Council of one contract for Infrastructure support and the increasingly close working relationship between the two organisations. Two of YOW trustees have joined the WVSC board.

The Governance review referred to above also led to changes in the number of committees and frequency of meetings. The structure underneath the board is as follows:

A sub-committee of the board (known as the Executive Committee and consisting of up to four Trustees) meets with the Chief Executive on an ad hoc basis as required. This sub-committee provides a forum for more detailed discussion on key issues and advises the board.

A Remuneration Committee consisting of the Chair of the Board and Vice Chair meets as requested by the Chief Executive to consider issues of staff remuneration.

The Chief Executive has delegated responsibility from the board for the provision of services and the day-to-day operation of WVSC. The Chief Executive works closely with managers in executing these responsibilities. The structure below the board comprises a number of elements as follows:

Senior Managers: The Chief Executive and Deputy Chief Executive meet on a regular basis, with other senior managers as required to establish that the organisation is delivering its mission, that it is doing so in a consistent and effective manner, and to make any operational adjustments that may be required.

Section Heads: Managers from each area of work meet, as required, with Senior Managers in order to oversee the effective delivery of the organisation's outcomes, to maintain a consistent approach across the organisation, to consider issues affecting the work of the organisation and the wider sector and to share information.

Staff meetings: Regular staff meetings provide a forum for ensuring a collective understanding of day-to-day matters in areas such as health and safety, and provide a forum for the Chief Executive and others to communicate matters of relevance to all staff.

Staff support: All staff meet regularly for supervision with their Line Managers. The Chief Executive manages the Deputy CEO, the Accountant and the Project Manager of Talent Match. The Deputy CEO manages the other section heads. The Chief Executive receives supervision from the Chair of the Board.

Financial delegation: Robust financial systems are in place, with levels of financial authority from the Board, through to the Chief Executive down to individual departments, within agreed budgets. Systems for authorising both income and expenditure are in place along with an

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2016**

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effective credit control system. Regular reports to Board ensure overall financial prudence and allow for the management of any financial risk.

Staff Committees: There are a number of staff committees that meet to consider operational issues in areas such as Health and Safety, “environmentally friendly” practices, and others as the need arises.

#### **Partner Organisations**

WVSC is a member The National Council for Voluntary Organisations (NCVO).

As an umbrella organisation for the sector, WVSC has a major strategic role in Wolverhampton and, in line with Government policy, works with partners locally, sub-regionally and nationally in order to achieve shared outcomes. As such, WVSC works in partnership at a number of levels and these can be summarised as follows:

Members: WVSC has a role in working with its members and other VCO's to “champion” the sector. This involves working with organisations in response to issues affecting the sector and carrying out a co-ordinating role to ensure that the sector is effectively represented at a strategic level across the city. At the most strategic level this includes membership of the City Board and Chairing the Inclusion Board. In addition WVSC has the role of facilitating the Third Sector Partnership.

Consortia Partners: Consortia working, both within the VCS and across sectors, is growing and developing as an accepted approach for achieving better outcomes for local people. WVSC have been leading the way in the development of consortia both across the City and beyond.

In particular:

- WVSC is the lead body for Talent Match: a lottery funded, Black Country project aimed at supporting people aged 18-24, who have been NEET for at least a year, nearer and into employment. Led by young people the project will aim to work with third sector partners in order to deliver some challenging outcomes.
- WVSC is also the lead body for a consortium of third sector organisations whose aim is to improve the lives of primary aged children through an intensive programme of mentoring and specific support to families.
- Black Country Together (BCT) has been developed by the four CVS's in order to support the delivery of services by the VCS on a sub-regional level. WVSC is one of the four members of the organisation. BCT currently oversees the delivery of a contract worth £2M, from the Arts council (subject to Business Plan). BCT is in the process of bidding to be the lead organisation for one strand of the emerging European Social Inclusion Fund (families in poverty), this is now a non competitive process and we anticipate a successful outcome in the new financial year. Delivery would commence in mid 2016/17.

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- We are the lead body for the Preventative Partnership (Previously called the Third Sector Consortium), a group of three delivery partners funded by the Clinical Commissioning Group and working to reduce A and E attendance and improve level of re-ablement among older people leaving hospital.
- People in Partnership (PIP) has been established as a vehicle through which consortia of Voluntary and Community Organisations (VCO's) can work together to deliver substantive services, in particular, public services. WVSC has been funded by Wolverhampton Council, BIG and Ministry of Justice in developing PIP. PIP has a robust membership of Voluntary and Community organisations and is actively seeking delivery opportunities

Third Sector Partnership: WVSC leads on the Third Sector Partnership (TSP), which consists of representation from Voluntary and Community groups and organisations and has become a key focus to ensuring a strong and clear voice for the sector on a range of strategic and policy issues.

Statutory Sector: The Chief Executive of WVSC is a member of the City Board and Chair of the Inclusion Board (one of two City Board sub boards), working closely with statutory sector colleagues in reviewing and overseeing the delivery of Wolverhampton's City Strategy.

WVCS, primarily through the Chief Executive and the YOW Project Manager, also represents the sector on a wide range of other forums. At the current time these include:

Adult Delivery Board  
Children's Trust Board  
Public Health Delivery Board  
Community Learning Trust  
Community Cohesion Forum  
Black Country Consortium  
RAWM Board  
Systems Resilience Committee (CCG)

Through the Third Sector Partnership, WVSC also facilitates representation on a range of strategic and operational forums including:

The Police and Crime board  
Employment and skills board  
Health and Well Being board  
Safeguarding boards

In addition, the board and senior staff of WVSC work closely with statutory sector colleagues on a range of strategic matters such as asset transfer, social value, strategic funding and so on.

#### **Risk Management**

The risks facing WVSC can be considered under 3 broad headings as follows:



## **Financial**

Internal Control Risks: The risk of financial mismanagement and, in the extreme, fraudulent activity:

These internal risks have increased during the year as WVSC's role in leading complex consortia activities, such as Talent Match, has grown. This has required some strengthening of our internal checks and controls and carefully considered flexibility in our relationships with sub contractors, for example with regard to payment terms, including some payments in advance to smaller organisations.

Overall risk is minimised by having in place robust financial controls and policies and procedures for safe management of financial resources. In addition, WVSC has a robust and effective credit control system in place that serves to ease cash flow difficulties and minimise bad debts.

The departure of our long standing Deputy CEO (Finance) has increased medium term risk while a permanent replacement is sought and has led to some slippage in financial reporting. A qualified accountant is overseeing the budget and recruitment of a permanent replacement is underway. That, coupled with the robust and embedded controls outlined above, means that any risk to organisational sustainability is extremely remote.

In the year under report the Board agreed, for the fourth year, in light of ongoing uncertainty, change and opportunity, to a planned use of unrestricted reserves to underpin delivery. In 2014/15 the outturn was a surplus of £11,401. In the year under report, the situation improved from an original budget showing a deficit of c£87K to one of £69K. This deficit is made up of under recovery on two Council contracts that allow us to deliver core infrastructure service (deficit £34,500) and a volunteer service (deficit £27,589) along with a small deficit on our unrestricted fund of £7,276. While this is below the anticipated deficit agreed with the Board it is not sustainable in the years ahead. By way of response the following is anticipated:

- Securing additional funding for the Volunteer Centre from 2016/17 in order to eradicate this year's deficit
- An increase in overhead recharge through a growth in Talent Match and the addition of a European funded programme.

Signs as of November 2016 are that a break even outturn will be achieved on our unrestricted fund with restricted fund fluctuations either planned or caused by timing issues

External Financial Risks: WVSC's income is generated through grants, contracts and direct, paid for, services. The main risk continues to be the changing role of local authorities and the reduction in the funding they make available to third sector partners. This has already led to a significant reduction in the financial resources available through local authorities and there decision to re-tender all council funded provision adds to this risk from 2016/17 onwards.

Our response to this has been many faceted and includes the following:

- Development and leadership of the range of collaborations with the wider VCS in Wolverhampton and beyond (see above)
- Spreading the source of our income, with less reliance on Local Authority funds
- Building influence for WVSC and the wider VCS at strategic forums throughout the City

### **Operational**

We work in an environment where the weight and complexity of legal requirements in areas such as health and safety, employment law and equal opportunities is growing, and this places all organisations at risk. In order to help manage this WVSC has a strong senior management structure. The Deputy Chief Executive takes a lead on internal policies and procedures, many of these have been recently reviewed and a clear procedure for future review is in place.

The board are ultimately responsible for overseeing this area of work and WVSC also has in place a number of staff-led committees including in the areas of health and safety, equality duties and recruitment. These committees are tasked with responding to the operational requirements of the legislative framework. That said, ongoing reductions in the core team as a result of funding reductions does place greater pressure on those that remain and is therefore accompanied by some increase in risk and a need to ensure clear processes for covering operational issues. This is one focus of the Senior Management team that meets regularly and as part of its agenda considers any operational issues that need to be addressed.

### **Personnel**

Most organisations have a high level of dependency on their key staff. This is exacerbated within WVSC where the diversity of our activities and high levels of specialism among senior staff places us at significant risk if those staff were to leave through resignation or illness - in several areas there are no ready-made replacements that would be able to cover beyond the short term. With an established structure for sharing knowledge through, for example, the Section Heads Meetings, we are developing our ability to respond to any loss of a staff member, but it is envisaged that our reliance on key workers will continue to be high. Notice periods for the Chief Executive and Deputy are three months and for other managers it is two months (three months for Talent Match); this does reduce the risk of key posts being left unfilled for any significant time. That said the departure of the Deputy CEO (Finance) has presented some challenges.

We have continued our formal arrangement with a local solicitor with specific knowledge of HR issues and are able to access specialist advice through a retainer agreement.

Having closed the West Midland Pension Fund to new members in 2014/15 we took specialist advice before establishing a group pension scheme for all other staff. This new scheme met the requirement of auto enrolment and our "staging" date of 01/01/16 saw the launch of our auto enrolment group pension which is operating effectively.

## **Objectives and Activities**

WVSC works to maintain and develop a thriving and diverse Voluntary and Community Sector and achieves this through the following objectives:

- **To work with groups and organisations, enabling them to provide high quality support and services:** This involves addressing the organisational development needs of community groups, organisations and networks who wish to undertake community action or deliver local services. Throughout 2015/16 this area of work continued to be delivered on significantly reduced resources despite being subsidised using unrestricted reserves of some 35K. During the year we continued to provide direct support on a one to one and group basis, a regular flow of information to a comprehensive database of VCOs and strategic leadership to the City's VCS.

Our role in leading consortia also supports our capacity building role. This is particularly the case with the regular provision of support with financial monitoring and HR issues, to partners on projects such as Talent Match and Improving Futures, and through PIP.

- **To support groups of people to influence the decision making processes that matter to them:** This includes increasing the capacity of local communities so that people are empowered to participate in local decision making and are able to influence service delivery. This involves supporting members of groups and organisations to be involved in strategic meetings or to contribute to public consultations. This work also aids community cohesion and develops social capital by supporting people from different backgrounds so that they feel valued for the part that they play in making their community a better place to live and creating a sense of belonging. For example, supporting groups of people who have a mental illness, people who use drug treatment services, and offering volunteering opportunities through the Volunteer Service.
- **To promote and champion Wolverhampton's VCS locally, regionally and nationally:** As the city's key umbrella organisation for the sector, we have an important role in ensuring that the environment in which we work is one in which our sector can thrive. Led by the Chief Executive, with significant input from other staff and the board, this involves engagement across the City and beyond with key decision makers, ensuring that the sector's role and potential role is fully recognised and valued, ensuring that the sector is in a position to benefit from new initiatives and to be kept abreast of important changes, and is given the opportunity to influence strategy and policy. Our work in leading VCO consortia to deliver key outcomes for local people significantly support this objective.
- **To develop opportunities for people to engage in volunteering:** Volunteering is a key tenet of the emerging environment both as a means of improving the skills and confidence of local people to support moves into employment and as a vehicle for avoiding inactivity and the associated mental and physical effect on an individual's wellbeing. During the year we successfully tendered to continue to deliver the City's volunteer service. This has allowed us to work with c60 new people per month carrying out volunteering work, and almost 350 Voluntary and Community Organisations offering placements. Our work with "experts by

experience”, and our Improving Futures project, also provides volunteering opportunities.

All the outcomes that we have developed with commissioners are in furtherance of one or more of these objectives.

A detailed breakdown of the activities that deliver these objectives is provided later in this report under “Achievement, performance and financial review”.

### **Public Benefit**

A thriving Third Sector is a key aim of central government so that the groups and organisations that make up the sector are able to play a full role in delivering services, including public services. Recasting the relationship between people and government; citizens empowered; opportunities extended and communities coming together to make lives better are key to current political thinking. In this context WVSC:

- A) Supports the development of capacity within the sector to position it to play a fuller part in the delivery of services
- B) Enables meaningful participation in the work of partners both City-wide and at the neighbourhood level

The identifiable benefits, delivered both through supporting groups and organisations, and directly to “Experts by experience”, fall broadly within these two areas.

#### **Principle 1: Identifiable benefits:**

##### **1a) Key benefits are:**

- A strong and effective Third Sector in the city
- A clear voice for citizens, specifically those who use public services to influence and improve those services and the policies that inform them.

##### **1b) Related to our aims:**

By supporting voluntary organisations to operate more effectively and by providing a clear voice for citizens, both through groups and as individuals, our benefits are directly related to our aims.

##### **1c) Balanced against harm:**

With reference to each benefit outlined above:

- A strong and effective Third Sector improves the quality of provision and choice to those who commission services. There are many services, both public and otherwise, that are delivered better by the Third Sector for a number of reasons including flexibility, reach and cost effectiveness. This is accepted and supported by all political parties at the time of writing.
- A clear voice for citizens helps to ensure that resources are used to best meet the needs of beneficiaries. It is possible that giving a disproportionate voice to one particular

interest or point of view could be detrimental and thus WVSC works hard to ensure that a balanced picture, informed by a wide range of voices, is presented through the activities outlined below.

## **Principle 2: Benefit to the public**

### 2a) Beneficiaries appropriate to the aims:

Beneficiaries are “voluntary organisations” and the community within Wolverhampton and the surrounding areas. The vast majority of our work has been within Wolverhampton with these beneficiaries. Some cross boundary work has taken place within the Black Country and, less so, the West Midlands. In all this work Wolverhampton organisations and communities have benefited and remained our focus. Talent Match, the Preventative Partnership, Black Country Together and potentially People in Partnership provide a vehicle for supporting voluntary organisations to work together to delivery public services and provides some capacity building to help them do so. Any surpluses generated will be used to the benefit of the local community.

### 2b) Not restricted by geography or ability to pay:

WVSC's basic services remain free at the point of delivery although with the reduced availability of funding we do make charges for work beyond the core offer when this is feasible. No organisation within the area of benefit was denied a service because of inability to pay and we will continue to make every effort to maintain this approach.

### 2c) People in poverty must not be excluded:

No charges are made to individuals for WVSC's services and thus people in poverty are not excluded. A flexible approach to delivery including visiting groups and individuals, providing information in written and electronic forms etc, also ensures that no-one is excluded as a result of poverty.

### 2d) Private benefit must be incidental:

WVSC gives grants to groups to help them achieve their charitable aims – these are not used to provide any personal benefit to group members. WVSC provides for expenses to be paid to volunteers including board members. These expenses are to cover the costs to the individuals of engaging in forums or carrying out specific tasks.

## **Volunteers**

WVSC operates the city's Volunteer Service (Wolverhampton Volunteers). The service places over 700 new volunteers a year, with some 343 (increased from 320 last year) registered organisations offering placements. The service also supports volunteers into training through the provision of a brokering service, however a significant reduction in the availability of free training has seen a fall in the number of people able to access training outside of their volunteer placements.

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Wolverhampton Volunteers has achieved the quality standard - the Volunteer Centre Quality Accreditation (VCQA) - developed by Volunteer England, which focuses on the six core functions of a volunteer centre and of which only one is available in each locality.

The centre is increasingly becoming a hub for volunteering across the whole city, helping to ensure a co-ordinated and standardised approach based on the principles of good practice and further ensuring recognition of the value of volunteers within Wolverhampton. This includes regular support sessions with placement providers to improve their knowledge and practice, and outreach where capacity allows.

Within WVSC we work alongside a number of volunteers, this includes those engaged in our user involvement work and volunteers recruited as part of the Improving Futures Project which provides volunteer mentors to support children aged 5-10. Organisationally we have developed a robust Volunteering Policy and accompanying Volunteer Agreement which outlines expectations and levels of support including regular supervision and access to training opportunities. All volunteers are subject to the policies and procedures of WVSC in the same way as paid staff, this includes those related to the protection of Children and Vulnerable adults.

### **Achievements, Performance and Financial Review**

WVSC's activities are diverse and varied. A summary of the year's achievements and any financial issues can best be addressed through brief reference to each area of work in turn:

#### **Unrestricted funds**

**Capacity Building:** As reported last year, in light of the changing external landscape both financially and politically, the decision was taken to consolidate our services and adopt a more holistic approach to supporting voluntary and community organisations. The focus has been on providing advice and guidance, and supporting staff within organisations to develop the relevant skills in order to ensure their organisation is fit for purpose, more sustainable, and able to engage in the new commissioning processes if required. This approach, which is delivered within the framework of the Firm Foundations and small group toolkits, is now embedded and accepted amongst groups within the City and continues to be in high demand. However, a reduction in funding and increased demand for the service has led to a deficit in the budget for this work of £34,500, which has been funded from "core".

**Infrastructure support and trading:** Earned income and income from bank interest, has remained fairly steady at £80,486 (2014/15 -£81,498). Largely as a result of payments in advance by some funders we have had periods where we have been relatively "cash rich" – in order to capitalise on this we have worked hard to maximise income from bank interest, despite low interest rates, and this generated £13,797 in the year.

**Invest in the Future:** We are operating in a time when flexibility is needed to grasp emerging opportunities. On occasion this has financial implications. In the year under report the development of Black Country Together attracted a cost of £2,338 (25% of the total which was

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split across the 4 BCT member organisations). This allowed the organisation to develop in order to be able to become the preferred lead for the Building Better Opportunities strand supporting families in poverty.

**Safety fund:** This was set up several years ago to be used to fund any safety initiatives within WVSC such as security lighting etc.

### **Restricted funds**

**Capacity Builders Refurbishment:** Capital funding was awarded by Capacity Builders in both 2008/09 and 2009/10. This allowed us to re-design the layout of our premises, moving reception to the ground floor to significantly improve access (2009/10), having previously added computers to allow visitors to access the internet and our funding portal. The expenditure on both funds relates to depreciation in the year with the carried forward funds (£1,659 and £2,238) designated against depreciation in future years.

**Families in Focus:** Funded via the City Council as part of a national programme, this resource is utilised to employ a family support worker, working with families who are part of the Improving Futures project. The Families in Focus programme has now come to an end - the remaining fund of £4,912 was unspent at the project close. This is not repayable and will be utilised to support families as part of the Improving futures programme in the year ahead.

**Health and Well being Care:** This is a restricted reserve to be spent on strategic health and wellbeing activities – in the year under report it part funded work carried out by the Chief Executive with the CCG in areas such as the Better Care Fund the systems resilience group and so on. The residue of that fund will be used in the same way in 2016/17.

**Improving Futures:** Funded by the BIG lottery, this project is a collaborative, early intervention project working with a range of third sector organisations, to which we provide funding. These organisations utilise these funds to employ and support staff, who in turn support volunteer mentors. The project works to improve the lives of children aged 5-11 years through an intensive programme of mentoring. It is a four-year city wide project with the year under report being year three. The project is delivered by a partnership of VCO's led by WVSC, with strong support and commitment from the Local Authority and other aligned partners. Some re-profiling has seen the surplus fall from £100,864 to £69,300 and the project continues to deliver its outcomes. Discussions are underway with the funder who has been kept fully informed, and these funds have been authorised as carry forward. It is anticipated that full spend will be achieved by the project end. The project has seen dramatic improvements in children's behaviour measured by reductions in SDQ scores, and continuation funding has been secured for 2016-17.

**Headstart:** This was a pilot project which formed part of the development of a substantive BIG lottery proposal, led by the Local Authority. Delivery straddled two years and it is anticipated that the year end balance will be utilised in delivery during 2016/17.

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**Infrastructure Support:** This work is funded by the City Council and entails working to improve the capacity and impact of the Voluntary and Community Sector in the City. Activities are reported under Capacity Building (above). This work was heavily subsidised by WVSC in the year, with the board prior agreement. In the year this subsidy was £34,500 an approach that is not sustainable given financial challenges elsewhere. Moves to rectify this will take place in 2016/17. The reserves balance of £30,757 reflects the two reserves referred to earlier: Compact and training/quality.

**YOW:** During the year Youth Organisation Wolverhampton merged with WVSC and are now treated as a project within the organisation. YOW provide support focused on organisations working with Children and Young People and in this way strengthen our infrastructure support role. The reserves within YOW of £54,222 were transferred to WVSC at the time of the merger and are treated as restricted reserves within the project. They will be utilised to maintain capacity within the project by contributing to costs over the next two years.

**I/S support reserve/Compact:** The Compact has been central to establishing the rules of engagement between the Statutory and Third Sectors and has been embedded into the culture of relationship between public and VCS. Last year's restricted reserve of £13,632 has been transferred to a more generic restricted fund – Infrastructure Support Reserves – where it is joint managed by the original funder – WCC – and WVSC. A review of the effectiveness of the Compact in light of the more austere environment within which partnership working takes place, is underway and will report during 2016/17.

**I/S support reserve/Training and quality:** Two lump sums were given to WVSC some years ago. One to support training and the other focused on improved quality. Last year these were combined into this fund which will be utilised as outlined in the years ahead.

**Mental Health Empowerment Project (MHE):** There are two elements to this work:

- 1) The core MHE activity involves supporting c20 peer support groups to be able to operate effectively and to maximise the positive impact they have on members.
- 2) PAHM is a user led group which was established in 2013/14 to support service users to engage with and influence the strategic direction and delivery of mental health provision in the City.

This work was delivered under budget (£3,689 in total) following a small deficit last year. An in year review of Mental Health provision has led to this project being put on notice that funding may come to an end at the contract end date of 31/03/16. The reserves will be utilised to manage any gap in funding or, if funding is secured from 2016/17, in future delivery of the project's aims.

**Micro Enterprise:** The project exceeded all its targets in establishing and supporting the development of "micro enterprises", primarily within the field of social care. Its original contract came to an end in the year but its activities support the developing landscape of personal budgets and increased choice as outlined in the Care Act. The City Council therefore continued to provide some funding for the work and reserves were utilised to cover the



remaining part of the year. At the yearend a commitment to continued funding was made but subsequently rescinded and the project has now come to an end. The use of outstanding reserves of £10,874 will be subject to negotiation with the Local Authority

**(Drug) Service User Involvement Project (SUIT):** This project works alongside users and ex-users of drug treatment services to support them in influencing the design and delivery of drug treatment services and provides direct support to service users using a model based on abstinence based recovery. This work is funded through public health and funding includes the roll over, for a third year, of an “uplift”, in recognition of the impact of that post on our outcomes. The funding also allows for the production of “Substance” - a well regarded magazine produced by the project. The project has gained a significant reputation for the scope and quality of its work. It is providing significant added value through its work with volunteers, whose involvement in the project is opening up opportunities for them to progress. The reserves balance, now totalling £50,535, after an in year surplus of £97, and built up over 9 years will be used in future delivery of the project. The financial position this year has been supplemented by additional income raised by SUIT, The development of The Recovery Foundation CIC (TRF), referred to in last year’s report, is currently on hold as we work to secure the future of SUIT, in the light of threats to funding as a result of the current austere conditions within the Local Authority. At the time of writing funding is secure until November 2016 and we are awaiting the outcome of our tender to continue delivery until April 2018.

**Talent Match:** Commencing delivery in January 2015 and funded by the BIG lottery to the tune of £10.3M this project is in the process of supporting c1400 young people who are furthest from the workplace, nearer and into employment. At least 300 will secure sustainable employment while those that don’t will be well along the journey to doing so. The project is Black Country wide and runs for 5 years. Its key focus is on mentoring, with each young person being offered a mentor on no more than a 10:1 ratio. While WVSC employ the Talent Match core staff team, the bulk of the resources are spent with partners who run Talent Match hubs, host staff and provide other funded interventions through a preferred supplier network. Key to the project is that young people, with businesses, are central to all decision making. The Talent Match Programme is based on calendar years, rather than WVSC’s financial year profile, so that the reserves at the year end of £95,233 simply reflects timing of spend within the Talent Match programme year. It is anticipated that the programme will fully spend at its Year 3 end, as at December 2016, or work with the funder on a budget re-profile which enhances outcomes to programme beneficiaries.

**Third Sector Consortium:** Funding by the CCG this work involves a small consortium of three organisations supported by WVSC, which is the accountable body, to work together to reduce admissions to A and E and to improve levels of re-ablement among elderly people leaving hospital. The year under report is the full year of delivery following an initial three month pilot. Some oversight activities were carried out by a consultant and payments made to her during the year. The project has satisfactorily met its targets and been extended for a further year. The use of the balance of £2,963 will be negotiated with the funder.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Trustees' Annual Report for the year ended 31 March 2016**

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**Third Sector Partnership:** This funding supports the smooth running of the third sector partnership, including funds for administration, room hire and refreshments. No specific funds have been allocated to this work in year although it does form part of our contractual agreement for providing infrastructure support. The monies utilised here are the residue from funding made available specifically for TSP deliver – the remaining £1,708 will be used in the same way during 2016/17.

**Victims Services:** Funding of £67,675 was made available in 2014/15 by the Police and Crime Commission with no specific timescale for spend but with the aim of helping to develop the capacity of organisation to provide services to victims of crime. The funding carried forward to this year has been utilised, primarily in providing small grants to third sector organisations to develop their capacity as well as increasing their awareness of the needs of victims. The appointment of a new Police and Crime Commissioner led to change of direction within the commission whose interest in VCO delivery has seemed to reduce. The remaining funds of £10,427 will be used in line with the original PCC agreement.

**Wolverhampton Volunteers:** We successfully tendered for a new two year contract to deliver a volunteering service, initially from 2014/15 – 2015/16. The funding available was allocated without reference to costs and does not fully cover the costs of effective delivery. The board agreed to subsidise this work from reserves to the tune of £25,000, seeing the volunteer centre as part of our core delivery and the actual in year deficit is £27,589. In the year some funds were secured from the BIG Lottery to develop an internal data base, this work has been completed within budget leaving a restricted surplus within the projects budget of £2,517. WVSCs board have been clear that the deficit cannot be repeated beyond the current year and in response we are very hopeful of securing funding as part of an EU programme to achieve a break even budget for 2016/17. We have been alerted that the service will be retendered from April 2017. The project continues to thrive in terms of its impact and outputs. At the current time c60 new volunteers a month are registering, the number of organisations working with volunteers through Wolverhampton Volunteers has grown to some 343 and the project's profile is both widespread and highly regarded. It is increasingly seen as the 'hub' of volunteering within the City.

**Public Health Transformation:** A joint 2 year project with the City Council funded through Public Health and aimed at developing greater co-ordination of activity across the Health and Social Care Landscape. A lack of engagement at a strategic level has caused the project to stall and this has meant that not all funds have been utilised to pay an engagement consultant. Use of the £11,874 underspend will be negotiated with the funder.

### **Overall Achievements and Performance**

During the year there was a significant increase in income from £1,990,426 to £3,043,541. This total figure masks some significant shifts in funding sources. As previously anticipated, funding through WCC has reduced significantly. This has been balanced through resources being increased from the BIG Lottery and the Clinical Commissioning Group and some project funding from Public Health and which since the award, has become part of the Council and through the development stage of "Headstart". While the ongoing reduction in funding

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2016**

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available through our traditional City Council route (a knock on effect of central government austerity measures) is a matter of concern, our success in generating income from other sources is extremely positive.

Despite the positive income profile we have struggled to secure sufficient resources to deliver some of our core work, primarily that funded by the local authority. At the beginning of the year the Board agreed to underwrite a possible deficit of £97,702 to support our Core/Infrastructure support work and the Volunteer Centre. The outturn has been a deficit of £69,365 (following a surplus in 2014/15 of £11,401) after transfers from unrestricted funds. The balances on our restricted funds are referred to throughout this report and are primarily as a result of timing issues, this is particularly the case with regards to Talent Match. This is unlikely to be repeated in 2016/17 as a result of an increase in overhead recharges, primarily as a result of Talent Match/YEI and external funding being secured for the volunteer centre.

The year under report, as with last year, has been a challenging one as we have worked hard to maintain the quality and breadth of our provision while continuing to develop our strategy of increased collaborative working. "Brexit" has placed this strategy in some jeopardy as we have begun to access EU funds and this will require a response in the years ahead.

#### **Reserves Policy**

The reserves considered in the Reserves Policy, are the "free reserves". These are the sum of the Unrestricted General Reserves, less Fixed Assets within Unrestricted Activity. These free reserves include designated funds. WVSC reviewed its reserves policy in 2009-10 so that it aligns more closely with the pursuance of the charity's objectives and management of risk therein. The rationale for WVSC's reserves is: to bridge the gap between the spending and receiving of resources, to provide sustainability and continuity within times of income shortfall, and to enable WVSC to respond to key developments in the sector. The Trustees aim to build reserves which would enable WVSC to continue to fulfil its commitment to achievement of outcomes for at least 6 months, and to honour its liabilities at any point in time. For the 2015-16 accounts this policy gave us a figure to work towards of £591,170. Within this amount, funds of £101,504 are closure costs, which are now represented by a designated fund, and £489,666 are the running costs for 15-16 as required by the reserves policy.

As at 31 March 2016, WVSC's free reserves are £250,451. This leaves £101,504 for closure costs, and a residue of £148,947 as contribution towards the target of 6 months running costs, as directed by the reserves policy.

#### **Plans for the future**

The year ahead will see all our remaining Council contracts put out for tender and this poses an obvious risk both in terms of the potential of losing the tenders but also being distracted from our high quality deliver. We will need to work hard to win these tenders and minimise impact on our work.

More positively: The landscape continue to evolve and by way of response WVSC will continue to focus on the delivery of its mission and outcomes while exploring new models and sources of funding and support to enable us to continue to do so to a high standard. As previously reported this will include attempts to further develop our role in leading consortia of Third Sector organisations in delivering substantive services, building on the success of Improving Futures, Talent Match and our work with the CCG. Recent attempts to engage statutory sector colleagues in social investment models have been thwarted but this approach is being consistently promoted by Central Government and by funders such as BIG and in the medium term this may well form part of a changing approach to the delivery of prevention and early intervention services.

**European Funding:** WVSC is involved in three strands of European Social Funding (ESF) and all are progressing well:

- We are part of a consortium with the 4 Black Country Local Authorities that has applied for £34M to work with young people aged 15-27, supporting them to move nearer and into employment. BIG have agreed for us to use £8M of Talent Match funding as "match". Success with this application is now extremely likely and would secure an additional c£4M for our work with young people over the next 2 years
- Our Volunteer Centre is part of an application led by Steps to Work to secure part of the Funding for a programme called Building Better Opportunities. Again success looks very likely and would help to secure the future of our volunteer centre, including closing the funding gap that has been filled from reserves over the past 2 years.
- Black Country together has applied to lead on one of the Building Better Opportunity Strands, worth C3.4M. While direct benefit to WVSC in terms of funding is likely to be limited, success will expand our collaborate work to the Black Country and pave the way for future opportunities. This funding will support local organisations to work with "families in poverty". At this point we are producing a second stage application as part of what is now a non-competitive process.

**CCG/Better Care Fund:** The Better Care "fund" focuses on a re- alignment of provision from acute services to earlier intervention and prevention – this provides opportunities for us to lead the sector in responding to this change and we will be working on this in the year ahead, building on our growing relationship with the CCG.

**Infrastructure Support:** The funding landscape is changing, for example, with funders moving away from providing block contracts or grants to infrastructure organisations to be able to support VCOs, towards providing those organisations with additional funds to purchase support directly. Part of our response will be to offer a paid for service. The danger with this approach is that it will ultimately lead to only those organisations with funds receiving support. I believe that beyond the short terms the impacts of this, including a shrinking VCS, will be realised and we need to be well placed to respond when, as I suspect, block funding including grants become available again.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Trustees' Annual Report for the year ended 31 March 2016**

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**People in Partnership** continues to provide a route through which our sector can work together to delivery substantive services. It is anticipated that the future will include a greater focus on Social Investment as a means of delivering high quality prevention services while continuing to deliver crucial acute provision. At that point opportunities for PIP may well arise. In addition an ongoing application led by the Local Authority to the BIG Lottery through their Headstart programme may provide an opportunity for PIP to lead a consortium of VCO in delivering interventions to support Children's mental well- being.

In short; the times ahead will continue to challenge, not least as a result of the on- going reduction in funding from the Local Authority leading to shrinkage in our sector and changes in the way that services will be delivered, for example through spot purchasing rather than block contracts . The wider landscape is also changing with the "Brexit" vote placing future EU funds at risk but new approaches and priorities in areas such as prevention services arising. WVSC will need to remain fleet of foot and willing to respond to new opportunities as they arise, so long as, in doing so, we are better able to deliver our wider vision of an effective and vibrant voluntary and community sector.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Trustees' Annual Report for the year ended 31 March 2016**

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**Auditors**

Messrs Muras Baker Jones Limited have signified their willingness to continue in office as auditors should the next Annual General Meeting so decide.

**Board of Trustees**

Steve Clay (Chair)

James Smith

Marie Lane

Appointed 6 October 2016

Leslie Davies

Appointed 6 October 2016

Janet Clarke Lewis

Pamela Cole-Hudson

Suffia Parveen

Joseph Martin

James Fox

Dawn Bennett

Inspector Corrina Griffiths

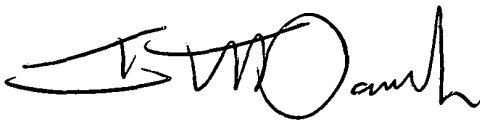
Appointed 5 June 2015

Anne Marie Harrison

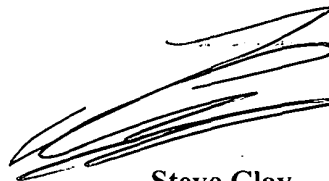
Appointed 6 October 2016

Kath Rees, Patricia Roberts and Simon Brandwood retired on 6 October 2016

**By order of the Board of Trustees**



**Ian T Darch**  
**Secretary**  
**17 November 2016**



**Steve Clay**  
**Chair**  
**17 November 2016**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL for the year ended 31 March 2016**

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We have audited the financial statements of Wolverhampton Voluntary Sector Council for the year ended 31 March 2016 which comprise the Statement of Financial Activities, including Income and Expenditure Account, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 2, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WOLVERHAMPTON  
VOLUNTARY SECTOR COUNCIL for the year ended 31 March 2016 contd.**

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**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs, as at 31 March 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to Smaller Entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Muras Baker Jones Limited  
Chartered Accountants  
and Statutory Auditor

17 November 2016

Regent House  
Bath Avenue  
Wolverhampton  
WV1 4EG

Muras Baker Jones Limited is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.



# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

## Statement of Financial Activities for the year ended 31 March 2016 (Incorporating an Income and Expenditure Account)

	Note	Unrestricted funds 2016 £	Restricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
<b>INCOMING RESOURCES</b>					
Incoming Resources from charitable activities	4	66,689	2,963,055	3,029,744	1,981,016
Investment Income		13,797	-	13,797	9,410
<b>TOTAL INCOMING RESOURCES</b>		<u>80,486</u>	<u>2,963,055</u>	<u>3,043,541</u>	<u>1,990,426</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	5	87,762	3,122,056	3,209,818	1,975,118
<b>TOTAL RESOURCES EXPENDED</b>		<u>87,762</u>	<u>3,122,056</u>	<u>3,209,818</u>	<u>1,975,118</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>	7	(7,276)	(159,001)	(166,277)	15,308
Transfers between funds	14	(62,089)	62,089	-	-
<b>NET MOVEMENT IN FUNDS</b>	14	<u>(69,365)</u>	<u>(96,912)</u>	<u>(166,277)</u>	<u>15,308</u>
Total funds brought forward		319,816	503,882	823,698	808,390
<b>TOTAL FUNDS AT 31 March 2016</b>		<u><u>250,451</u></u>	<u><u>406,970</u></u>	<u><u>657,421</u></u>	<u><u>823,698</u></u>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

## Balance Sheet at 31 March 2016

			2016		2015
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		3,993		9,905
Investments	9		1		1
<b>Current assets</b>					
Debtors	10	33,488		15,358	
Aldermore/Shawbrook/Virgin/ Triodos Deposit Funds		514,220		504,809	
Cash at bank and in hand		583,737		906,082	
		<u>1,131,445</u>		<u>1,426,249</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(478,018)</u>		<u>(612,457)</u>	
<b>Net Current assets</b>			<u>653,427</u>		<u>813,792</u>
<b>Net assets</b>	13		<u>657,421</u>		<u>823,698</u>
<b>Reserves</b>					
<b>Unrestricted Funds:</b>					
General unrestricted fund			147,617		218,206
Designated funds			102,834		101,610
<b>Restricted Funds:</b>					
Capacity Builders Refurb 08-09			1,659		3,764
Capacity Builders Refurb 09-10			2,238		4,920
Families in Focus			4,912		4,912
Headstart			11,143		-
Health and Well Being (HWB)			9,844		24,099
Improving Futures			69,300		100,864
Infrastructure Support			30,757		33,585
Mental Health Empowerment			51,857		48,168
Micro Enterprise			10,874		25,828
Public Health Transformation			11,874		8,892
Service Users Involvement - SUIT			50,535		50,438
Big Lottery Fund Grant: Talent Match			95,233		129,150
Third Sector Consortium/Systems Resilience			2,963		17,809
Third Sector Support			1,708		3,008
Victims Services			10,427		48,445
Volunteer Services			2,517		-
YOW			39,129		-
<b>Total Funds</b>	14		<u>657,421</u>		<u>823,698</u>

The Directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. However, an audit is required in accordance with section s154 of the Charities Act 2011.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Balance Sheet at 31 March 2016

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#### Directors' responsibilities:


- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of the accounts.

**These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).**

**The financial statements were approved by the Board of Trustees and authorised for issue on 17 November 2016.**



**Steve Clay**  
Chair of Board of Trustees



**Janet Clarke-Lewis**  
Vice Chair, Board of Trustees

**Company Number: 2288239**

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016

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### 1 Liability of Members

WVSC is a company limited by guarantee. It does not have a share capital and the liability of each member is limited to the guarantee given by that member, which shall not exceed £1. There are no beneficial interests and under the terms of its Memorandum and Articles of Association any surplus can only be applied towards the promotion of WVSC's objectives, and no dividend or other form of distribution can be paid to its members.

### 2 Accounting Policies

#### Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and comply with best practice as recommended by the Statement of Recommended Practice "Accounting and reporting by charities" (SORP 2015), issued by the Charity Commission.

#### Cash flow statement

WVSC has taken advantage of the exemption conferred by Financial Reporting Standard 1 'Cash Flow Statements (Revised 1996)', to not prepare a cashflow statement on the grounds that it is a 'small' company under the Companies Act 2006.

#### Pension costs

Certain employees are members of the West Midlands Pension Fund ("WMPF"). The pension cost charge in the financial statements represents contributions due to this scheme in respect of earnings during the year, which are based on recommendations by the fund actuary.

The disclosures required by FRS 17 have not been included in the financial statements. WVSC is in a multi-employer defined benefit pension scheme, WMPF, and FRS 17 requires such organisations to identify their share of the pension scheme's assets and liabilities. However, within SORP 2015 this is only to be achieved if it can be done so on a "consistent or reasonable basis". WVSC believes that an actuarial valuation would not be a reasonable use of public funds, and the directors therefore have decided not to provide this financial information on the balance sheet in the financial statements. WVSC manages contributions to its pension fund in line with the WMPF valuation recommendations, pension costs for all of the projects are fully budgeted for, and WVSC receives an actuarial valuation on the WMPF scheme on a three yearly basis. Issues around risk management of the pension fund are continually assessed through work with staff at WMPF, and at Board of Trustees' Meetings.

#### Tangible fixed assets and depreciation

Tangible fixed assets are normally capitalised where the cost exceeds £1,000, and are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset, on a straight line basis over its expected useful life, as follows:

Office equipment	over 5 years
Computers	over 4 years
Refurbishment on lease	over time remaining on the premises lease agreement

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Notes forming part of the financial statements for the year ended 31 March 2016 contd.

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If a project's lifetime is less than the lifetime of the Fixed Asset, then the remaining net book value is written off at the end of the life of the project.

The accounting for depreciation leads to a discrepancy between some financial statements submitted to funders, and the fund activity shown in the statutory accounts of WVSC. If a project has a funder which requires that a capital purchase is to be presented as a cash item rather than as a capitalised item, as required by Charity Accounting rules, then a discrepancy emerges between the amount claimed from the funder, and the fund accounting in the statutory accounts. Where this is the case, that particular discrepancy is referred to in the Trustees Report.

#### Grants payable

Grants payable to local organisations are recognised in the financial statements when there is a commitment to make a payment.

#### Incoming Resources

Revenue grants are received from various funders - see note 4 - in order to finance WVSC's activities and are accounted for in the income and expenditure account on an accruals basis.

Where revenue grants are received which have donor-imposed restrictions as to the timing of the related expenditure, any income received in advance is deferred.

Where revenue grants are received, which do not have donor imposed restrictions as to the timing of the related expenditure, the income is accounted for when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Incoming resources from the provision of legal, payroll and other core services are accounted for when earned.

Donated services and facilities are included at the value to the charity, where they can be quantified.

Investment income is included when receivable.

#### Resources expended

Resources expended are recognised in the period in which they are incurred and include attributable VAT, where it can not be recovered.

Resources expended on charitable activities consist of costs incurred in the direct delivery of services and the support costs which are allocated to each of these areas of service provision.

#### Operating leases

Rentals payable under operating leases are charged to the statement of financial activities as incurred.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

### Fund accounting

Unrestricted funds comprise grants and other incoming resources receivable, or generated for the objects of the charity, without further specific purpose, and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the Trustees out of unrestricted general funds for specific purposes or projects.

3 Grants payable	2016		2015	
	Number	£	Number	£
Grants to Improving Futures Partners	4	93,242	4	101,713
Grants to Self-Help Groups – Mental Health Empowerment	11	15,079	13	16,066
Grants to Micro Enterprise Partners	-	-	1	667
Grants to Third Sector Consortium Partners/Systems Resilience	3	121,215	3	39,333
Grants to Talent Match Partners	10	1,407,739	8	574,179
Grants to Victims Service Partners	4	30,000	7	5,674
Grant to YOW	1	10,417	-	-
	<u>33</u>	<u>1,677,692</u>	<u>36</u>	<u>737,632</u>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

<b>4 Incoming Resources from</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
<b>Charitable Activities</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Big Lottery Fund Grants	-	2,274,691	2,274,691	1,104,767
Wolverhampton City Council (WCC)*	-	447,217	447,217	278,093
Wolverhampton City Council/Health Watch Wolverhampton*	-	-	-	69,567
Wolverhampton City Council/Clinical Commissioning Group (CCG)*	-	-	-	95,131
Ministry of Justice	-	-	-	5,515
Clinical Commissioning Group (CCG)	-	123,054	123,054	58,000
Public Health*	-	-	-	142,512
Police and Crime Commission	-	-	-	67,675
Gifts In Kind	-	49,317	49,317	75,080
YOW reserves donation	-	54,222	54,222	-
Non Grant Income	66,689	14,554	81,243	84,676
	<u>66,689</u>	<u>2,963,055</u>	<u>3,029,744</u>	<u>1,981,016</u>

\* These funds are now contained within WCC funding.

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

## 5 Breakdown of Costs of Charitable Activity

	Staff Costs	Other Charitable Costs	Support Costs	Total 2016	Total 2015
	£	£	£	£	£
Core Activities	-	-	66,872	66,872	43,866
Infrastructure Support incl Trading	6,702	4,820	2,158	13,680	19,437
Governance Costs (note 6)	-	7,210	-	7,210	6,794
<b>TOTAL UNRESTRICTED</b>	<b>6,702</b>	<b>12,030</b>	<b>69,030</b>	<b>87,762</b>	<b>70,097</b>
Cap Builders Refurb 08-09	-	2,105	-	2,105	2,105
Cap Builders Refurb 09-10	-	2,682	-	2,682	2,682
Families in Focus	-	-	-	-	23,077
Headstart	-	1,962	-	1,962	-
Health and Well Being (HWB)	14,255	-	-	14,255	797
Healthwatch	-	-	-	-	101,719
Big Lottery: Improving Futures	95,798	202,680	7,500	305,978	307,416
Infrastructure Support	91,771	17,042	20,597	129,410	118,577
Mental Health Empowerment/Self Help/PAMH	54,586	19,397	17,655	91,638	96,264
Micro Enterprise	12,026	5,462	3,923	21,411	22,482
NOMS	-	-	-	-	7,814
Public Health Transformation	-	6,618	-	6,618	3,108
Service User Involvement (SUIT)	85,747	13,266	33,892	132,905	130,193
Big Lottery: Talent Match	224,396	1,798,455	57,750	2,080,601	894,436
Third Sector Consortium/Systems Resilience	-	140,300	-	140,300	40,191
Third Sector Partnership	-	1,300	-	1,300	17,690
Victims Services	-	38,693	-	38,693	19,230
Volunteer Services	85,691	7,388	28,443	121,522	117,240
YOW	18,915	8,261	3,500	30,676	-
<b>TOTAL RESTRICTED</b>	<b>683,185</b>	<b>2,265,611</b>	<b>173,260</b>	<b>3,122,056</b>	<b>1,905,021</b>
<b>TOTAL EXPENDITURE</b>	<b>689,887</b>	<b>2,277,641</b>	<b>242,290</b>	<b>3,209,818</b>	<b>1,975,118</b>



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

5a Support Cost Breakdown by activity	2016 £	2015 £
Staff costs	151,052	124,139
Property	52,891	48,826
Office	33,675	42,125
Depreciation	-	-
Professional fees	4,672	9,504
<b>Total</b>	<b>242,290</b>	<b>224,594</b>

### Basis of allocation of costs:

**Staff costs:** These are the staffing costs associated with work undertaken in the specific project areas as listed in note 5. Most staff work wholly in one project area, and their staff costs are allocated to that project. If their time is shared between projects, then the staffing cost is split accordingly. The staffing cost comprises gross salary plus on costs, including pension costs where applicable.

**Other charitable costs:** These are costs within the projects, incurred in the pursuance of the aims and objectives of each project. These costs are specific only to the project which they are allocated to.

**Support Costs:** These are costs which are incurred in the running of the organisation. They would include for example, core staff costs, rent, insurance, heat and light, IT support, repairs and maintenance, and any other costs which are associated with core staff executing their tasks, which are required in order to support all the projects and contracts within the organisation.

These costs are calculated on a budget basis, at the beginning of the financial year, and allocated as per numbers of full-time staff members in each project. Any support costs which are not recovered in the actual year, are seen as an additional core service support cost.

Re Note 5: In 2015-16, "core activities" line is showing a cost in support costs, of £66,872. This represents the fact that the total support costs for WVSC were not fully recharged to projects/contracts. Core (Unrestricted Funds) has had to bear this cost therefore in 2015-16.

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

## 6 Breakdown of Governance Costs

	2016	2015
	£	£
Audit and related fees	6,848	6,559
AGM	362	235
	<u>7,210</u>	<u>6,794</u>

## 7 Net incoming/(outgoing) resources before transfers

	2015	2015
	£	£
<b>This is stated after charging:</b>		
Rentals under operating leases	25,000	25,000
Auditors' remuneration	6,848	6,559
Auditors' remuneration – non audit services	-	-
Depreciation: owned fixed assets	5,912	6,486
	<u>37,760</u>	<u>38,045</u>

## 8 Tangible Fixed Assets

	Refurb On Lease £	Computers and Office Equipment £	Total £
<b>Cost</b>			
31 March 2015 and 31 March 2016	<u>34,996</u>	<u>2,250</u>	<u>37,246</u>
<b>Depreciation</b>			
31 March 2015	26,216	1,125	27,341
Charge for the year	4,787	1,125	5,912
31 March 2016	<u>31,003</u>	<u>2,250</u>	<u>33,253</u>
<b>Net book value</b>			
31 March 2016	<u>3,993</u>	<u>0</u>	<u>3,993</u>
31 March 2015	<u>8,780</u>	<u>1,125</u>	<u>9,905</u>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

## 9 Fixed Assets Investments

The company's investments at the balance sheet date in the share capital of companies include the following:

### People in Partnership (Wolverhampton) Community Interest Company

Nature of the business: The company was incorporated on 12 July 2011 and has not traded during the year 2015-16. Initially WVSC held 100% of the holding, however the articles were amended in May 2013, so that WVSC now holds 25% of the holding.

Class of share	% Holding		
Ordinary	25.00		
		2016	2015
		£	£
Aggregate capital and reserves		4	4

### Black Country Together C.I.C.

Black Country Together CIC was founded 31 January 2013, by the four Councils for Voluntary Service in the Black Country each with 25% membership, with the aim of increasing levels of funding coming into our sub-region and fostering greater co-operation and collaboration between voluntary organisations and local statutory agencies both within and across borough boundaries. BCT CIC is a company limited by guarantee without share capital. It is actively trading generating an income of £587,607 in the year which resulted in a small deficit of £3,038 for the year ended 30 June 2016. This is as a result of investment in order to secure a major contract and success is extremely likely. The balance sheet at 30 June 2016 showed net assets of £343. Ian Darch, WVSC CEO, is a director of BCT CIC.

## 10 Debtors

	2016	2015
	£	£
Trade debtors	31,055	12,824
Payments in advance	2,433	2,534
	<u>33,488</u>	<u>15,358</u>

## 11 Creditors: amounts falling due within one year

	2016	2015
	£	£
Deferred income	41,385	464,266
Other creditors	60,585	34,866
Accruals	376,048	113,325
	<u>478,018</u>	<u>612,457</u>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

12	Analysis of Deferred Income	B/f 01.04.15	Released	Received	C/f 31.03.16
	Funder of Deferred Income	£	£	£	£
	Sales Income	3,300	3,300	-	-
	Public Health (SUIT)	5,700	5,700	5,700	5,700
	CCG (MHE)	-	-	35,685	35,685
	Big Lottery Fund – Talent Match	448,816	448,816	-	-
	Big Lottery Fund – Volunteer Services	6,450	6,450	-	-
	<b>TOTALS</b>	<b>464,266</b>	<b>464,266</b>	<b>41,385</b>	<b>41,385</b>

13	Analysis of Net Assets Between Funds	Unrestricted	Designated	Restricted	TOTAL 2016
		£	£	£	£
	Fixed Assets	1	-	3,993	3,994
	Current Assets	198,065	102,834	830,546	1,131,445
	Current Liabilities	(50,449)	-	(427,569)	(478,018)
	<b>Net Assets at 31 March 2016</b>	<b>147,617</b>	<b>102,834</b>	<b>406,970</b>	<b>657,421</b>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

## 14 Reserves and Reconciliation of Movements in Funds

	31 March 2015 £	Transfers £	Incoming Resources £	Outgoing Resources £	31 March 2016 £
<b>Unrestricted funds:</b>					
General unrestricted fund	218,206	(63,313)	80,486	87,762	147,617
Designated funds including operation liabilities	101,610	1,224	-	-	102,834
<b>Restricted funds:</b>					
Capacity Builders Refurb 08-09	3,764	-	-	2,105	1,659
Capacity Builders Refurb 09-10	4,920	-	-	2,682	2,238
Families in Focus	4,912	-	-	-	4,912
Headstart	-	-	13,105	1,962	11,143
Health and Well Being (HWB)	24,099	-	-	14,255	9,844
Big Lottery Grant: Improving Futures	100,864	-	274,414	305,978	69,300
Infrastructure Support	33,585	34,500	92,082	129,410	30,757
Mental Health Empowerment	48,168	-	95,327	91,638	51,857
Micro Enterprise	25,828	-	6,457	21,411	10,874
Public Health	8,892	-	9,600	6,618	11,874
Service User Involvement - SUIT	50,438	-	133,002	132,905	50,535
Big Lottery Grant: Talent Match	129,150	-	2,046,684	2,080,601	95,233
Third Sector Consortium/Systems Resilience	17,809	-	125,454	140,300	2,963
Third Sector Partnership	3,008	-	-	1,300	1,708
Victims Services	48,445	-	675	38,693	10,427
Volunteer Services	-	27,589	96,450	121,522	2,517
YOW	-	-	69,805	30,676	39,129
	<u>823,698</u>	<u>-</u>	<u>3,043,541</u>	<u>3,209,818</u>	<u>657,421</u>

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

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### **Note: Reserves and Reconciliation of Movements in funds – Transfers between funds:**

In 2015-16 there were also transfers of funds between unrestricted and restricted funds. These were as follows:

- Unrestricted funds transferred £34,500 to the Restricted Fund Infrastructure Support. This reflects the Board's decision to support the capacity building service with organisational reserves, up to this value.
- Unrestricted funds transferred £27,589 to the Restricted Fund Volunteer Services. This reflects the Board's decision to support the Volunteer Service with organisational reserves, up to this value.
- "Core" transferred £1,224 to the Operational Liabilities fund in order to reflect an in year increase in those liabilities

**Purpose of Funds** The information provided below is a brief summary on each fund. Further information is detailed in the Trustees' Report.

### **UNRESTRICTED FUNDS:**

**General Unrestricted Fund:** This is used to fund the activities of the unrestricted elements of Core Activities – partnership working across the sector and with statutory sector, some capacity building and advocacy within the sector which isn't funded through the WCC grant, payroll, reprographics, newsletter, website, and general infrastructure support services. All the above are also provided to projects/restricted fund activities within WVSC. For more detail on unrestricted funds reserves, please see paragraph on unrestricted reserves within the TAR.

**Designated Funds:** The balance in designated funds is £102,834. This represents £1,330 for improving safety within the organisation for staff and visitors, and £101,504 for operational liabilities/closure costs. Please see reference to reserves policy in the TAR.

### **RESTRICTED FUNDS:**

**Capacity Builders Refurbishment nos. 1 and 2:** one-off grants to improve accessibility of WVSC's premises and resources.

**Families in Focus:** to support families whose children receive a service through Improving Futures.

**Health and Well Being:** to promote inclusion and participation in decision making forums and structures.

**Big Lottery Grant - Improving Futures:** is a partnership of third sector organisations, led by WVSC, whose aim is to improve the lives of primary aged children through an intensive programme of mentoring and specific support to families.

**Headstart:** A pilot linked to improving futures and aimed at improving mental well being among young people

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

**Infrastructure Support:** this is to support capacity building with local third sector organisations, and then in addition to part - fund the role of championing the sector. This fund has incorporated modest restricted funds relating to Compact and Training and Quality previously reported separately.

**Mental Health Empowerment - Supporting groups:** Supporting peer led groups of people facing mental ill health. This reserve incorporated a modest reserve held by PAWM (positive action mental health) - an associated project that had been funded by WCC

**Micro – Enterprise:** this is a project aimed at developing the social care market.

**Public Health Transformation:** working with public sector partners in order to redesign care pathways.

**(Drug) Service User Involvement:** to work with users and ex-users of drug services, to support them in influencing the provision of drug treatment services.

**Talent Match:** this is a Lottery Funded Programme aimed at 18-24 year olds, who have been not in education or employment for a year.

**Third Sector Consortium/Systems Resilience:** working with third sector partners to reduce Accident and Emergency admissions and to improve levels of reablement for older people leaving hospital.

**Third Sector Partnership:** A forum through which the VCS can engage and influence partners and improve its own delivery through shared learning

**Victims Services:** supporting third sector organisations to be better placed to deliver services to victims of crime.

**Volunteer Services:** a service providing potential volunteers and organisations who would like to engage with volunteers, the chance to come together.

**YOW:** The costs of current delivery exceed income but the board feel that it is important to maintain capacity within this work if possible. This reserve will therefore be utilised in the delivery of YOWs activities over the coming years.

### 15 Information regarding members of the Board of Trustees

The names of persons who are members of the Board are given in the Report of the Board of Trustees.

**Remuneration:** Under the terms of the Memorandum of Association, neither member of the Board nor any connected person shall receive any remuneration from WVSC. Board members are offered reimbursement for travel expenses. The amounts involved are negligible.

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

## 16 Particulars of Employees

The average number of persons employed by WVSC during the year was:

	2016	2015
General activities	32	32

The aggregate payroll cost of these persons was as follows:

	2016 £	2015 £
Wages and salaries	717,259	680,719
Social security costs	57,819	54,635
Other pension costs	62,720	56,244
	<u>837,798</u>	<u>791,598</u>

No employees earned more than £60,000 during the year.

## 17 Revenue Grants from Wolverhampton City Council under Section 137 Local Government Act 1988 relating to three areas of funding:

	Infrastructure Support £	Micro Enterprise £	Volunteer Services £	2016 £	2015 £
Other	15,560	2,830	23,289	41,679	51,980
Salaries	84,440	3,627	66,711	154,778	205,571
<b>Totals</b>	<b>100,000</b>	<b>6,457</b>	<b>90,000</b>	<b>196,457</b>	<b>257,551</b>



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

### 18 Pensions

Some of the employees of the charity are members of the West Midlands Metropolitan Authorities Pension Fund, which is a multi-employer scheme. The Fund is financed by contributions paid by both employees and the charity, and by earnings received on investments. The scheme is a Defined Benefits Scheme. It has been closed to new members.

In accordance with the Actuarial Valuation as at 31 March 2013, contributions to the Scheme for 2015/16 from the employees, are payable at a variable rate according to graded rates of pensionable pay, and employer's contributions for 2015/16 to 2016/17 are payable at a rate of 15.3% of pensionable pay plus 6.4% of pensionable pay per annum, for 21 years to meet the funding shortfall. Also, the charity is required to make additional lump sum contributions towards meeting the shortfall. The amounts payable for the above two years are £12,500 and £13,100 respectively

It is assumed that the Administering Authority will continue to invest a significant proportion of the assets of the Fund in UK and overseas equities, and that these will produce a future investment return that exceeds the current yield available on bonds.

The deficit within the Scheme attributable to WVSC, as at 31 March 2013, was £337,000 and this is based on funding at 78%.

A stakeholder scheme was established in January 2016 and is offered to all employees who are not members of the West Midland Pension Scheme, subject to pension guidance in terms of eligibility.

### 19 Taxation

WVSC is not liable to tax on any of its income because of its charitable status.

### 20 Operating Lease Commitments

At 31 March 2016 WVSC had annual commitments under non-cancellable operating leases as follows:

	2016		2015	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Expiry date:				
In one to two years	25,000	1,512	25,000	-
In two to five years	-	-	-	1,512
After 5 years	-	1,253	-	1,253
	<u>25,000</u>	<u>2,765</u>	<u>25,000</u>	<u>2,765</u>

WVSC has an option to terminate the rental lease on giving one year's notice. The landlord can terminate the lease in the event of default by WVSC.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2016 contd.

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### 21 Related Party Transactions

Ian Darch, the Chief Executive of WVSC, sits on the Children's Trust Board, and in 11-12 WVSC became the Accountable Body for Improving Futures, a project funded by the Lottery. This project receives in kind funding from the Children's Services, which in 15-16 was to the value of £49,317.

Ian Darch was a director of YOW for part of the year. YOW was a tenant at WVSC premises and has, during the year, merged with WVSC. WVSC paid grant of £10,417 to YOW before the merger and provided office support services totalling £1,663. YOW reserves were donated to WVSC at the point of merger in September 2015.

Kath Rees is the CEO of the Haven, Wolverhampton, and a director of WVSC. The Haven is a funded partner in the Improving Futures project, and in 15-16 received £36,755.

Steve Clay is the CEO of YMCA Black Country, and a director of WVSC. YMCA is a funded partner in the Talent Match Black Country project, and in 15-16 received £572,915.

Joseph Martin is employed by YMCA and is a director of WVSC.

Pamela Cole-Hudson is the CEO of Gazebo Theatre in Education Company, and is a director of WVSC. Gazebo is a funded partner in the Talent Match Black Country project, and in 15-16 received £308,842.

Janet Clarke-Lewis is Mental Health Housing Development Officer with ACCI, and a director of WVSC. ACCI paid WVSC a total of £2,740 in 15-16.

Suffia Perveen is Project Manager at EMC, and a director of WVSC. WVSC paid EMC £7,560 in 15-16 in relation to the Victims Services project.

Ian Darch, CEO WVSC, is a director of The Recovery Foundation. In 15-16 TRF paid WVSC £85.

Patricia Roberts is employed by the Clinical Commissioning Group (CCG). CCG funded WVSC with £123,054 in 15-16 in relation to the Third Sector Consortium project.