

We believe a journey needs a few elements to make it work;

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 baseline and location of where we want to be by 2021.



with a hop, skip and jump the journey began...along the way we will follow our road map:

1. We will create a new online hub for our stakeholders.
2. We will develop a new online filing system for members.
3. We will undertake research into other best practice.
4. We will engage professionals to produce of end of year accounts and monitor these monthly.
5. We will engage professionals to support our HR systems and complete the SWHA.
6. We will review all our policies and procedures and engage external organisations to support this.
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 this process in April 2021.

In detail:

We will create a new online 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 online filing system for members.

A new dropbox filing system will be created that holds ALL organisational data and 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 use the internet for research alongside asking questions of our funders and partners to look for ideas and actions we can follow and try to avoid mistakes already made by others.

We will engage professionals to produce of end of year accounts and monitor these monthly.

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 engage professionals to support our HR systems and complete the SWHA.

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

to ensure our internal systems compliment a good working environment.

We will review all our policies and procedures and engage external organisations to support this. We will engage with organisations 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. 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).

PROGRESS UPDATE: NOVEMBER 2020

1. Our new website hub is live and being updated on a monthly basis.
2. Our new dropbox filing system is complete, offline backs are being created and safely stored.
3. We have gathered and reviewed various examples and used these to develop our group.
4. We are working with Salisbury and co to enhance our financial 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 to complete this task by the end of 2020
7. Staff and Trustees are currently undertaking various training courses which we aim to have fully completed by the end of 2020
8. We are now a registered data controller with the ICO and have updated our data protection policy.
9. Have have registered with the charity commission are are now a Charitable Incorporated Organisation.
10. Ongoing.

NEXCT UPDATE DUE 4TH JAN 2021