

**We believe a journey needs...**

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

**Our start point came from talking and listening to our staff, volunteers and stakeholders, then undertaking a SWOT analysis to establish a baseline and location of where we want to be by 2021.**



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

- 1. We will create a new on-line hub for our stakeholders.**
- 2. We will develop a new on-line filing system for members.**
- 3. We will undertake research into other best practice.**
- 4. We will engage professionals to 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 on-line hub for our stakeholders.**

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

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

**# A new dropbox filing system will be created that holds ALL organisational data 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 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 engage professionals to support our HR systems and complete the SWHA.**

**# 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: APRIL 2021**

- 1. Our new website hub is live and being updated on a monthly basis.**
- 2. Our new MEGA filing system is complete, offline backs are being created and safely stored for security purposes.**
- 3. We have gathered and reviewed various examples of good practice via groups such as WCVA and Spotted and used these to develop our group.**
- 4. We are working with local accountants to enhance our financial systems and records.**
- 5. We have worked with Peninsula to review all HR systems and policies.**
- 6. We have reviewed and updated a number of policies and continue to work with partners to review this again later in 2021.**
- 7. Staff and Trustees have undertaken various training courses and will continue with CPD in to the future.**
- 8. We are now a registered data controller with the ICO and have updated our data protection policy.**
- 9. We have have registered with the charity commission are are now a Charitable Incorporated Organisation.**
- 10. Our review is be complete, we are happy with the progress to date and will continue monitor and review our work and regularly in the future.**

**NEXT UPDATE DUE 4TH JULY 2021**

**PROGRESS UPDATE: 15TH JULY 2021**

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

**NEXT UPDATE DUE 14<sup>TH</sup> DECEMBER 2021**

**PROGRESS UPDATE: 14TH DECEMBER 2021**

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

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

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

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

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

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

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

**FINAL UPDATE DUE 14<sup>TH</sup> JUNE 2022**

**NEW ADDITIONAL PRIORITIES:**

START NEW YOUTH CAFE

START NEW REPAIR CAFE

START NEW COMMUNITY DAY (FRIDAYS)

START NEW SOCIAL ENTERPRISE ACTIVITIES

ENSURE BY APRIL 1<sup>ST</sup> 2022 THAT ZERO GRANTS REQUIRED FOR CORE COSTS.

IMPROVE TRUSTEE GOVERANCE TRAINING / DEVELOPMENT