

Wigan Borough



Community  
Partnership

**TRUSTEE ANNUAL REPORT  
JAN 1ST 2018 TO DEC 31ST 2018**

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A CHARITABLE INCORPORATED  
ORGANISATION  
CHARITY NUMBER 1175600

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# 1. Report of the Trustees for the year ending 31 Dec 2018:

**Wigan Borough Community Partnership Charitable Incorporated Organisation (CIO)**

**Charity Number 1175600**

**Registered Address:**

**The Garry Kay Centre (LEIGHway), Spinning Gate, Wigan Borough, WN7 4PG**

**Tel 01942 363621**

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On behalf of the five trustees we are pleased to present our first annual report together with the consolidated financial statements of Wigan Borough Community Partnership (WBCP).

We intend that this report is a coherent document that meets the requirements of law and regulation. We want it to provide a fair, balanced and understandable review of WBCP's structure, legal purposes, objectives, activities, financial performance and financial position. This report explains what WBCP is set up to do, how it is going about it and what is achieved, as a result of our work.

The financial statements comply with the Charities Act 2011, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015).

We all have acted for the period of the Annual Report with Trevor Barton MBE being Chair of Trustees:

- Trevor Barton MBE – Chair of Trustees
- Les Thomas – Treasure
- Philip Hirst MBE – Secretary
- David Baxter – Trustee
- Joanne Willmott - Trustee

*Trevor Barton MBE    Les Thomas    Phil Hirst MBE*

*David Baxter    Joanne Willmott*

## 2. Introduction:

2.1 WBCP was established on the 17th November 2017 as a Charitable Incorporated Organisation (CIO) and began operating on 1st January 2018. We wanted to provide co-ordinated capacity building that allows the local community, voluntary and social enterprise (VCSE) sector to deliver on social care, health and well-being, family support, social mobility, leisure and culture for the Wigan Borough.

2.2 WBCP was founded by active members of the local community that believed in the participation of the people of Wigan Borough themselves, and a new approach of working together coordinating projects and sharing resources.

2.3 WBCP was built upon the foundations of already secure 'Trust in Leigh' that two of the current WBCP Trustees had developed. With the addition of other active members of the community, WBCP were able to develop from a strong collective of expertise and experience in community engagement from across the Wigan Borough.

2.4 To support WBCP to establish as the newly evolved organisation operating borough wide, support was provided from our member organisations;

- i. Compassion in Action (CIA) provided WBCP with office space and back office support until longer term office premises were secured. CIA also allowed WBCP to use their premises and facilities to host meetings and events that enabled WBCP to develop our offer to the local VCSE and its volunteers;
- ii. Borough Wide Community Network provided WBCP with a small loan to facilitate marketing ourselves as a new organisation namely through the marketing and promotion of our launch event – Our first Partnership Convention held in February 2018. In addition, Borough Wide Community Network also obtained consent to pass on funds previously held by Encompass over to the WBCP to facilitate training for the VCSE;
- iii. Macc provided support to help WBCP by means of advice, support and guidance as a peer established infrastructure organisation. Macc also supported WBCP to draw down funds (totalling £24k) it had been holding on behalf of Wigan following the closure of Wigan CVS. During 2018 WBCP drew down £12k of these and agreed plans for the remaining £12k in 2019;
- iv. Wigan Council supported WBCP by funding two staff salaries to provide stable capacity to support Wigan's vast VCSE;

2.5 This, our first Annual Report sets out to report the progress made during the reporting year.

2.6 This report also notes the decision taken by the Trustees of the Trust in Leigh charity to dissolve it and transfer its assets into WBCP. The Trustees of Trust in Leigh considered the support needs of the borough and concluded it would better serve the community by merging with the WBCP. Steps were taken to close the Trust In Leigh charity after five successful years serving the community. Trust In Leigh staff were transferred to WBCP along with the outstanding cash balance.

## 3. WBCP Structure Governance and Management:

3.1 One of our first steps was to establish the Charitable Incorporated Organisation and register it with the Charities Commission adopting Charitable Articles of Association. We believed it was important that WBCP established governance structures that supported our

vision of an organisation that had accountability and transparency of operation that was independent and not beholden to any one vested interest.

3.2 In order to achieve this we set out a policy statement in furtherance of the Constitution that sets out how we wanted the organisation to be governed both strategically and day to day.

3.3 We Trustees have committed to operate WBCP with:

‘An independence and freedom to do the right thing for beneficiaries; to speak the truth to the powerful; to have financial and strategic flexibility to change for the better.’

3.4 Our next step was to establish governance structures and terms of reference that provided this transparency, accountability and support.

3.5 We established a Trustee Board so we were accountable and responsible for controlling the management and administration of ‘WBCP’ in line with the Constitution; ensuring that it remained solvent and well-run, delivering development in line with the Business Plan as well as producing the charitable outcomes and benefit as originally outlined. We noted our responsibilities for ensuring compliance with the law and the activities of ‘WBCP’ were within its charitable purpose and objects. The Trustee Board has met monthly and all meetings have been minuted to ensure transparency.

3.6 We Trustees also signed a policy statement outlining our responsibilities in line with Charity Commission Guidance and Good Practice.

3.7 The Trustees understand their legal obligations under charity law. WBCP’s Charitable status is for public benefit, the content of our Constitution and the Governance structures and decision-making processes, together with our Business Plan and the financial performance of our charity.

3.8 In January 2018 WBCP transferred in two employed staff from Trust in Leigh under TUPE. The staff concerned consisted of an Office and Business Development Manager and a Funding Manager. In August 2018 WBCP recruited a Partnership Manager to provide greater capacity to develop WBCP.

3.9 To ensure effective management of work we have established tasking and coordinating processes with a performance management focus that report upon outcomes and benefits to ensure that our daily work remains focused on the organisation’s ambitions and objectives.

3.10 We have established a Risk Management Policy and maintain a Risk Register for the organisation that is reviewed and actioned quarterly. This risk register covers

- **Governance Risks** - Having a sound strategic plan, skills of the right individuals, sound professional advice, clear decision making and steps to avoid conflicts of interest will enable ‘WBCP’ to have a sound base
- **Operational Risks** - Having the capacity within the organisation to meet demands, regular review of client and partner feedback, good IT policies, good employer status and positive training programmes will mean ‘WBCP’ can operate with confidence
- **Financial Risks**- Forward financial planning, sound accounting practices, including annual independent audit and secure revenue streams mean assured finances

- **External Risks** - Good relationships with partners, use of networks and awareness of government policies will inform 'WBCP' decision-making
- **Compliance Risks**- Training programmes, professional advice and regular reporting to the Charities Commission will facilitate in developing robust procedures.

3.11 With all this governance, reporting and management structure we believe we operate in a transparent and accountable way to the communities of Wigan Borough that we serve.

## 4. WBCP Charitable Objects, Activity, and Purpose and Benefits:

4.1 WBCP has the charitable objects:

To promote the VCSE sector for the benefit of the public in Wigan Borough in particular, but not exclusively by associating together volunteers, charities, voluntary organisations, government agencies and other groups and by giving support in training and development.

'VCSE' means charities, community organisations, residents' groups, social enterprises and voluntary organisations.

4.2 In order to achieve these objectives our activities over the period of this report has been to establish and maintain a network of clubs, organisations and social enterprises across the Wigan Borough constituency. We have worked with the VCSE, providing professional support, advice and training. We have engaged with the community, public and private sector to recruit more volunteers, developing and training them to support the social enterprises of Wigan Borough.

4.3 All these activities have been for the purpose of improving the well being and lives of those who live in, work in, or visit Wigan Borough.

4.4 In shaping our objectives for the year and planning our activities, the trustees have considered WBCP Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'

4.5 The public benefits that our work in Wigan Borough has achieved this year is to:

- Improve community capacity to deliver social enterprise service, engaging with voluntary, public and private sectors;
- Support a more effective and cohesive response across clubs, organisations and the public sector;
- Coordinate activity across the public, private and VCSEs;
- Empower and 'communicate' with local people
- Set up the Consortium for Creative People and Places – making arts, culture and heritage more accessible through the development of a large bid to Arts Council England;
- Established Wigan Borough Healthwatch CIC (Trading as Healthwatch Wigan and Leigh) to undertake the role of consumer champion for health and social care, to improve, shape and get the best from health and social care services by

empowering the local people and community;

- Developed the Youth Consortium for Leigh – a response following on from Believe in Leigh consultation that identified youth provision as a priority for the area.
- Taken up occupation of LEIGHway – offering an accessible facility in the heart of Leigh Town Centre for use by VCSE and local businesses to offer services that increase community activity and engagement, reduce isolation and improve overall health and wellbeing of users.

4.6 How we have delivered against these benefits is outlined in the next section under our achievements and performance.

## 5. WBCP Achievements and Performance 2018:

5.1 2018, our first year, has been an exciting year of major growth and development for WBCP thanks to the hard work and commitment from our Trustees, members, staff, volunteers and partners.

5.2 The year began with WBCP’s first Partnership Convention which was also used as our launch event. The event was a huge success and saw an attendance of over 300 people and marked the start of our membership base. The discussions and feedback from the day provided WBCP with a clear set of priorities and actions for 2018. The Partnership Convention promoted our online presence and resource through our website, members resource area, social media activity and launched Community Book.

5.2.1 Summary from our first Partnership Convention:



5.3 WBCP utilised the office space and support offered by Compassion in Action to start delivering our offer to the VCSE across the Wigan Borough, and hosted a series of networking and training events at the CIA premises in Leigh.

5.4 The funding and support via Macc enabled WBCP to develop its Website, Social Media platforms and marketing materials. It also facilitated activity and promotion for National Volunteers Week. In addition, WBCP were able to host several networking opportunities (Convention 2019 and beyond, Voluntary Sector Assembly and Volunteer Managers Forum)

and training sessions to upskill VCSE organisations and its volunteers.



5.4 In March 2018 we were successful in securing LEIGHway, formerly used by Shopmobility. WBCP have maximised LEIGHway as an asset to accelerate community activity and development. We feel that WBCP services and the LEIGHway asset offer a much needed 'package' of support. WBCP now offer a facility in the heart of Leigh that enables community activity to thrive. We have also seen this asset as a trigger to connect people to local health and wellbeing services that are available by making them visible and accessible.

5.5 WBCP have been effective in generating income to support our ambitions for long term sustainability. One area that has generated a steady income is LEIGHway. Effective marketing of LEIGHway for hire has levered in income whilst maintaining it as an asset for the community. In 2018 WBCP generated £7,834 in hires to VCSE and start up organisations. This meant that we were able to meet the full running costs of LEIGHway, all health and safety requirements as well as undertake improvements to building.

5.6 Through taking up the occupation of LEIGHway, WBCP have been able to offer affordable hire for use by community groups. Throughout 2018 WBCP secured in excess of 200 individual hires, 25 organisations who have had regular / long term hires and secured an anchor tenant. Helped to incubate 8 new/start up organisations including offering groups use of community café to develop new skills with wrap around advice and support from WBCP's wider offer.

5.7 WBCP successfully facilitated a Participatory Budgeting event in Marsh Green; it was a joint event by GMP, Wigan Council and WBCP. Groups in the local area could apply for funding for a local community project. WBCP established a panel consisting of residents who would decide on the criteria. Bids that the panel accepted were put through to a 'Dragons Den' style activity where they had to pitch to the local community who then voted the projects they would like to see in the local community. WBCP were fundamental in the support provided during this project to make it a success. This is a strong example of how WBCP are increasingly facilitating collaborative projects.

5.8 The support provided by WBCP to VCSE organisations and their volunteers across the borough has increased. WBCP have supported over 500 VCSE organisations with support ranging from advice on setting up, governance, policy development, funding, volunteer management and delivering training.

5.9 In 2018 WBCP facilitated the delivery of over 150 training, advice and support sessions including monthly funding surgeries to VCSE groups, volunteers, volunteer managers and local residents. The training provided included safeguarding, Basic Food Hygiene, First Aid, Health

& Safety, Volunteering – What you Need to Know, Dementia Awareness, Autism Awareness, Defibrillator Training, Governance, Funding, Leadership and Equalities Training, workshops delivered by national funders such as Children in Need and CrowdfunderUK.

5.10 WBCP are proud to have developed opportunities for Supported employment, volunteering, life skills and training opportunities utilising the café facilities packaged with training via WBCP such as Food Hygiene, Health & Safety and First Aid;

5.11 Increasingly, WBCP have been key in facilitating community networking to directly respond to local needs. Leigh Community Network has been established as a legacy from the Month in Action work that was undertaken in Leigh.

5.12 WBCP does not seek to lead on any one project but is there to facilitate and support others in achieving, hopefully, their successful outcome. WBCP have proven our ability to co-ordinate partnership/consortia activities, taking the role as lead organisation.

5.13 In December 2018 WBCP were successfully awarded the tender for Healthwatch Wigan and Leigh and have incubated a new Community Interest Company 'Wigan Borough Healthwatch CIC' to deliver this service.

5.14 Also during December 2018 WBCP established the Consortium for the Creative People and Places Arts Council Bid acting as the Lead Organisation.

5.15 WBCP have throughout 2018 supported a number of community events such as Leigh Carnival, Christmas Fayres and community days across the Borough.

5.16 Trustees and staff attend the meetings of various organisations and constantly advise start up organisations on governance and structure. The main projects that WBCP has been involved with are shown below and WBCP's involvement varies with each project. Once an organisation has built the confidence to continue on its own, then our charity takes more of a back seat in allowing the project to fulfil its potential.

5.17 WBCP has been heavily involved in advising the Local Authority as to the needs of the VCSE and has become a strategic voice in local government. WBCP is a significant partner in The Deal for Communities Investment Fund and helps the Local Authority in shaping the system and advising people who bid for investment.

5.18 WBCP also works in partnership with other VCSE organisations, Wigan Council, Health & Social Care Partners, Sports and Leisure Partners, Cultural and arts partners and increasing local businesses. In 2018 WBCP strengthened its links within 10 GM (Greater Manchester) and north west regional networks.

5.19 WBCP is heavily involved with a local IT company and the Council in developing 'Community Book', which is a sophisticated system of signposting the public to the various organisations throughout the Borough and informing of where they can avail themselves of various recreational activities.

5.20 All this work over the period has helped us understand our residents' priorities and those of the VCSE sector serving our local communities. The issues affecting local VCSE organisations remain significant, especially about future sustainability and it is from this position of understanding that we can set the priorities for our support for the next year as outlined in the following section of this report.



## 5.21 Overview of 2018 activity:

### 2018/19 Activity



## 6. WBCP Plans for 2019:

6.1 Our ambitions for 2019 continue as we have a number of projects lined up to further develop WBCP's offer and reach across the Wigan Borough as well as continuing to deliver a borough wide quality services of advice, training and support to our VCSE and its volunteers.

6.2 WBCP intend to secure long term tenure for our LEIGHway premises by undertaking an application for Community Asset Transfer to offer a much needed 'package' of support. We will build on our facility in the heart of Leigh that enables community activity to thrive by acting as a trigger to connect people to local health and wellbeing services that are available by making them visible and accessible.

6.3 LEIGHway will be crucial to WBCP's financial stability by generating income through hires. We will look to secure at least one anchor tenant to help secure a steady income. We will partner with the newly founded Healthwatch Wigan and Leigh CIC to share office bases across the borough to ensure both organisations have borough wide cover. WBCP will share office space with Healthwatch Wigan and Leigh at LEIGHway in exchange for WBCP sharing Healthwatch's office base in Wigan Town Centre.

6.3 After our first year, we have developed at pace taking on new roles and responsibilities. In 2019 we intend to review our staff roles and remuneration to ensure they reflect the work WBCP undertake and to ensure our employment terms and conditions are in line with best practice, as well as new emerging legislation.

6.4 We anticipate that we will need to expand our staff team in order to meet the growing demand for WBCP services. We have proposals to recruit a joint support officer with Healthwatch Wigan and Leigh to help provide office cover and functions – ensuring our offices are staffed to support people who drop in for advice and support. There are also plans to recruit a Digital Marketing Apprentice to work with VCSE organisations to maximise the use of Community Book (with a strong emphasis on volunteering), website and social media presence. A longer-term aspiration is to develop more capacity for funding advice and support as this area of our offer is in high demand.

6.5 In addition to growing our staffing capacity, our growing organisation requires additional support from its Trustees. We intend to recruit additional Trustees in 2019 to add to our already strong established board of Trustees.

6.6 As WBCP grows and develops we need to ensure our delivery model is sustainable with minimal reliance on public funding. We have undertaken some analysis of the support that is requested, and we intend to look at the feasibility of charging for some of our services that we feel are over and above our core offer. In introducing a charge for services will strive to ensure that it is applied fairly and proportionately.

6.7 Our work with Wigan Council throughout the consultation for 'Deal 2030' has identified areas where we would like to strengthen our partnerships to ensure WBCP undertakes its role in convening the VCSE to address locally identified need, we plan to work more with youth services to ensure that there are adequate options for young people to access service provision.

6.8 WBCP have also identified the need to work more closely with sporting and cultural sectors – building on our work to date to develop Wigan's Cultural manifesto 'The Fire Within', Creative Places and People Consortia for the Arts Council and the Local Delivery Pilot via GM Moving.

6.9 Volunteering is a key priority for WBCP in 2019. Wigan Borough has a strong volunteer offer across its VCSE and within public facing services. However, during 2018 through engagement with the local VCSE, Volunteer Managers Forum and our partners we identified that there is a need to develop a cohesive offer for volunteering across the Borough. We are keen to develop a Framework for Volunteering that aims to promote best practice in the recruitment, support, development and recognition of the contribution volunteers make. We also feel that there is a need for a 'drop in' offer for local people who are interested in volunteering and wish to have an unbiased conversation about the opportunities that are available. WBCP will work with other Volunteer Managers within the Borough to develop a volunteer training programme, support offer for volunteer managers and capacity to broker opportunities on Community Book. Longer term an aspiration for WBCP is to register as an accredited volunteer centre.

6.10 WBCP intend to further enhance the training available for the VCSE in 2019 to offer a rolling programme of core training and in addition, accredited training to develop the leadership within the VCSE.

6.11 We are keen to use our facilities and networks to identify and support opportunities for supported employment and work placements. Due to the diversity of the VCSE, and not overlooking it as a large employer within the Borough, the VCSE has huge potential to offer a range of placements to people who may find it difficult to find suitable opportunities in other sectors. WBCP have a key role to play in providing advice, support and training to VCSE organisations to give them the skills and the confidence to consider these opportunities for local people.

6.12 As always, WBCP will keep our offer under review to ensure it responds to local need and demand.

# Plans for 2019



## 7. Financial Review:

### 7.1 Introduction:

Our financial aim for 'WBCP' is to be: financially independent and secure with multiple revenue streams.

### 7.2 Year One Finances:

7.2.1 We commenced operating this year with an opening bank balance of £5,263.00.


7.2.2 Following the closure of the Charity 'Trust In Leigh', the Trustees of Trust in Leigh transferred its remaining assets to WBCP; the outstanding cash balance of £544.

7.2.3 The charities turnover for 2019 was £88,299.00. Our main source of funds this year has been grants from Wigan Council and income generated through hires at LEIGHway.

7.3 There are £20,975 set aside for reserves at the close of the 2018 financial year. The intention for reserves is to cover the cost of salaries and building maintenance at LEIGHway going forward. This will offset the main financial risk to WBCP which is loss of funding from the Council or reduced grant income and the funds are held to cover 6 months of operational costs in the event of loss of income and/or to meet any unforeseen expenditure that may occur.

7.4 All funding is unrestricted funds. We do not have any restricted funding for specific projects with all funding spent on the broad aims and objectives of WBCP.

7.5 WBCP Statement of Financial Activities 2018:

	<b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>	Charity Name		No (if any)		<b>CC16a</b>
		Wigan Borough Community Partnership		1175600		
<b>Receipts and payments accounts</b>						
		For the period from	Period start date	To	Period end date	
			01/01/2018		31/12/2018	
<b>Section A Receipts and payments</b>						
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
<b>A1 Receipts</b>						
Grant income - Advice & support	66,829	-	-	66,829	-	
Income Generation	7,699	-	-	7,699	-	
Donations	13,771	-	-	13,771	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
<b>Sub total (Gross income for AR)</b>	<b>88,299</b>	<b>-</b>	<b>-</b>	<b>88,299</b>	<b>-</b>	
<b>A2 Asset and investment sales, (see table).</b>						
	-	-	-	-	-	
	-	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total receipts</b>	<b>88,299</b>	<b>-</b>	<b>-</b>	<b>88,299</b>	<b>-</b>	
<b>A3 Payments</b>						
<b>Charitable Activities</b>	-	-	-	-	-	
Salary & pension costs	50,984	-	-	50,984	-	
Office Equipment	5,530	-	-	5,530	-	
Office & IT Costs	7,074	-	-	7,074	-	
Office Accommodation	1,294	-	-	1,294	-	
Insurance	469	-	-	469	-	
Sponsorship	1,250	-	-	1,250	-	
Sundry Expenses	723	-	-	723	-	
	-	-	-	-	-	
<b>Sub total</b>	<b>67,324</b>	<b>-</b>	<b>-</b>	<b>67,324</b>	<b>-</b>	
<b>A4 Asset and investment purchases, (see table)</b>						
	-	-	-	-	-	
	-	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>67,324</b>	<b>-</b>	<b>-</b>	<b>67,324</b>	<b>-</b>	
<b>Net of receipts/(payments)</b>	<b>20,975</b>	<b>-</b>	<b>-</b>	<b>20,975</b>	<b>-</b>	
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Cash funds this year end</b>	<b>20,975</b>	<b>-</b>	<b>-</b>	<b>20,975</b>	<b>-</b>	

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	20,975	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>20,975</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval

7.6 Trustee Remuneration and benefits:

All the Trustees of WBCP are volunteers who give their time and expertise without charge.

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity;

None of the Trustees have been paid directly or indirectly or otherwise reimbursed for expenses.

7.7 Audit and other Financial and Legal fees:

All the professional financial and legal fees are at no cost or liability to WBCP. These services are provided by qualified volunteers who have a pride in their town and we are grateful for their professionalism and expertise.

7.8 Related Party Disclosures:

There are no related party disclosures in the reporting period.