



**Wigan Borough**  
**Community Partnership**

TRUSTEE ANNUAL REPORT  
JANUARY 1ST 2019 TO DECEMBER 31ST 2019

---

A CHARITABLE INCORPORATED ORGANISATION  
CHARITY NUMBER 1175600

---

# 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

---

On behalf of the seven trustees we are pleased to present this year's 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 – Treasurer
- Philip Hirst MBE – Secretary
- David Baxter – Trustee
- Joanne Willmott – Trustee
- Natalia Stothard – Trustee
- Andrew Donaldson - Trustee

## 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 with the aim 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.

## 3. WBCP Structure Governance and Management:

- 3.1 Wigan Borough Community Partnership is a Charitable Incorporated Organisation and is registered with the Charities Commission adopting Charitable Articles of Association. We believed it is important to have an established governance structure that supports our vision of an organisation that has accountability and transparency of operation that is independent and not beholden to any one vested interest.
- 3.2 To achieve this we have a policy statement in furtherance of the Constitution that sets out how the organisation is 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 and to change for the better.'
- 3.4 We have established governance structures and terms of reference that provide transparency, accountability and support.
- 3.5 We have a Trustee Board so we are accountable and responsible for controlling the management and administration of 'WBCP' in line with the Constitution; ensuring that it remains solvent and well-run, delivering development in line with the Business Plan as well as producing the charitable outcomes and benefit as initially outlined. We note our responsibilities for ensuring compliance with the law and the activities of 'WBCP' are within its charitable purpose and objects. The Trustee Board has met monthly and all meetings have been minuted to ensure transparency.
- 3.6 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 are set out for public scrutiny.

3.7 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.

3.8 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 means '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 informs 'WBCP' decision-making
- **Compliance Risks**- Training programmes, professional advice and regular reporting to the Charities Commission facilitates the development of robust procedures.

3.9 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 VCSE's.
- 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 a 5 year lease 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 2019:

5.1 2019, has been an exciting year of major growth and development for WBCP thanks to the continued hard work and commitment from our Trustees, members, staff, volunteers and partners.

5.2 The year began with WBCP's second Partnership Convention, hosted at Leigh Sports Village. The event was a huge success and saw an attendance of over 220 people. The discussions and feedback from the day provided WBCP with a clear set of priorities and actions for 2019. The Partnership Convention promoted our core offer to the VSCE sector of advice, training and support, our online presence and resources through our website, members resource area, social media activity and Community Book.

### 5.2.1 Summary from the Partnership Convention:



We have a Borough of passionate people who know and care for their communities. People from across the social spectrum feel safer and we can support them in various ways other than Public Service settings. The Borough is a healthy place to be, live and go to.

We recruit and support our volunteers; with the Voluntary, Community and Social Enterprise sector, regenerating and leading in a positive change.

Funding is distributed more evenly, and we recognise successful projects and the required support available.

We see people's health and other outcomes improve in a sustainable way, delivering outcomes that are measurable and we are able to quantify the change.

5.3 WBCP secured long term tenure of LEIGHway premises by undertaking an application for Community Asset Transfer from Wigan Council to offer a much needed 'package' of support. Ideally located 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.

5.4 LEIGHway is crucial to WBCP's financial stability in generating income through room hires. We have secured two anchor tenants which help secure a steady income. We partnered 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 share office space with Healthwatch Wigan and Leigh at LEIGHway in exchange for WBCP sharing Healthwatch's office base in Wigan Town Centre.

5.5 We have developed at pace taking on new roles and responsibilities., reviewing 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.

5.6 We expanded our staff team in order to meet the growing demand for WBCP services. The Partnership Manager was instrumental in the recruitment of 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. We have recruited 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.

- 5.7 In addition to growing our staffing capacity, our growing organisation required additional support from its Trustees. As a result, two additional trustees joined our strong established board of Trustees.
- 5.8 Our work with Wigan Council throughout the consultation for 'Deal 2030' identified areas where we would like to strengthen our partnerships to ensure WBCP undertakes its role. By convening the VCSE to address locally identified need, we have been working closely with youth services to ensure that there are adequate options for young people to access service provision and the use of LEIGHway to facilitate a youth programme in partnership with Christ Church Pennington and two cohorts of young people from RECLAIM Project.
- 5.9 We are working closely with the 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.
- 5.10 WBCP have established a firm training offer available for the VCSE sector offering a rolling programme of core training and in addition, accredited training to develop the leadership within the VCSE.
- 5.11 We provided 4 work placements for students in year 10 from Bedford High School. Due to the diversity of the VCSE sector and not overlooking it as a large employer within the Borough, VCSE's have 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.
- 5.12 WBCP has been able to offer affordable hire for use by community groups. Throughout 2019 WBCP secured in excess of 180 individual hires, 25 organisations who have had regular / long term hires. Helped to incubate an additional 6 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.
- 5.13 WBCP have established a working partnership with Greater Manchester Growth Hub, enhancing our offer of support to start-up organisations and those wishing to grow their offer in a mentoring capacity and business planning.
- 5.14 WBCP is a Key partner in the Greater Manchester Local Access programme aimed at tackling inequality through boosting the social economy. The money will support charities and social enterprises to grow the local social economy to tackle local issues.
- 5.15 WBCP have been able to offer affordable hire for use by community groups. Throughout 2019 WBCP secured in excess of 180 individual hires, 25 organisations who have had regular / long term hires. Helped to incubate an additional 6 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.
- 5.16 The support provided by WBCP to VCSE organisations and their volunteers across the borough has increased. WBCP have supported over 600 VCSE organisations with support ranging from advice on setting up, governance, policy development, funding, volunteer management and delivering training. Over the past 12 months we have supported groups across the borough to draw down £190,000 of external funding to support their activities.

- 5.17 In 2019 WBCP facilitated the delivery of over 200 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.
- 5.18 WBCP have throughout 2019 supported a number of community events such as Leigh Carnival, Halloween festival, Christmas Fayres and community days across the Borough.
- 5.19 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.
- 5.20 WBCP 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 2019 WBCP continued to grow and strengthen our links within 10 GM (Greater Manchester) and north west regional networks.
- 5.21 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.

Advice	Training	Support
Starting up Organisational Structures Governance & Management Documents Constitutions Policy Development 'How to' Guides Funding Commissioning Bank Accounts Collaboration	Volunteering Volunteer Management Finance Funding Workshops Governance GDPR Awareness Sessions Health & Safety Tailored offer	Membership Networking Opportunities Co-Production Mentoring Volunteer Recruitment Trustee Recruitment Online Training & Resources DBS Back office
<b>Core Offer</b>		



## 6. WBCP Plans for 2020:

- 6.1 Volunteering is a key priority for WBCP in 2020. Wigan Borough has a strong volunteer offer across its VCSE and within public facing services. However, through continued 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 is 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.
- 6.2 WBCP will work with other Volunteer Managers within the Borough to develop a volunteer training programme, an enhanced support offer for volunteer managers and capacity to broker opportunities.
- 6.3 WBCP will register and become an accredited volunteer centre servicing the Wigan Borough
- 6.4 WBCP will look to reconfigure LEIGHway to facilitate a Volunteer Hub open to the public for drop-in's and support sessions
- 6.5 WBCP will look to strengthen its capacity by recruiting a part time volunteer coordinator to be based at LEIGHway.
- 6.6 It is WBCP's aspiration to develop more capacity for funding advice and support as this area of our offer is in high demand.
- 6.7 Although disappointed with the outcome of the first CPP (Creative People and Places) application we are working closely with the Arts Council and listening to the feedback received and feel this has been useful in preparing WBCP for future applications.
- 6.8 We are looking forward to applying for external funding streams and working on new projects which include the resubmission of the CPP application. Believe in Leigh and the 617 consortia.
- 6.9 We intend to reignite the 3<sup>rd</sup> Party Sector Assembly with a broader membership.
- 6.10 In partnership with Wigan Council we will explore long term plans for best use of the facility at LEIGHway, the Volunteer Hub and seek future commissions to enable a strong and sustainable model.
- 6.11 Increasingly, WBCP have been key in facilitating community networking to directly respond to local needs, which we are keen to continue.
- 6.12 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.

## 7. Financial Review:

### 7.1 Introduction:

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

7.2.1 We commenced operating this year with an opening bank balance of £10,737.55.

7.2.2 The charities turnover for 2019 was £183,925. Our main source of funds this year has been grants from Wigan Council, Greater Manchester Health and Social Care Partnership and income generated through hires at LEIGHway.

7.2.3 There is £70,428 set aside for reserves at the close of the 2019 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, Health Watch Wigan and Leigh CIC management agreement or reduced grant income. 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.

7.3 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

### 7.4 Trustee Remuneration and benefits:

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

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

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

### 7.8 Related Party Disclosures:

There are no related party disclosures in the reporting period.