



Birmingham  
Community Matters



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@brummatters

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# **Birmingham Community Matters**

## **Annual Report of the Committee**

**1<sup>st</sup> March 2017 to 3<sup>rd</sup> August 2018**

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# 1. THE ORGANISATION

This Report covers the period 1<sup>st</sup> March 2017 to 3<sup>rd</sup> August 2018, the date at which BCM's registration as a Charitable Incorporated Organisation (CIO) was approved by the Charity Commission (Reg. Number 1179442).

## 1.1 Birmingham Community Matters

In June 2016, and supported by Birmingham Partners, a workshop for small groups considered the need for peer-to-peer development support. As a result, Birmingham Community Matters (BCM) was established, a community based infra-structure organisation providing support for existing and newly developing small community voluntary groups and involved local active citizens.

Support is provided by volunteers ('surgeons') who are either individuals with personal experience or representatives of organisations with qualifications able to provide knowledge and expertise. They provide support on a one-to-one basis to new and/or developing small voluntary and community groups ('patients') situated in and operating for the benefit of the people of Birmingham and the immediate surrounding areas.

BCM's committee is responsible for the proper management of the organisation, setting priorities, ensuring BCM's financial sustainability, and its compliance with legal and regulatory responsibilities. This includes the employment of staff, or those contracted on a self-employed basis and the management of contracts with external funders.

## 1.2 Mission statement

BCM's mission is to:

*'support the development and sustainability of small voluntary and community groups in Birmingham and the immediate surrounding areas, promoting the practice of community activity, contributing to the development of strong diverse communities and enhancing the quality of life of residents'.*

## 1.3 Objectives

BCM is established to promote the voluntary sector and promote the efficiency and effectiveness of other charitable organisations for the benefit of the public in the area of Birmingham and immediate surrounding areas by:

**1.3.1** Helping to build the capacity of small voluntary and community organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

**1.3.2** Promoting, organising and facilitating co-operation and partnership working between small voluntary and community organisations, statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.

## 2. THE PEOPLE

### 2.1 Governance

BCM is small voluntary organisation having applied to the Charity Commission for registration as a Charitable Incorporated Organisation (Associated CIO) The committee has responsibility for BCM's policies, its strategic direction and the establishment of priorities. In addition, it has full financial and legal responsibilities for BCM, its staff, activities, services, contracts and assets.

The committee is made up of a cross-section of people bringing knowledge, experience and skills necessary to provide good governance of BCM and its users. As at the 3<sup>rd</sup> August 2018 its committee members were:

Emma Woolf	- Chairperson
Chris Bonnard	- Vice-Chairperson
Dipali Chandra	- Treasurer
Nick Booth	- Committee member
Chris Blythe	- Committee member
Sandra Cooper	- Committee member
John Fletcher	- Committee member

### 2.2 Volunteers

BCM operates primarily through the engagement of volunteers providing governance, 'surgery' support and strategic advice.

**2.2.1 Governance.** Set out in more detail under 2.1, governance of BCM is provided through committee members who have full legal responsibility for its operation.

**2.2.2 'Surgeons'.** Support is provided by volunteers (*'surgeons'*) who are either individuals with personal experience or representatives of organisations with formal qualifications able to provide knowledge and expertise. They provide 'peer-to-peer' support to new and/or developing small community and voluntary groups (*'patients'*) situated in and operating for the benefit of the people of Birmingham and the immediate surrounding areas.

**2.2.3 Strategic Advice.** Senior officers from Birmingham City Council and, in particular, Karen Cheney, have provide invaluable, but non-voting, support to the committee, offering a strategic and political context to the development of BCM.

**2.3 External Partners.** BCM has worked with and is supported by Birmingham Partners, a city-wide group of public, private and third sector organisations and agencies, providing strategic leadership for Birmingham.

## **2.4 Staffing**

During 2017 resources were secured to appoint Ridhi Kalaria as a part-time, self-employed 'surgery' manager to plan, market and organise surgeries, collate necessary data from 'patients' and 'surgeons' and provide administrative support to BCM. Jo Burrill subsequently undertook on that role. To both, thanks for a job well done.

# **3. OUR ACTIVITIES**

## **3.1 Current services**

BCM provides small community and voluntary groups with face-to-face support, enabling them to be more effective in their communities. In order to do this 'surgeries' (drop-in events) are held in familiar, informal venues across Birmingham where anyone with an idea to improve their community can visit.

## **3.3 Key Achievements**

### **3.3.1 BCM Services**

*Surgeries.* BCM has operated forty-four surgeries in twenty-seven venues across Birmingham.

*'Patients'.* One hundred and forty-two 'patients' have attended surgeries, receiving face-to-face support to assist development of their community activity.

*'Surgeons'.* Forty-eight 'surgeons' have been recruited with different 'surgeons' having contributed to surgeries operating across the city. Sixteen surgeons were active during the period and volunteered in excess of 477 hours of their time to deliver surgeries.

*Website and Social Media.* A simple website has been set up, with further development anticipated during 2018/19. Twitter and Facebook accounts are in place.

### **3.3.2 Governance and Management**

*BCM Committee.* BCM's Committee has been established and seven committee members recruited, reflecting a wide range of relevant skills and experience

*BCM Constitution.* A constitution has been drafted, setting out key objectives, and ready for application to the Charity Commission for registration as a Charitable Incorporated Organisation.

*Theory of Change.* BCM's Theory of Change, set out in a separate document, identifies what we aim to achieve, how we intend to get there and how we will know when it has been successful.

*Governance Principles & Roles.* Governance Principles, a Code of Conduct and an Annual Register and Declaration of interests for trustees have been agreed, together with: Role of Trustees; Role of Board (Committee); Role of Chairperson, Role of Vice-Chairperson; Role of Honorary Treasurer; Role of Honorary Secretary.

*Policies and Procedures.* The following key policies and procedures have been established: Equality and Diversity Policy; Volunteering Policy; Data-Protection Policy; Financial Regulations; Financial Procedures; Volunteer Expenses.

*Banking.* A bank account with TSB set up with two out of three signatories required to approve payments.

*Grant applications.* Successful applications to five funders made, totalling £45,110.

*Surgery Manager.* A surgery manager was been appointed on a self-employed basis to arrange and manage surgeries and carry out other marketing and administrative tasks.

*Marketing.* A Marketing Strategy and an Action Plan for 2018/19, developed by BCM's Surgery Manager, was agreed. In addition to the use of website and social media other publicity material has been produced including flyers and mobile banners.

*Evaluation.* Funded by the Barrow Cadbury Trust, the Third Sector Research Centre has been contracted to conduct an evaluation of BCM. An interim report has been received, a final report to be completed in August 2018 followed by an Autumn presentation workshop.

*Business Plan.* BCM's Business Plan for 2018/19 and 2019/20 was agreed.

### **3.3.3 External Stakeholders and Partners**

*Birmingham Partners.* Collaborative working, engaging community organisations to assess potential need for service.

*Birmingham City Council:* Senior officers from Birmingham City Council providing practical support and offering a strategic and political context to the development of BCM.

*Funders.* Funding received from: Awards for All, Birmingham Partners, Heart of England Community Foundation, Barrow Cadbury Trust, Birmingham City Council.

## **4. PRIORITIES & NEW DEVELOPMENTS FROM AUGUST 2018 TO MARCH 2020**

As at August 2018 the following priorities and new developments were identified. However, these will be reviewed in the light of outcomes from the external evaluation and a three-year funding proposal to be made to Reaching Communities in February 2019.

### **4.1 BCM Services**

*Activities and services:* Informed by evidence of need, sustaining and building existing and new activities and services.

*Partnership Hubs.* Identify and develop arrangements to offer surgeries with existing and new partnerships hubs, reflecting Birmingham's geography and communities of interest.

*Surgeries.* In 2018/19 arrange and operate between 20 and 30 surgeries across Birmingham and in 2019/20 up to a further 30 surgeries. Consider provision of focussed/themed surgeries and 'homework' sessions.

*Patients.* Target up to 120 people attending surgeries in 2018/19 and a up to a further 150 people in 2019/20.

*Surgeons.* Recruitment, development and support of and for 'surgeons' on a continuing basis over 2018/19/20.

*Website development.* Subject to identification of funding, the development of the website in 2018/19 as an extensive marketing, knowledge and information tool.

## **4.2 Management & Governance**

### **4.2.1 2018/19**

*Legal status.* Registration with the Charity Commission as a Charitable Incorporated Organisation

*Values Statement.* Introduction of a BCM values statement, proving a framework within which committee members, 'surgeons' and members should work.

*Skills Audit.* Completion of a skills audit of Committee members to identify strengths and gaps in knowledge, experience and skills

*Governance.* Recruitment of additional trustees to meet gaps and build capacity of the Committee.

*General Data Protection Regulation.* Develop policies and procedures for compliance with GDPR.

*Funding Strategy.* Production of a funding strategy to support BCM's activities and services and to build its sustainability.

*BCM Evaluation.* Completion of Evaluation Report by the Third Sector Research Centre, presentation of key findings to stakeholders and identification and implementation of actions arising from the Report.

*Marketing.* Identify and establish a marketing expert group to advise and support BCM.

### **4.2.2 2018/19/20**

*Professional development.* Meeting the identified training and support needs of committee members and 'surgeons'.

*Surgeons.* Assess number of active 'surgeons', where necessary, recruiting additional surgeons across Birmingham to reflect geography and demography.

*Policies & Procedures.* Development of Policies and Procedures as appropriate but including a Risk Management Policy and Register and a Staff Recruitment Policy & Procedures.



*Income Generation.* Attract funding to support the continued and enhanced operation of BCM, implementation of the Marketing Strategy, future website development, together with actions set out at Section 5.4 of this Business Plan.

*Business Plan.* Development of two-year Business Plan on a yearly rolling basis.

*Membership Scheme.* Development of a BCM membership scheme in 2019/20.

### **4.3 External stakeholders and Partners**

*Existing stakeholders.* Maintain good relationships, trust and reputation with existing stakeholders.

*Funders.* Maintain and extend strategic and operational links with funders and development of a key case study.

*Stakeholders.* Plan and implement the action required to build relationships with appropriate future stakeholders.

*Stakeholder framework.* Consider identification of an Inform/Engage/Consult/Partner framework in order to assess BCM's engagement with different types of stakeholders, e.g. patients, strategic organisations, funders, community and voluntary organisations, private sector, online community, politicians, national bodies, members.

*Corporate Social Responsibility.* Assess potential for benefiting from CSR Initiatives and skill sets to meet gaps in BCM services.

## 5. FINANCIAL REVIEW – 1<sup>st</sup>. MARCH 2018 TO 3<sup>RD</sup>. MARCH 2018

### 5.1 Income

Income for the period covered by this report totalled £45,110, of which £30,375 was restricted and £14,735 unrestricted. This reflects grants received from the Heart of England Community Foundation Sports Relief and Comic Relief, Birmingham City Council, Big Lottery Awards for All and the Barrow Cadbury Trust.

### 5.2 Expenditure

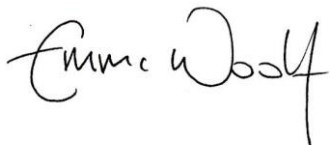
Expenditure in the same period totaled £22,759 with cash funds at 3<sup>rd</sup> August 2018 of £22,351 of which £9,741 was restricted and £12,610 unrestricted.

### 5.3 Volunteers

'Surgeons' contributed in excess of 477 hours free of charge with an approximate economic value of £10,971. Committee members are very grateful for the commitment and dedication shown by volunteers. Additionally, it is estimated that the trustees contributed in excess of 800 hours with an economic value of £18,400.

This Annual Report, covering the period 1<sup>st</sup> March 2017 to 3<sup>rd</sup>. August 2018, was approved by trustees of Birmingham Community Matters, at their Board meeting on Monday 18<sup>th</sup> March 2019.

Signed



Emma Woolf, Chair of trustees

Date: 18/03/2019