



Annual Report 2007 – 2008

Rachel Fryatt
Director
CVS Hounslow
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CVS Hounslow Reports from Staff and Trustees

Background :

CVS Hounslow operates as the Council for Voluntary Service for the London Borough of Hounslow.

CVS Hounslow is a registered charity and a company limited by guarantee, governed by its Memorandums and Articles of Associations, both of which were adopted on 31.01.2000.

Our Mission is :

To promote and support community and voluntary sector development in the London Borough of Hounslow, and to facilitate the development of socially inclusive, well informed, well trained, professional and appropriately funded voluntary and community sector that is responsive to the needs of local people.

Our Aims are :

- To build the capacity of voluntary and community sector organisations (VCS) in Hounslow to deliver high quality services to the community
- To increase communication and understanding between the VCS and the statutory sector
- To empower the VCS to draw down appropriate funding
- To enable the VCS to improve its governance structures
- To enable organisations to gain greater access to information
- To increase provision of activities which encourage community cohesion

Our Objectives are:

We will fulfill our aims by delivering our objectives which are to:

- Offer voluntary sector groups **support and advice** on project development, fundraising, management, constitution, charitable status, trustee responsibilities, business plan, equal opportunities policies, and many other areas.
- Co-ordinate involvement of the voluntary sector and community groups in community **partnership initiatives** with the statutory and private sectors.
- **Represent** the voluntary sector at a strategic level with local politicians and chief officers from the voluntary and statutory sectors.
- Provide opportunities for **networking** to voluntary organisations both locally in the London Borough of Hounslow and, through the West London Network, in the West London region.
- Provide the **training** and support necessary to enable the voluntary and community sector to play a key role in the fundamental development of the local communities, with a particular focus on community cohesion.
- Disseminate **information** about funding opportunities and other relevant topics to all our members, and publishing a detailed and informative newsletter.

Chair's Report

It is now my second year as chair of CVS Hounslow, a year that has seen tremendous change within the organisation. These changes have heralded significant improvements for those that represent, and are represented by, this CVS. As with last year's report, instead of reporting on events from 2007/8, I'd like to talk about the personnel that have driven CVS Hounslow in the past twelve months.

Without any doubt, the most significant addition to the organisation was the appointment of Rachel Fryatt as Director. Rachel's unenviable task was to get the organisation back on track, to fully represent the groups that need support and to give the organisation a voice at strategic level. These are essential. Not only has Rachel managed to achieve these, but she has fundraised, recruited and ensured long term targets for the CVS. Her commitment to CVS Hounslow is commendable and her personal growth within the role as Director has been inspiring.

Whilst discussing new appointments, the organisation has also welcomed new faces during the year, each bringing fresh ideas and approaches to the organisation. We have a new Development Officer (Clare), Finance Officer (Geeta) and Admin Worker (Sarah). All of these new additions sit alongside the remaining (and equally brilliant) team of Training and Information Officer (Nina) and not forgetting the two representatives from West London Network, John and Atifa. Thank you for being so welcoming to the considerable changes throughout the year and for remaining totally focused on all local groups.

The scale of the work that all of the above undertake is phenomenal and this annual report is a testament to their commitment, and the commitment of CVSH, for the future of the voluntary sector within Hounslow.

Finally, I would like to thank our funders and my fellow members of the Management Committee for their support during 2008/9.

Mark Raven
Chair

Treasurer's Report CVS Hounslow

Despite difficulties during the year the CVS ended the year in a satisfactory financial position. This laid the foundation for the hard work and improved stability during the following year.

The subsequent successful financial bids and appointment of more staff in the following year were made possible by the groundwork done in 2008/9.

All the staff during that time worked hard to contribute to the CVS improved position

Christine Hay
Treasurer

Director's Report

2007/2008 was a year of transition for CVS Hounslow. It saw the resignation of the former Director, 2 Development Officers and the Finance and Monitoring Officer

Rachel Fryatt was interviewed by Trustees and appointed as Interim Director to steer the CVS through a year of change. Despite operating with a skeleton staff we increased the number of groups seen and held more training sessions than in the previous year.

We submitted funding applications to cover the period 2008-2011 all of which have been successful and are broken down as follows:

	2008/09	2009/10	2010/11
BASIS	£118,194 secured	£121,740 secured	£124,466 secured
LBH	£40,000 secured	£40,000 submitted	£40,000 to be submitted
Capacity Builders	£19,000 secured	£19,000 secured	£19,000 secured

During this year the Interim Director led on the development of Hounslow's Capacity Builders Consortium (HCBC) and wrote the 3 year ChangeUp Business Plan and 6 year ChangeUp Strategic Plan. These documents were signed off by all the infrastructure organisations attending HCBS.

In the charts below CVSH has detailed its major activities and achievements for 2007/2008 by staff member:

Interim Director : Rachel Fryatt

Partnership meetings attended	78
CVSH meetings held	Staff 11 Supervision 23 Chair 14 Treasurer 8 Committee 9
Major Areas of Work	BASIS bid submitted LBH bid submitted Capacity Builders bid submitted ChangeUp Business Plan ChangeUp Strategic Plan
Fund raising	NLDC: £31,000, £25,000 of which given in grants to the sector. 15 laptops and 15 free NVQ 2 IAG places obtained for the sector.

**Development Officer : Debbie Harvey (to 31.12.07)
Carol Coventry (from 01.01.08)**

No. of groups worked with	83
No. of meetings attended	15
Main areas of advice	Research/ funding/ PQASSO/ Employment & Recruitment/ Constitution/ Memorandum & Articles/ New Group Start Up/ Trustee Training/ Planning Projects/ Writing Budgets/ Business Planning

Training and Information Officer : Nina Thomas

No of courses provided	19
No of attendees benefitting	85
No of Newsletters sent to 250 contacts and members	6
No of Fit 4 Funding distributed	11
Additional activities	Daily email information Conciliation/ Website development/ Circuit Rider information provision NLDC grants information provision/ Internal IT support functions

West London Network

**Development Manager : Atifa Ali-Khan
Networks Development Officer : John Carlin**

No of Partnership meeting attended	168
No of events organised for the VCS	14
No of attendees benefitting	483
Additional activities	<ul style="list-style-type: none"> • Development of 2 partnership bids, v for youth volunteering (successful) and Personal Best • Sub-regional lead on

	<p>West London Capacity Builders Consortium</p> <ul style="list-style-type: none"> • Developed 3 year sub-regional ChangeUp Business Plan and 6 year ChangeUp Strategic Plan
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Other Staff :

CVS Hounslow/ WLN temporary Administrator : Sarah Sutton

Sarah supported staff at CVS Hounslow to deliver on all the activities listed above.

Finance Consultant : Moses Sarquah

Moses worked with CVSH one day a week by arrangement with Hillingdon CVS to ensure the CVS came through its audit satisfactory.

Equal Opportunities

Hounslow Voluntary Sector Forum accepts that in society, certain groups and individuals face discrimination. This affects people from different cultural and ethnic groups, particularly black people, women, lesbians and gay men, people with disabilities etc.

We are committed to opposing discrimination and recognise that we have a duty to reflect this in our policies and practices relating to management, staffing, and service delivery. We undertake to ensure that those people providing services on behalf of this organisation will actively support this policy.

We are committed to equality of access and opportunity for all employees, volunteers and service users, regardless of race, gender, age, disability, social background, religion, ethnicity, nationality, marital status, sexuality, health status, union membership, or political allegiance.

A copy of our Equal Opportunities Policy is available on request.

CVS Hounslow Executive Committee 2007 - 08

Directors

Mark Raven – Chair
Christine Hay – Treasurer
Sylvester Nzekwue
Charles Rukwengye (co-opted)
Steve Parker (resigned)
Hibo Abdilahi-Magan (resigned)
Yvonne Marimo (resigned)

Non-voting committee member

Uttam Gujral

Company Secretary

Rachel Fryatt

Address

Unit 9 Hounslow Business Park, Alice Way, Hounslow, TW3 3UD

Auditors

Garners Chartered Accountants
Bermuda House
45 High Street
Hampton Wick
Kingston upon Thames, KT1 4EH

Bankers

CafCash Ltd,
Kings Hill
West Malling
Kent, ME19 4TA

Barclays Bank
10 High Street
Hounslow
TW3 1DL

Solicitors

Sinclair Taylor & Martin
9 Thorpe Close
Portobello Road
London, W10 5XL

Bonnett Son & Turner
33 Bath Road
Hounslow
TW3 3BW

