

REGISTERED COMPANY NUMBER: 03895635 (England and Wales)
REGISTERED CHARITY NUMBER: 1087481

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022
FOR
BRIGHTON & HOVE COMMUNITY WORKS
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

	Page
Report of the Trustees	1 to 13
Independent Examiner's Report	14
Statement of Financial Activities	15
Balance Sheet	16 to 17
Cash Flow Statement	18
Notes to the Cash Flow Statement	19
Notes to the Financial Statements	20 to 29
Detailed Statement of Financial Activities	30

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of 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 and Republic of Ireland (FRS 102) (effective 1 January 2019).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

OBJECTIVES AND ACTIVITIES

Strategic Objectives and aims

KEY ACHIEVEMENTS

In 2001-2022 we continued to work towards our strategic objectives and aims. We stayed focused on our vision, mission and values during a very challenging time for many organisations.

We are proud of what we achieved this year supporting people and organisations in Adur, Worthing, Brighton & Hove and West Sussex, including:

- Total membership of 593 organisations
- We helped VCSE consortia and partnerships secure over £3.6 million.
- Our volunteers gave 5807.5 hours to support our volunteer centre.
- 484 volunteering opportunities brokered and supported.
- 871 volunteers supported COVID-19 response work recruited.
- 36 elected community representatives who represent the sector's interests, share knowledge and expertise to help influence strategy, policy and decision making.
- Operated sector networks such as, Chair West Sussex VCS Infrastructure Alliance, Community Food Network, CEO Groups, VCSE homelessness and Rough Sleeping Support Providers group and Volunteer Coordinator Forum.
- 117,045 web visits and 15,835 newsletters and updates were sent to member organisations - a huge increase from previous years.
- 629 support and information interactions sessions.
- 1184 people from 677 organisations accessed training, events, and networks.
- Contributed to 90 areas of strategic and operational planning at local, regional, and national level.
- 92% individuals accessing online information and face-to-face support reported improvement in their knowledge on leadership, governance and fundraising.

Strategic Objectives and aims

The charitable objects for which Community Works was established are set out in its Memorandum and Articles of Association.

They are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Brighton and Hove and its environs (hereinafter called the "area of benefit") and, in particular to build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The objects enable the charity to offer and develop a broad range of support services to the community and voluntary sector.

Ensuring the charity delivers on its objects

Community Works reviews its aims, objectives and activities each year. This review looks at activities delivered, the outcomes of this and the impact on the groups of people Community Works is set up to work with.

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Community Works' aims and objectives and in planning future activities. In particular, Trustees have considered how planned activities will contribute to the aims and objectives which have been set.

The Mission, Vision, Values and who we are here for are featured below:

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

Our Vision

Resilient and happy communities created when people, community organisations, businesses and the public sector work together, solving problems and creating social good.

Our Mission

CONNECTING

We connect people and organisations and create productive collaborations capable of delivering change

SUPPORTING

We provide leadership and learning opportunities so people can make a positive difference in their communities

CHALLENGING

We look to challenge, seek opportunities and find innovative ways to create meaningful change

Our Values

We strive to be: Bold, Connected, Knowledgeable, Inclusive

We strive to act with: Integrity, Compassion, Focus

Who we are here for

People who want to engage in their local community

Charities and community organisations that want to have an even greater impact

Public bodies and public servants who want to work in wider collaboration

Businesses that want to contribute to the community

Services and activities

Community Works' current strategic objectives (due for review in 2022) are:

1: Strong voluntary and community organisations for now and for the future

- Increase the number of voluntary and community organisations which are more effective as a result of support
- Increase the number of voluntary and community sector (VCS) leaders who possess knowledge needed to run more effective organisations leading in their field
- Increase the number of voluntary and community organisations accessing expertise and skills held in the sector and externally
- Increase the ability of the VCS to respond to the changing internal and external context
- Increase the number of VCS organisations which are more effective as a result of improved digital effectiveness

2: Strong and more diverse base for volunteering and voluntary activity

- Increase access to volunteering opportunities locally by embedding volunteering support in the community
- Increase the number of organisations providing quality best practice volunteering programmes
- Increase commissioners' and decision-makers' understanding of the triple impact of volunteering
- Increase the appreciation, understanding, value and impact of volunteering especially in underrepresented communities

3: Collaborations which improve opportunities for local people

- Increase the number of collaborations resulting in services which better meet communities' needs
- Improve the effectiveness of voluntary organisations working in a collaborative way to bid for and deliver public services
- Increase the development of solutions meeting local need led by the VCS
- Increase the use of expertise held within the VCS on forming and sustaining collaboration & partnerships
- Increase VCS, business and public sector collaborations by aligning strategic priorities

4: Cross Cutting Enabler: Community Works as a stronger and more resilient organisation

- Diversify and increase income and fundraising from different sources and invest in key services
- Increase the number of volunteers and consultants in our workforce and the capacity to support them
- Increase awareness of our services and the impact of our work
- Develop and make best use of expertise from within our team and improve leadership amongst the team
- Increase the infrastructure and internal capacity around effective use of digital tools to enhance delivery
- Increase the diversity and sharing of knowledge, skills and resources across the organisation
- Building a strong evidence base and resource about the local VCS

Ensuring the Charity Delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

Ensuring the Charity Delivers on Public Benefit

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BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

OBJECTIVES AND ACTIVITIES, ACHIEVEMENT AND PERFORMANCE 2021/22 (in line with our mission)

The sample of outputs achieved below are indicative of the work we have undertaken during the year (activity exceeds what is represented below). We ended the year with a total membership of 593 organisations across Adur and Worthing, Brighton and Hove and West Sussex.

CONNECTING

Community Works provided support for groups to come together, responding to identified gaps in provision and to secure funding. We provided guidance on best practice in designing partnerships and supported organisations to secure funding. This work helped VCSE consortia and partnerships across Brighton & Hove, Adur & Worthing and West Sussex to secure £3,617,208 during the year.

An example of the work we carried out included the Community Food Network in Adur & Worthing, Big Lottery funding of £46k was secured by Community Works to fund initial work in setting up a Food Partnership and working towards a Food Action Plan. Further funding from Adur & Worthing Council was secured to fund emergency food provision during the pandemic. Collectively, the Community Food Network brought in over £67,978 in the first half of the year.

18 member groups form the network which Community Works chairs and works to support local people experiencing disproportionate economic and health inequalities across Adur and Worthing. The Community Food Network's research on the experiences of those who rely on food support can be found here:

https://awfood.org.uk/wp-content/uploads/2022/07/Why-do-our-neighbours-need-Community-Food-Support_compressed.pdf

"How important is it to continue this work with the support of Community Works? Very important!"

Community Food Network Member

We created connections between businesses and the VCSE to explore areas of shared expertise. One example in Brighton and Hove led to a joint piece of work with American Express to secure £144,000 worth of inkind business support for people across the VCSE.

We connected people within local communities wanting to volunteer their time to support others with organisations looking for volunteers.

- Our volunteers volunteered over 5807.5 hours of their time in supporting our volunteer centre
- 1762 people registered their interest in becoming volunteers on our volunteer platform
- 169 organisations registered 332 volunteering opportunities via our volunteer centre

Some who volunteer for our organisation are drawn from member organisations and elected by the membership to act as representatives for the VCS in areas of expertise. 36 Community Works Reps across the areas we operate in provide a crucial role in connecting the VCS with key strategic and operational developments. Reps are seated at key decision-making meetings/committees and help inform policy development.

We have also utilised our expertise in representation to support the development of VCSE representation models across West Sussex and in the emerging health structures in Sussex. We operate networks such as CEO Groups and Volunteer Coordinator Fora to provide other means by which collective VCSE knowledge can be shared and support strategic development.

SUPPORTING

Providing support to the VCSE is a key aspect of our mission and that support is delivered via different mechanisms. We connected communities with the information being distributed by statutory and other partners throughout the year. In doing so, we were also contributing to the knowledge and skills of the sector. We had 117,045 web visits in 2021/22 and 15,835 newsletters and updates were sent to member organisations. The huge increase in information and the need for clear and accessible information also manifested itself in the demand for our 1-2-1 support services like advice and training.

We delivered 629 support and information interactions.

We delivered training, events and networks for 1184 people from 677 organisations. These often provided much-needed access to expertise: Topics included Key Management Skills, Fundraising, Furlough etc. The sessions provided a clearer idea of how and when to safely reintroduce face to face contact with our members and volunteers.

We increased strategic partnership working with VCSE refugee and migrant organisations, BHCC, NHS, the regional resilience forum and VCSE Emergencies Partnership around Afghan resettlement and the impact of war in Ukraine.

CHALLENGING

As a key provider, connecting the VCSE with statutory developments at a local, regional and national level, we are often invited to join strategic planning meetings and contribute expertise obtained from our members to inform those plans. The challenge of adapting delivery and plans to meet the needs of the public required collaboration from different sectors and the ability to challenge within a trusted relationships to ensure delivery adapted responsively to the changing needs of our communities.

Community Works improved collaboration with VCS and communities to enable positive change by working with the representative structures and collaborative partnerships described in the 'Connecting' section above to contribute VCSE knowledge and expertise to 90 areas of strategic and operational planning at local, regional and national level. This process of bringing community expertise to influence and develop tackling varied themes ranging from a Suicide Prevention Strategy and Digital Strategy to Budget Commentaries and a collaborative project to tackle multiple compound needs across Sussex.. Via our CEO's role as Chair of the West Sussex VCS Infrastructure Alliance, we also brought together 23 different VCSE organisations to discuss systems leadership and operational pressures.

We hosted a partnership of VCSE homelessness and rough sleeping support providers across Brighton and Hove and drew together a collaborative research report drawing on 44 organisations experience to create a report "Working Together to tackle homelessness" report, which can be found here:
www.bhcommunityworks.org.uk/working-together-to-tackle-homelessness-a-collaborative-insight-project/

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

FINANCIAL REVIEW

Financial Review

The accounts declared in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP 2015) and with relevant company and charity legislation and regulations. The Statement of Financial Activities shows Community Works' income from all sources and how this was expended, and the split of activity between restricted and unrestricted funds.

Overview

During the year ending 31st March 2022, an overall deficit of £1,553 was incurred. After accounting for this deficit, unrestricted reserves nevertheless now still stand at £284,018. This shows an improvement on the previous year when a deficit of £11,573 was incurred.

Total incoming resources for 2021/22 amounted to £904,452 compared to £867,165 in the previous year, an increase of £37,287. This increase arises primarily from 3 main factors:

- Funding received from Coastal West Sussex CCG
- Covid 19 support and COMF funding received from Brighton & Hove Council
- Delays in undertaking commissioned activities due to Covid-19 restrictions, which led to the carry forward to 2022/23 with agreement of the funding bodies, of grant funds totalling £160,927.

A full breakdown of grants received by Community Works is shown in Note 2 to the accounts. The note also includes details of all those grants carried forward to 2022/23 with the consent of the funders.

Total expenditure for 2021/22 amounted to £906,005 compared to £878,738 in the previous year, an increase of £27,267. The main factors accounting for this increase in expenditure are reduced officer and project costs and higher staff and distributions to partners, principally related to Covid.

In line with SORP 2015, expenditure is analysed into two main categories: charitable activities and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £898,355 in 2021/22, compared to £871,078 in the previous year, an increase of £27,277.

Financial outlook

Community Works' immediate financial position is stable and secure for 2022/23. Trustees acknowledge and appreciate the ongoing support of our major funders: Brighton & Hove City Council, Brighton & Hove Clinical Commissioning Group, Adur and Worthing Councils, West Sussex County Council, the Big Lottery Fund, NHS England and NHS Sussex.

Three-year funding agreements remain in place with each of the main funders. Nevertheless, Trustees are acutely aware of the significant additional financial pressures on all Public Sector funders arising from the Covid-19 pandemic. Currently, funding continues to be received in respect of the new agreements and it has been possible to continue Community Works' full range of activities, refocused and/or re-timetabled where appropriate in consultation with funders. All staff continue to be fully employed and it has not been necessary to access central government furlough funding.

Trustees have recognised the need to broaden the sources of income available to the organisation, and during 2022/23 will continue to invest in strengthening income generation capacity within the organisation.

All organisations in the voluntary sector face great uncertainty and turbulence in the external funding environment and Community Works will work collaboratively with partners to mitigate the impact on the often-vulnerable communities that we serve. Prudent management of our reserves and implementation of our recently updated strategic plan plus integration of new models of working which have become ever more necessary as a result of the Covid-19 pandemic should put Community Works in a good place to respond to the challenges ahead.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

FINANCIAL REVIEW

Investment policy

Trustees budget to spend all of the organisation's income on planned charitable activities, and the funds held in reserve are modest in relation to the organisation's turnover and may be required at short notice. Trustees therefore considered it prudent during 2021/22 that funds should be retained as cash and held in bank accounts at the best rate of interest available.

Trustees also recognise that interest rates in the current economic climate only provide very limited opportunity to generate profit on bank deposits and that protection under the FSCS bank deposit protection scheme is limited to £85,000 per institution. Trustees therefore agreed during 2021/22 that, in order to reduce the risk of financial loss, the priority should remain for Community Works' surplus funds and reserves to be spread widely across a number of institutions.

Reserves policy

Community Works is committed to using its resources in pursuit of its charitable objectives. It is also committed, however, to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of Community Works' operations. Community Works' policy seeks to balance these priorities by holding a level of reserves which equate to between three- and six-months' expenditure of the charity, based on 100% expenditure on core costs for the year ahead. Core costs include all running costs, such as payroll and overheads.

The reserves policy will fund:

- Any redundancy payments due to employees and support to employees in finding alternative employment
- Ongoing core running costs during any wind-up period
- Terminating service contracts, such as office rent and equipment
- Accountancy, audit and other professional costs
- Contingency sum for outstanding liabilities.

Trustees have established a Closure Costs Fund at a sum approximately equating to three months' payroll and redundancy costs for all staff. As of 31st March 2022, this sum is unchanged at £173,788.

Additionally, in order to be able to respond in a timely manner to any additional funding requirement arising from the ongoing pandemic, Trustees have agreed to maintain the specific additional Covid-19 Resilience Reserve of £50,000 established last year.

Trustees have also recognised the need to maintain the previously established further specific reserve of £40,000 to fund improvements in the organisation's IT infrastructure to support new ways of working as we move out of the pandemic.

The Board of Trustees continues to review the organisation's reserves policy, taking account of Charity Commission guidance as set out in its publication 'Beyond Reserves'. As at 31st March 2022, earmarked reserves (including the Closure Costs Fund and the Covid-19 Resilience Fund) total £263,788, whilst the remaining unrestricted general reserves have now been reduced to £20,230.

Trustees monitor the level of reserves quarterly and take appropriate action if reserves fall outside the desired range.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

PLANS FOR THE FUTURE

The pandemic meant we had to put many important pieces of work on hold or delay the start of the work. This work will recommence in the next year and includes:

- The need to create a new strategic plan for the organisation from 2022-2025
- Supporting the organisation as we move to a new phase following the pandemic
- A major piece of work across the organisation to improve our diversity and create more inclusive working practices
- The introduction of a new CRM and website
- Appointing a new Chair of the Trustee Board
- Completing a Trustee recruitment process to ensure we have a full Board that can support us with future development
- Development work related to increasing VCSE leadership engagement with changing NHS structures locally
- Ongoing support for the VCSE and Statutory partners with the COVID pandemic response and as we move through the various stages towards opening up and business as usual or the new reality

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Working Name

Community Works

Structure and Management

Community Works is a charitable company limited by guarantee; it was incorporated (as the Brighton and Hove Community and Voluntary Sector Forum) on 13 December 1999 and registered as a charity on 13 July 2001. Its name was changed to Brighton & Hove Community Works on 17 December 2013.

Community Works was established under a Memorandum of Association, which describes the objects and powers of the charity. The charity is governed under its Articles of Association. Under those Articles, Trustees are elected from the Community Works' Membership at the Annual General Meeting. One third of the elected, and all of the co-opted, Trustees must retire at each subsequent Annual General Meeting. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the note 7 to the accounts.

Members have guaranteed to contribute a maximum of £1 each in the event of the charitable company being wound up.

Governance and Decision Making

The Board of Trustees governs Community Works. It meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chief Executive, Jessica Sumner.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews, analysis or policy development, in conjunction with Community Works members, and to report back findings and recommendations to the full Board. During 2021/22, three sub-committees were in operation: Finance and Risk, Personnel and Equalities, Strategic Development with ad hoc Task and Finish Groups being formed to take forward specific areas of work.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment, appointment, induction and training of trustees

The Trustee Board has established procedures for recruiting and supporting Trustees.

- Trustees are recruited from the membership through an election process and ratified by Members at the Annual General Meeting. A further five Trustees can be co-opted by the Board at any time.
- Trustees are elected/co-opted with a view to ensuring Community Works has a wide variety of skills, knowledge and experience, including of the community and voluntary sector, business management, legal, financial, marketing and fundraising.
- A Trustees' skills audit is conducted annually. However, due to Covid-19, Trustees' skills and gaps at Board level were discussed at Board meetings in place of a full Trustees' skills audit. Where skills, knowledge or experience gaps are identified, additional Trustees are recruited, using wide and inclusive search methods such as advertising and networking with other organisations. An induction and ongoing training programme are also provided to ensure that Trustees are aware of their responsibilities, understand Community Works' objectives and are committed to refreshing their skills and knowledge in relation to trusteeship and good governance.

Key management remuneration

- To set the pay and rewards properly for employees, there is a need to make informed judgements as well as adhering to the charity's governance and constitutional arrangements.
- Trustees are legally and constitutionally responsible for setting rates of pay and this responsibility is delegated to the Personnel and Equalities Sub-Committee.
- In deciding on levels of pay for all staff, the following factors will be taken into account: the purpose, aims and values of the charity, competences, the strategic plan and need, ability to pay, performance, the wider 'employment offer' and recruitment and retention. These factors are not exclusive, and any decision will inevitably include an element of discretion on the part of trustees.
- Community Works' remuneration policy sets out the process for deciding the salary for staff posts and for each staff member

The salary of key management personnel in 2021/22 was £52,472 (2020/21: £53,715), including a 5% pension contribution.

Connections to Wider Networks

Community Works is well networked through membership of umbrella bodies and through formal and informal partnerships. Community Works is a member of the National Association of Community and Voluntary Action (NAVCA) and the National Council for Voluntary Organisations (NCVO). Community Works is also part of the West Sussex Voluntary Sector Infrastructure Alliance. We work in close partnership with other organisations to deliver third sector infrastructure support, community development and community engagement in Brighton and Hove. Community Works' membership focus and representation of the sector to statutory partners also ensures the charity is well connected across its area of benefit, with strong links to strategic partnerships and boards.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk Statement

Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks. They are particularly aware of their legal duties to safeguard the charity's money and assets.

The Board of Trustees has a Risk Management Strategy, implementation of which is delegated to the Finance and Risk sub-committee. This committee meets regularly to analyse business risk, to set out measures that staff must take to manage those risks, and to assess progress in implementing the risk management measures. During 2021/22, the charity's risk register was regularly updated by the sub-committee and headline reports discussed at Board meetings.

The risks arising from the Covid-19 pandemic have now been incorporated into the charity's overall risk register and a separate more detailed specific register has also been compiled. This is updated on a very regular basis.

Trustees believe all risks to the charity have been identified and appropriate monitoring procedures are in place. The Risk Management Strategy is reviewed annually. A full copy of the Strategy can be obtained from the Company Secretary.

Trustees are confident that all reasonable steps have been taken to help prevent financial abuse of the organisation's funds by ensuring that proper robust controls and procedures have been put in place commensurate with the scope and breadth of the organisation's activities.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03895635 (England and Wales)

Registered Charity number

1087481

Registered office

Community Base
113 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

Ms C E John (resigned 18/11/2021)
Ms V M Pearce (resigned 18/11/2021)
Miss C S Ridley (resigned 13/10/2021)
Mr N Roberts
Mr C A Robinson (resigned 18/11/2021)
Mrs P Beesley
Mr D Tree (resigned 18/11/2021)
Mr D M Jensen
Ms C Vizer
Ms P Mitchell
Mr G Brown (appointed 18/11/2021)
Mr G Shanks (appointed 23/11/2021)
Mr W Puddicombe (appointed 18/11/2021)
Miss L Stone (appointed 1/12/2021)

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

Ms J Sumner

Independent Examiner

John Thacker FCA DChA

Institute of Chartered Accountants in England and Wales

Chariot House Limited

Chartered Accountants

44 Grand Parade

Brighton

East Sussex

BN2 9QA

Bankers

Triodos Bank NV

Brunel House

11 The Promenade

Bristol

BS8 3NN

Manchester Building Society

125 Portland Street

Manchester

M1 4QD

Hampshire Trust Bank

55 Bishopsgate,

London

EC2N 3AS

The Co-Operative Bank PLC

PO Box 250

Skelmersdale

WN8 6WT

Nationwide Building Society

Kings Park Road

Moulton Park

Northampton

NN3 6NW

The Cambridge Building Society

PO Box 232

51 Newmarket Road

Cambridge

CB5 8FF

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees (who are also the Directors of Brighton & Hove Community Works for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue in business.

Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 11th October 2022 and signed on its behalf by:

Mr G Shanks - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIGHTON & HOVE COMMUNITY WORKS**

Independent examiner's report to the trustees of Brighton & Hove Community Works ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

John Thacker FCA DChA
Institute of Chartered Accountants in England and Wales
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 18th October 2022

BRIGHTON & HOVE COMMUNITY WORKS**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	486,921	370,157	857,078	806,775
Other trading activities	3	46,607	-	46,607	58,137
Investment income	4	<u>767</u>	<u>-</u>	<u>767</u>	<u>2,253</u>
Total		<u>534,295</u>	<u>370,157</u>	<u>904,452</u>	<u>867,165</u>
EXPENDITURE ON					
Raising funds		7,650	-	7,650	7,660
Charitable activities	5				
Staff Costs		297,894	206,209	504,103	482,813
Establishment Costs		27,534	47,273	74,807	80,740
Office Costs		17,791	8,816	26,607	44,326
Project Costs		94,604	10,481	105,085	112,400
Distributions to Partners		<u>90,375</u>	<u>97,378</u>	<u>187,753</u>	<u>150,799</u>
Total		<u>535,848</u>	<u>370,157</u>	<u>906,005</u>	<u>878,738</u>
NET INCOME/(EXPENDITURE)		(1,553)	-	(1,553)	(11,573)
RECONCILIATION OF FUNDS					
Total funds brought forward		285,571	-	285,571	297,144
TOTAL FUNDS CARRIED FORWARD		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS (REGISTERED NUMBER: 03895635)**BALANCE SHEET**
31ST MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	10	-	-	-	812
Investments	11	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		1	-	1	813
CURRENT ASSETS					
Debtors	12	26,045	-	26,045	69,147
Cash at bank		<u>494,641</u>	<u>-</u>	<u>494,641</u>	<u>471,921</u>
		520,686	-	520,686	541,068
CREDITORS					
Amounts falling due within one year	13	(236,669)	-	(236,669)	(256,310)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>284,017</u>	<u>-</u>	<u>284,017</u>	<u>284,758</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>
NET ASSETS		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>
FUNDS	15				
Unrestricted funds				<u>284,018</u>	<u>285,571</u>
TOTAL FUNDS				<u>284,018</u>	<u>285,571</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

BALANCE SHEET - continued
31ST MARCH 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 11th October 2022 and were signed on its behalf by:

Mr G Shanks - Trustee

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	<u>21,953</u>	<u>46,512</u>
Net cash provided by operating activities		<u>21,953</u>	<u>46,512</u>
 Cash flows from investing activities			
Interest received		<u>767</u>	<u>2,253</u>
Net cash provided by investing activities		<u>767</u>	<u>2,253</u>
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		22,720	48,765
Cash and cash equivalents at the beginning of the reporting period		<u>471,921</u>	<u>423,156</u>
 Cash and cash equivalents at the end of the reporting period		<u>494,641</u>	<u>471,921</u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2022**1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022 £	2021 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(1,553)	(11,573)
Adjustments for:		
Depreciation charges	812	811
Interest received	(767)	(2,253)
Decrease/(increase) in debtors	43,102	(52,596)
(Decrease)/increase in creditors	(19,641)	112,123
Net cash provided by operations	<u>21,953</u>	<u>46,512</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/21 £	Cash flow £	At 31/3/22 £
Net cash			
Cash at bank	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>
	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>
Total	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, including taking into account any potential impact of the Covid-19 pandemic, and on that basis the charity is considered to be a going concern.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants are recognised on an accruals basis, accounted for in relation to the period that they relate. Where grants have been received for capital items, the total grant has been disclosed in the SOFA and depreciation, in accordance with the accounting policies, has been charged against that income over the estimated useful economic life of the asset.

Where grants are received during the year under review but relate to a latter period the amount is deferred under Grants in Advance in the Balance Sheet.

Consultancy Service income is also recognised on an accruals basis, accounted for in relation to the period when the work carried out.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at three years. The company has a minimum value of £1,000 for capitalisation of fixed assets. All assets are included in the balance sheet at cost.

Funds

The Charity has various types of funds for which it is responsible:

Unrestricted Funds - these funds are for use on the general charitable objectives of the Charity.

Restricted Funds - these funds are for use as directed by the donor.

Operating lease

Operating lease rentals are charged on a straight-line basis over the term of the lease.

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Grants	<u>857,078</u>	<u>806,775</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
BHCC - TSIP	370,156	376,001
CCG PPG	10,000	5,500
Building Better Opportunities (Big Lottery Fund)	72,757	68,252
Adur & Worthing Council	74,473	88,279
RCUK Brighton Uni Work	1,200	-
Sompting Big Local	71,021	70,343
West Sussex County Council	48,546	81,386
Coastal West Sussex CCG	25,000	-
Sussex Community Foundation	13,002	27,450
BHCC	1,000	3,650
NAVCA	1,500	1,500
National Lottery	48,648	49,988
CCG Volunteering	-	4,630
CCG Leadership	4,299	24,796
BHCC Covid 19	-	5,000
BHCC- COMF	72,702	-
NHS Sussex	30,000	-
VCS Cato	9,704	-
Mentoring Programme	<u>3,070</u>	<u>-</u>
	<u>857,078</u>	<u>806,775</u>

Grants received but deferred until 2022/23

	2022	2021
	£	£
Adur & Worthing Council	42,837	24,700
NHS England Leadership	60,905	15,204
Mentoring Programme	2,580	5,650
Sompting Big Local	20,049	67,380
BHCC	-	1,000
East Sussex CCG Leadership	-	50,000
Sussex Community Foundation	-	20,000
Supported Volunteers	6,998	-
Adult Social Care	18,000	-
VCS Cato	-	9,704
BHCC COMF	2,298	-
Building Better Opportunities (Big Lottery Fund)	1,417	4,267
BHCC - TSIP	5,843	2,921
A+W Food Partnership	<u>-</u>	<u>1,000</u>
	<u>160,627</u>	<u>201,826</u>

*BHCC refers to Brighton and Hove City Council

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Training Service	8,306	3,389
Consultancy Service	16,559	17,784
Other Fees	8,356	11,894
Membership	<u>13,386</u>	<u>25,070</u>
	<u>46,607</u>	<u>58,137</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>767</u>	<u>2,253</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Staff Costs	504,103
Establishment Costs	74,807
Office Costs	26,607
Project Costs	105,085
Distributions to Partners	<u>187,753</u>
	<u>898,355</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	812	811
Independent Examiner's fee	<u>3,000</u>	<u>2,880</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**7. TRUSTEES' REMUNERATION AND BENEFITS**

No Trustee received any emoluments (2021: £nil) during the year. £nil was paid to trustees relating to meeting costs (2021: £nil) during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the year ended 31st March 2021.

8. STAFF COSTS

	2022 £	2021 £
Salaries	449,539	432,722
Social Security costs	39,837	36,325
Pension costs	<u>22,376</u>	<u>21,426</u>
	<u>511,752</u>	<u>490,473</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Average Number	<u>18</u>	<u>20</u>

No employees received emoluments in excess of £60,000.

The average number of employees on a Full Time equivalent basis is 11.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	433,696	373,079	806,775
Other trading activities	58,137	-	58,137
Investment income	<u>2,253</u>	<u>-</u>	<u>2,253</u>
Total	<u>494,086</u>	<u>373,079</u>	<u>867,165</u>
 EXPENDITURE ON			
Raising funds	7,660	-	7,660
 Charitable activities			
Staff Costs	280,563	202,250	482,813
Establishment Costs	27,659	53,081	80,740
Office Costs	37,138	7,188	44,326
Project Costs	102,139	10,261	112,400
Distributions to Partners	<u>50,500</u>	<u>100,299</u>	<u>150,799</u>
	<u>505,659</u>	<u>373,079</u>	<u>878,378</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(11,573)	-	(11,573)
RECONCILIATION OF FUNDS			
Total funds brought forward	297,144	-	297,144
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>285,571</u>	<u>-</u>	<u>285,571</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1st April 2021 and 31st March 2022	<u>2,435</u>
DEPRECIATION	
At 1st April 2021	1,623
Charge for year	<u>812</u>
At 31st March 2022	<u>2,435</u>
NET BOOK VALUE	
At 31st March 2022	<u>-</u>
At 31st March 2021	<u>812</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**11. FIXED ASSET INVESTMENTS**

	Unlisted investments £
MARKET VALUE	
At 1st April 2021 and 31st March 2022	<u>1</u>
NET BOOK VALUE	
At 31st March 2022	<u>1</u>
At 31st March 2021	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Community Works Consultancy Limited

Registered office:

Nature of business: Dormant

Class of share:	% holding
Ordinary	100

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	22,134	61,562
Rent Deposit	2,651	2,651
Prepayments and accrued income	<u>1,260</u>	<u>4,934</u>
	<u>26,045</u>	<u>69,147</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Social security and other taxes	8,423	8,204
Other creditors	42,859	18,795
Accruals and deferred income	<u>185,387</u>	<u>229,311</u>
	<u>236,669</u>	<u>256,310</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	5,520	5,520
Between one and five years	<u>-</u>	<u>5,520</u>
	<u>5,520</u>	<u>11,040</u>

15. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	At 31/3/22
	£	£	£
Unrestricted funds			
General fund	21,783	(1,553)	20,230
Payroll and Redundancy Provision	173,788	-	173,788
Covid-19 Resilience fund	50,000	-	50,000
Digital Investment	<u>40,000</u>	<u>-</u>	<u>40,000</u>
	<u>285,571</u>	<u>(1,553)</u>	<u>284,018</u>
TOTAL FUNDS	<u>285,571</u>	<u>(1,553)</u>	<u>284,018</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	470,114	(471,667)	(1,553)
Big Lottery Fund and ESF Building Better Opportunities	<u>64,181</u>	<u>(64,181)</u>	<u>-</u>
	534,295	(535,848)	(1,553)
Restricted funds			
BHCC TSIP	<u>370,157</u>	<u>(370,157)</u>	<u>-</u>
TOTAL FUNDS	<u><u>904,452</u></u>	<u><u>(906,005)</u></u>	<u><u>(1,553)</u></u>

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	26,691	(11,573)	6,665	21,783
Payroll and Redundancy Provision	185,453	-	(11,665)	173,788
External Digital	30,000	-	(30,000)	-
Covid-19 Resilience fund	50,000	-	-	50,000
IT and Equipment to support homeworking	5,000	-	(5,000)	-
Digital Investment	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>
	<u>297,144</u>	<u>(11,573)</u>	<u>-</u>	<u>285,571</u>
TOTAL FUNDS	<u><u>297,144</u></u>	<u><u>(11,573)</u></u>	<u><u>-</u></u>	<u><u>285,571</u></u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**15. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	425,834	(437,407)	(11,573)
Big Lottery Fund and ESF Building Better Opportunities	<u>68,252</u>	<u>(68,252)</u>	<u>-</u>
	494,086	(505,659)	(11,573)
Restricted funds			
BHCC TSIP	<u>373,079</u>	<u>(373,079)</u>	<u>-</u>
TOTAL FUNDS	<u><u>867,165</u></u>	<u><u>(878,738)</u></u>	<u><u>(11,573)</u></u>

Purpose of restricted funds

BHCC TSIP. The Third Sector Infrastructure Support Partnership funded by the BHCC Third Sector Investment Programme (BHCC TSIP) is a partnership of 4 providers lead by Community Works delivering Infrastructure Support activity across Brighton and Hove. It is a jointly funded programme with funding provided by Brighton and Hove City Council and Brighton & Hove Clinical Commissioning Group for 3 years from 2020-2023. As lead organisation Community Works distributes funds to partners, coordinates the partnership and monitoring returns as well as supporting collaboration between partners.

Purpose of Unrestricted funds

Payroll and Redundancy Provision: Redundancy liabilities and 3 months payroll and unavoidable running costs

Digital Investment : costs associated with upgrading Community Works' IT stock, infrastructure and developing a new website and CRM.to better respond to the new ways of working required post Covid-19

Covid 19 Resilience Fund: a specific fund to enable the organisation to respond swiftly to the need to redesign services provided by Community Works or to develop new delivery mechanisms and to be in a position to agree to urgent requests from member organisations for free training, access to free consultancy support and other vital support.

16. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.