

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1st	January	2020		31st	December 2020

Section A Reference and administration details

Charity name	Faith at Work in Worcestershire
Other names charity is known by	FWW
Registered charity number (if any)	1176881
Charity's principal address	14b Top barn Business Centre
	Worcester Road, Holt Heath
	WORCESTER
Postcode	WR6 6NH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Martin ALLEN		From 17.9.2020	The Anglican Diocese of Worcester
2	Mary AUSTIN	Chair		Birmingham District of the Methodist Church
3	Siân BATTLE-WELCH			
4	Christine DODD			The Roman Catholic Archdiocese of Birmingham
5	Anthony GLOSSOP			The Anglican Diocese of Worcester
6	Christopher HARVEY			The Roman Catholic Archdiocese of Birmingham
7	John HILL	Secretary		Heart of England Baptist Association
8	Rosemary LAWLEY		To 30.11.2020	
9	Paul LAWLOR			
10	Sarah LEESON			
11	Pete LEVITT			Wolverhampton and Shrewsbury District of the Methodist Church
12	Andrew MANN-RAY		From 17.9.2020	West Midlands Synod of the United Reformed Church
13	Alison MACKEY		To 30.11.2020	Heart of England Baptist Association
14	Roy WALFORD	Treasurer		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

Revd Richard M JOHNSON

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CONSTITUTION

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Some are nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the Trustees)

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own personal lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Structure and constitution

- Recruitment of new trustee appointed by Worcester Diocese and the West Midlands Synod of the United Reformed Church.
- Succession planning for replacement Secretary and Treasurer to the Trustees
- Policy development: Production of new volunteer policy. Adapted health and safety policy to meet Covid 19 crisis. Provided video training for chaplains in its implementation.
- Implemented a research project into efficacy of chaplaincy through a series of structured interviews with chaplains, churches and beneficiaries of chaplaincy in order to inform a new three-year plan.
- Responded to the challenges of Covid 19 in terms of arrangements for Trustee meetings and administration. Three of our four trustees' meetings were via Zoom and all but one executive.
- Produced and adopted a new three year development plan for 2021 - 2023

Charitable Objectives

- Responded to the challenges of Covid 19 in terms of arrangements for returning chaplains safely to chaplaincy through a return to chaplaincy plan.
- Sustaining and developing network of chaplains to commercial and

Section D

Achievements and performance

retail businesses through the year including during the pandemic.

- Adapting approaches to chaplaincy to comply with lockdown guidelines. Support for chaplains and trustees during lockdown. Working with churches in Upton upon Severn to develop town centre chaplaincy there as a new programme.
- Succession planning and supporting volunteers withdrawing from activity as their circumstances change including those who feel unable to continue due to Covid19.
- Continuing to promote the charity to partner churches through visits, preaching and talks, where possible.
- Organised a training morning facilitated by West Mercia Police on Safeguarding with particular emphasis on modern day slavery and human trafficking within the economy.
- Provision of on-going training for chaplains using video training including encouraging support of those experiencing unemployment.
- Developed communications through the website, regular newsletters with chaplains, partner churches, partner businesses and supporters.
- Began planning to introduce a role of Business Partnership liaison volunteers

Section E

Financial review

Brief statement of the charity's policy on reserves

The policy of the charity is that we should hold a minimum reserve of 6 months running costs. To safeguard the livelihood of employees, this was considered the minimum time required to seek alternative funding should there be a significant shortfall in current levels

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity is funded by donations from supporters and grants from grant making charities (Kidderminster Industrial Chaplaincy) and the denominational bodies that, constitutionally, appoint trustees (The Anglican Diocese of Worcester, The Birmingham District of the Methodist Church, The Roman Catholic Archdiocese of Birmingham, The Heart of England Baptist Association, The Wolverhampton and Shrewsbury District of the Methodist Church, The West Midlands Synod of the United Reformed Church).

The main expenditure has been on two part-time staff to promote, support and work with the much larger group of volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

Section F

Other optional information

As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred. However, we have reviewed the impact of the COVID pandemic on the charity which, whilst not a serious incident as defined within the guidance, has changed the context in which we work. Our review has concluded that, whilst during the financial year 2020 (Jan – Dec 2020) there has been no material impact to the viability of the charity there is a potential risk to future grants from supporting bodies (as outlined above in section E) due to their coming under financial pressure as a result of the pandemic. We intend to keep this under review and report accordingly.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	C. Mary Aulkin	J. R. Walford
Full name(s)	REV CHRISTINE MARY AUSTIN	JOHN ROYSTON WALFORD
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	19.10.21	

Income and Expenditure Account - Year Ended 31st December 2020

Note	Income	Comparative	
		£	£
			2019
1	Grants	31,417.00	20,000.00
	Donations	1,350.97	60.00
	Interest	39.39	105.94
	Gift Aid	-	98.86
3	WMCUK	5,150.00	2,490.00
	Local Churches	573.00	1,740.20
	Total	38,530.36	24,495.00
	Expenditure		
1	Salaries	23,549.37	18,855.37
	Tax/NI	3,241.24	2,580.53
	Pensions	4,604.90	1,225.83
	Rent	3,300.00	3,600.00
	Subscriptions	403.00	600.00
	Electricity	320.15	293.56
	Insurance	329.28	318.08
	Telephone	358.11	311.81
	Chaplains' Expenses	1,586.60	3,067.69
	Trustees' Expenses	52.35	-
	Meetings etc.	-	95.00
	Conference	67.50	160.00
	Stat/Print/IT	127.20	607.40
	Total	37,939.70	31,715.27
	Surplus/Deficit	590.66	- 7,220.27

Balance Sheet as at 31st December 2020

Note			Comparative 2019
	FUNDS	£	£
	Opening Funds	25,260.07	32,480.34
	Surplus/Deficit	590.66	- 7,220.27
	Total Funds	25,850.73	25,260.07
	 REPRESENTED BY		
	Current Asstets		
	Cash at Bank	10,850.73	10,260.07
	COIF Account	15,000.00	15,000.00
		25,850.73	25,260.07
	 Less Current Liabilities		
	Sundry Creditors	-	-
	 Net Current Assets	25,850.73	25,260.07
2	Fixed Assets	-	-

Notes to the accounts - Year Ended 31st December 2020

- 1 A pledged donation from KIC of £8,000 for 2019 was, due to an oversight, not paid during the year. It was instead paid in January 2020 along with £8,000 for 2020. Had this money been received in 2019, the 2019 accounts would have shown a surplus of £779.73 (recorded deficit £7,220.27), and the surplus in the 2020 accounts would have been a deficit of £7,409.27
- 2 Faith at Work has no assets which cost more than £100.00 which the trustees have set as the minimum costs for fixed assets in the accounts
- 3 The Income from WCMUK of £5,150 (£2,490 in 2019) relates to the recharge to them for time spent by our Communications Officer carrying out duties for them.

Independent Examiner's Report to the Trustees of Faith at Work in Worcestershire
Charity Number 1176881

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of Faith at Work in Worcestershire for the period ended 31 December 2020 set out on pages 1 to 4. As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

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.

Signature of independent examiner

Sandie Smith

Name of independent examiner

Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address

43 Crofters Green, Droitwich, Worcestershire, WR9 9HX

Date

8th October 2021

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Charity Number 1176881**

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Signature of independent examiner *Sandie Smith*

Name of independent examiner Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address 43 Crofters Green, Droitwich, Worcestershire, WR9 9HX

Date 8th October 2021