

Welcome to Community Works AGM

“Our sector, our voice and our vision”

November 2023



Ground Rules

- **Speak slowly and clearly when speaking**
- **All guests to raise your hand to speak or ask a question.**
- **Please put mobile phones on silent, but feel free to participate or report via social media**
- **Allow people to disagree. Challenge the issue not the person**
- **Confidentiality: members may leave the meeting and repeat what was said, but not who said it**
- **No jargon please**
- **Don't use language which could be construed as discriminatory or offensive to others and use the persons correct pronouns.**
- **Treat each other with respect**

Agenda

10.00 - 10.15am Registration

10:15 – 10.45 Welcome AGM Business: Accounts and Trustee voting

10.45 - 11.15 Reflection on 10 Years as Community Works

11.15 - 12.00pm Developing the VCSE's key messages - group exercise

12.00pm - Networking Lunch

1.00pm - Close



Trustee Election

Trustees for re-election:
Pam Mitchell
**Trustee for Election (formerly
co-opted as Chair)**
Ian Bretman



Thank you to all our Trustees
and other volunteers who
support us



Annual accounts

- As our turnover in 2022/23 did not exceed £1M, the accounts were not subject to a full audit by Chariot House.
However, an unaudited financial statement was prepared of the accounts by Chariot House.
- The auditors had no matters to report in respect of the 2022/23 accounts.
- Trustees approved Accounts at our September Board meeting.
- Auditors reappointed via electronic vote: Chariot House.



Annual accounts

Financial summary 2021-22 and 2022/23

	2021-22	2022-23
Total incoming resources	£904,452	£887,757
Total resources expended	£906,005	£924,648
Distribution Payments to Partners	£187,753	£102,378
Surplus / Deficit	£ 1,553	£36,891
Reserves at 31 March 2022	£284,018	
Reserves at 31 March 2023		£247,127



Community Works: Inclusion

We worked with Aradhana Kothari as our Equity lead to gather feedback on how we work, deliver and develop more inclusive practice throughout our organisation. Included:

- Workshops to look at our organisational culture and to plan activities over the next 5 -10 years
- 1:1 staff interviews to explore lasting organisational changes which would allow EDI to flourish
- Improvements to event planning and delivery, to make events more inclusive and accessible
- Support for staff to speak up and be actively involved
- Involve our volunteers with EDI
- Changing organisational culture including creating a culture of failure and continual learning; increasing transparency by involving staff and volunteers in the policies and procedures that affect them
- Exploring ways to collaborate with communities to develop learning opportunities
- Created resources that can be accessed by staff, which we can share with members....



10 years of Community Works

2013 to 2023



A bit of history.....

In 2013, seven organisations in Brighton & Hove submitted a joint bid to the 'Transforming Local Infrastructure' fund. Through this funding, Community Works was formed as a single infrastructure organisation.

Community &
Voluntary Sector
Forum (CVSF) -
lead partner

Brighton & Hove
Volunteer Centre

Impetus

South East
Wellbeing
Consortium
(SEWC)

Trust for
Developing
Communities
(TDC)

Business
Community
Partnership (BCP)

Working Together
Project (WTP)



Community Works in numbers 2013 to 2023



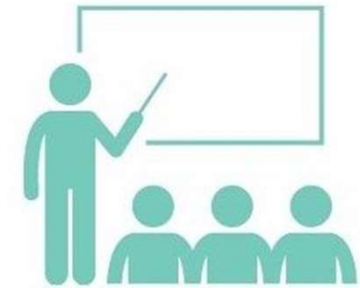
**15,000 people
found a
volunteer role**



**2600
organisations
had 1:1 advice
and support**



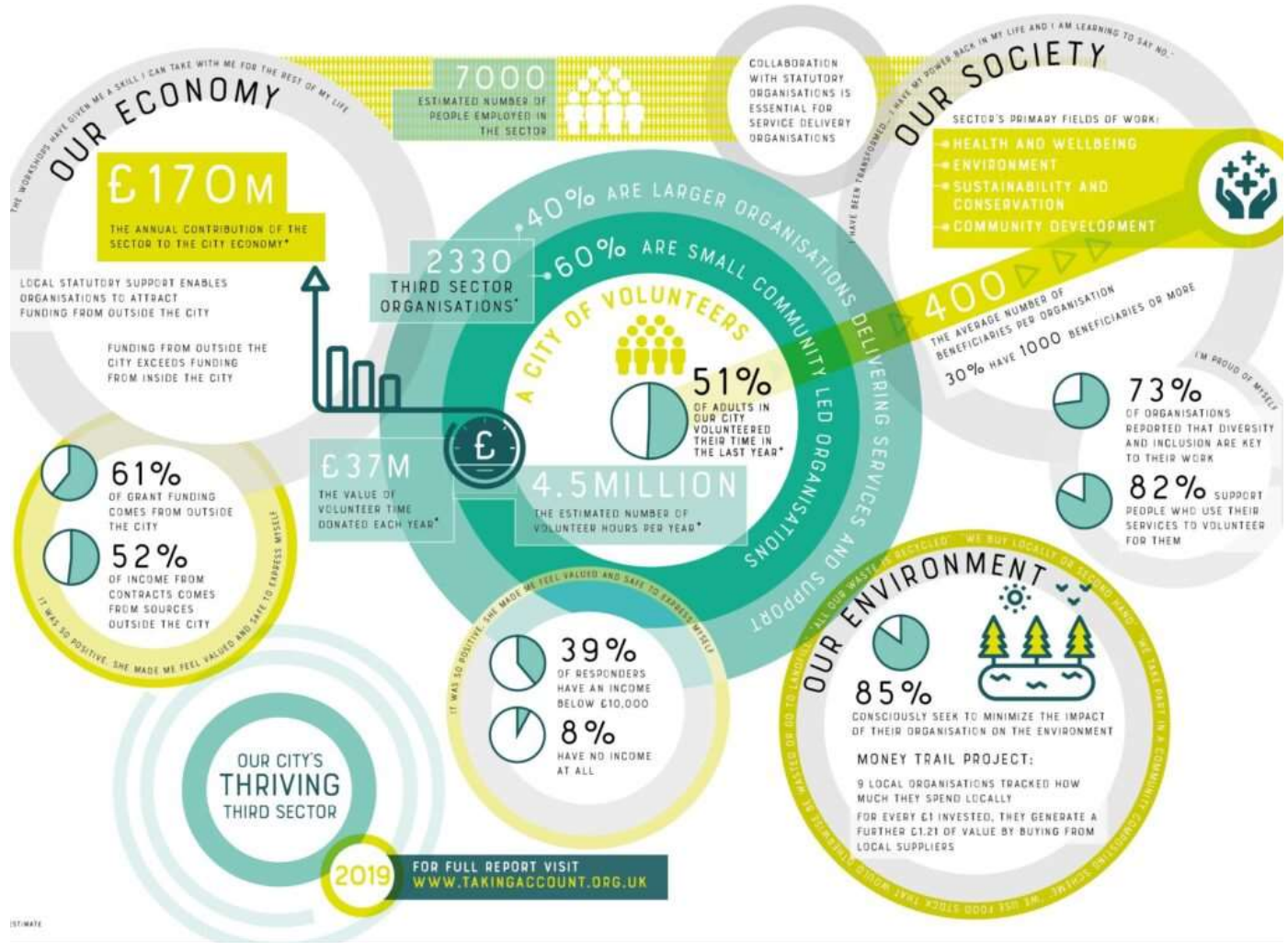
**£16 million raised
for the local VCSE
with our support**



**2,450
organisations
came to our
events, networks
and training**



Taking Account 2014 and 2019



Voice and Representation

**Connect the
VCSE to strategic
developments**

**Raise the profile of the VCSE
and champion community
needs**

**Inform and
provide expertise to
local policy-making**

**Community Works
Reps Programme**





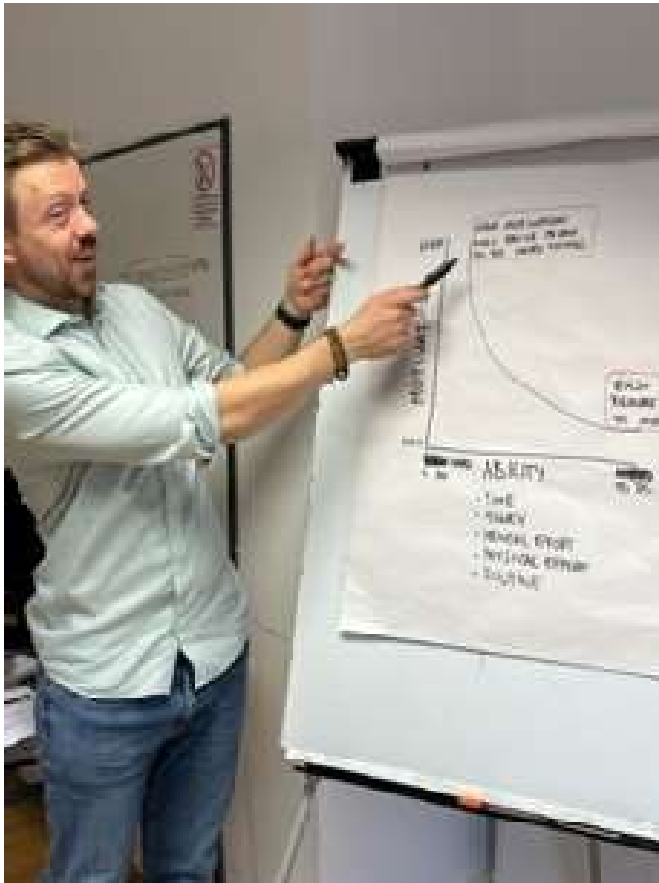
We've supported over 3,700 people through our advice and information service.

Information and Guidance

"It felt like a weight lifted to know we could seek advice and support with the numerous tasks and responsibilities we faced... How to write policies, good governance, monitoring impacts, how to keep our finances in order, all of these things were demystified by the staff at Community Works in a friendly and supportive way. Thank you! We feel more confident that we are operating to a professional standard as a result of following your advice."

"Your support has helped us every step of the way, from transitioning from being an unincorporated group to incorporating (involving some dedicated one-to-one support), responding to specific requests for help such as IT training, to our being able to access the mentoring programme - and these are just some examples."

Training & learning events



- Funding bid ready
- Employment law, e.g. managing ill health and disability
- Legal Structures
- Volunteer Management
- Expert sessions: accountancy
- Project Management
- Safeguarding



Mentoring for Leadership Skills

Over 200 matches in 10 Years!



"Thanks to my skilled and lovely mentor, provided by you, I am better able to look beyond the immediate future and change my personal and professional strategies accordingly. This could not have been done in house, nor would it have been appropriate. I am so grateful for this opportunity!"

Clair Barnard, Early Childhood Project, 2017

Volunteering highlights



Strategy



**Online
Brokerage**



**Matching
and
Guidance**



Covid



**Best
Practice**



Covid response

- Provision of Information
- [Covidbrightonandhove.org.uk](https://www.covidbrightonandhove.org.uk)
- Distribution of Funding
- Padlet



Highlights from Adur & Worthing since 2016

Top 5 successes in the last 10 years:

1. Community Engagement - we now work with nearly 400 organisations
2. Attracting millions of pounds of grant funding to the area
3. Galvanising networks and influencing policy around Food, Young People and Health
4. Sharing expertise on a huge range of topics to strengthen local groups
5. Promoting the voluntary sector and raising the profile of incredible organisations



"Being a member of Community Works has not only given me access to very useful advice on a number of issues, it has also given me the security of knowing I have an impartial back-up team who has my charity's best interests at heart. As a relatively new charity, Community Works has been invaluable."

Ann Feloy, Olly's Future



working together for our communities



Sussex VCSE Leaders Alliance

- Established an **alliance of VCSE leaders** from across the whole of Sussex to represent and influence the development of health and social care services
- Recruited over 20 VCSE Alliance representatives working across the highest levels of the health and care system to **bring a VCSE sector perspective, local knowledge and expertise into policy development, decision making and the delivery of health and care services across Sussex**
- Leading the collaborative development of a Sussex-wide VCSE **Commissioning Framework**
- Developing the **VCSE Intranet** as a central point for health and care updates, information and resources
- **Memorandum of Understanding (MOU)** between the VCSE and health and care partners to foster close, effective working relationships



SUSSEX VCSE
• LEADERS ALLIANCE •





Looking ahead...prioritising:

- Continue to change how Community Works operates to ensure our internal and external work programmes prioritise diversity, equity and inclusion
- Work harder to understand how we can support our marginalised communities and take action to become a more representative organisation within our staff team, our volunteers and our membership
- Complete 'Investors in the Environment' Bronze accreditation and work with the leads for climate action across our areas. Engaging with organisational and systemic change to achieve net zero
- Updating our strategic plan for 2024-2026
- Members' Survey - will be going out January
- Work with our partners, members and funders

Developing the VCSE's key messages



In 2018...

We created a set of **Key Messages** in preparation for the local elections of May 2019

How VCSE organisations add value to the work of the statutory sector and our local areas

Meeting needs, developing best practice, raising external funds, utilizing the time and skills of volunteers...

Recommendations were developed to encourage partners to work collaboratively with the VCSE

A lot has changed since 2018, in the sector and the local and context in which we operate

Please help us to update the key messages!



What we are going to do...

- Start from scratch!
- Produce messages about the VCSE for ourselves, our external partners, funders and policymakers including council politicians and officers, NHS, universities, business sector, etc.
- Use the 27 9 3 method of producing key messages
- Research from the U.S. shows that public messages are more memorable when there are **no more than three key messages**, of up to **27** words each and can be spoken in **9** seconds each



	Key message 1	Key message 2	Key message 3
			27 words max
Supporting message 1			
Supporting message 2			
Supporting message 3	27 words max	27 words max	27 words max

Source:

[Comms2point0 website](http://Comms2point0website)



Key message example

Key message 1: Smoking is bad for your health (supporting messages about how smoking causes harm to health)

Key message 2: There are many benefits to stopping (supporting messages about health & social benefits of stopping)

Key message 3: We can help you to stop smoking (supporting messages about the help available)

This is a simple example but shows how the three key messages lead into one another and can also be backed up with supporting messages and evidence.

Keeping it simple...

- On your table, **come up with up to three key messages** from the VCSE to our external partners
- Keep them **as clear and succinct as possible** - they don't have to be exactly 27 words
- Note down any **supporting messages** for each key message if you can
- It may help to ask and discuss:

What is the main thing / top message we want to communicate about the VCSE?

What are our partners interested in? What would they like to know / hear from the VCSE? What concerns and questions might they have about partnering with the VCSE?

What are the outcomes we are seeking? What would we like our partners to do in terms of partnering with the VCSE? Why should they do these things?

Prompts...

If you get stuck, these words came from the previous key messages and recommendations.

Collaboration	Partnership	Knowledge	Resources
Resilience	Community	Environment	Supporting
Lives	Interventions	Commissioning	Outcomes
Prevent	Strength	People	Value
Respond	Need	Skills	Connections
Best practice	Complementing	Insight	Resources
Engagement	Social action	Wellbeing	Networks
Creativity	Trust	Strong	Representation
Policies	Strategies	Voices	Solutions
Investment	Income	Bidding	Funds
Volunteering	Small groups	Co-production	Impact



Lunch

Bon Appétit !



Thank you!

