



## Aim and purposes

Wiltshire forum of Community Area Partnerships (WfCAP) exists to support, promote and represent Community Area Partnerships (CAPs) in Swindon and Wiltshire; acting as an advocate for civic engagement and the creation of strong, resilient and empowered communities.

## Objectives and Activities

- To promote all or any purpose for the benefit of the community which are or hereafter may be deemed by law to be charitable and in particular, but not exclusively the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.
- To promote and organise co-operation in the achievement of the above purposes and to that end bring together in council representatives of voluntary agencies and statutory authorities engaged in the furtherance of the above purposes or any of them in Wiltshire.

When planning our activities for the year, WfCAP's board of trustees have given due regard to the Commission's guidance on public benefit and considered how the organisation can best achieve this through delivery of its charitable objects.

WfCAP's exists to be the support body for a network of Community Area Partnerships (CAPs) across Swindon and Wiltshire. As a member organisation, WfCAP is directed by the needs of the CAPs and consequently works in a way that is flexible and free of charge. By developing and strengthening the CAPs, raising their profile, increasing their network and enabling them to share learning. WfCAP's support structure and reputation increases the CAPs ability to improve their local communities. A key part of WfCAP's work centres on aiding and improving collaboration: between CAPs and between CAPs and other partner organisations. This element of the work improves efficiency, shares skills, builds trust and increases sustainability.

To guarantee meeting the public benefit requirement, the trustees also agreed a number of practical objectives which would be used to guide the day-to-day work, underpin the charity's objects and further ensure sustainability. These objectives are as follows:

- **DEVELOP:** To develop the capacity and skills of the CAPs, enabling them to perform their role.
- **SHARE:** To provide a platform for the CAPs to share information, ideas and best practice so as to foster efficient and informed working.
- **PROFILE:** To raise awareness, understanding and support for the CAPs and the work they carry out.
- **NETWORK:** To build and maintain relationships with key stakeholders thereby strengthening propensity to engage with and be influenced by the CAPs
- **BROKER:** To act as a broker of relationships to help increase the network of CAPs, resulting in more efficient, joined-up working.
- **SUSTAIN:** To ensure an independent WfCAP that is fit for purpose, sustainable and able to support the CAPs in their role.



## Achievements and Performance

Below is a list of work carried out and principles of working:

- WfCAP officer attendance at CAP operational meetings.
- A comprehensive and up to date online resource available to all CAPs and wider community.
- A programme of forums to bring CAPs together with other CAPs and relevant partners.
- An insurance policy organised, administered and offered to all CAPs.
- Links created between CAPs and relevant partner organisations.
- Signposting and brokering relationships between CAPs and other groups.
- A range of social media platforms providing a way for CAPs to access all relevant information.
- Vital information from CAPs and/or partners sent directly to all CAPs via point of contact.
- CAP successes and news widely shared to CAPs and partners.
- Contact opportunities sought and taken up with new partners.
- Key stakeholders informed of CAPs' achievements and Social Added Value.
- Participation in strategic level meetings.
- News of relevant CAP activity and achievements fed into strategic level meetings.
- News of relevant strategic activity and news fed back to CAPs.
- WfCAP operating accountably and transparently under governance of constitution.
- WfCAP fully covered with appropriate insurances.
- Policies and procedures in place and kept up to date.
- Methodical, regular system of reporting in place between staff, line management and trustees.
- Good working relationship maintained between WfCAP and Wiltshire Council.
- Strategic plan in place and directing work.
- Financial plan in place to reduce operational costs.

The following statistics give evidence to the scale of actual activity, as outlined above:

- 14 of Wiltshire's Communities have active, high-achieving CAPs/Networks, supported by WfCAP.
- CAPs bring together over 80% of the parish councils.
- CAPs have an average network of 25 partners including statutory & voluntary sector, businesses & clubs.
- The CAPs communicate with 5665 residents & organisations locally, plus a further 15,108 people online.
- WfCAP participates on 5 strategic level steering groups including Legacy Board & Wiltshire Compact.
- WfCAP is a stakeholder of a further 7 organisations, including the CCG & Market Towns Forum.
- WfCAP is currently working with another 10 organisations including Selwood Housing & Safe Places.
- WfCAP have in excess of 75 partners within our network.
- 500+ contacts on WfCAP's database
- 175 monthly readers of WfCAP e-bulletin
- 2998 visitors to WfCAP website during 2014 > 32% being new visitors
- 1323 followers on Twitter
- 535 LinkedIn connections
- 12,072 views across WfCAP's Flickr & YouTube sites
- WfCAP have a direct, regular, publicity reach of over 5500 contacts
- 422 volunteers are actively engaged with the CAPs;
- 22,558 volunteer hours have been contributed through the CAPs during the calendar year of 2014.



- Every £1 invested in a CAP gives a value for money return of over 600% in volunteer effort & value.
- 142 local priorities from 2014 are currently being addressed through CAP projects (or already tackled)
- WfCAP operate on very streamlined staffing and overheads: just 2 staff & just 60 hours paid time per week.
- 3 trustees oversee and support the organisation in a voluntary, unpaid, capacity.
- WfCAP staff participated in 142 events/meetings in 2014.
- All correspondence answered plus actioned/signposted.
- Policy organised, administered and paid for Public Liability and Employee & Volunteer Insurance Cover for WfCAP and 10 CAPs (offered to all CAPs).
- 10x ebulletins.
- 8x blogs.
- 128x community ideas in new project bank.
- 7x trustee meetings (run & minuted in accordance with constitution).

In addition to WfCAP's regular work, a major activity over this first year as a CIO, has been to focus on longer term sustainability. WfCAP worked with the CAPs to extract and collate a volume of statistics and case studies that illustrate the work and successes of the CAPs and WfCAP. This looked at impact, added value and social return on investment. WfCAP has also been working towards reducing operational costs, recruiting additional trustees to its board and securing alternative funding, all of this work was planned and started in the CIO's inaugural year that this report covers. (The plans are being put into operation now, at the beginning of the charity's second year, as this report is being written).

Below is further detail on a variety of specific projects which illustrate more about how WfCAP works and how it achieves its objectives:

### **Dawn's Dialogue**

Monthly ebulletin

### **#wfcapworldcup**

During the period of the 2014 Football World Cup, WfCAP used the popularity of the event and the publicity of social media to raise the profile of CAPs and their work, whilst also creating a new, useful resource for the CAPs' benefit. WfCAP staff created a campaign on Twitter using the hashtag #wfcapworldcup. The campaign aimed to highlight community projects from each of the countries playing. WfCAP staff researched and found projects linked to all countries, then scheduled tweets for the games. Every time a match was played, WfCAP sent 2 tweets, one for each country playing in that match, with a link, summary and photo of a community project. This resulted in a project bank of 128 community projects from across the globe, that the CAPs could gain ideas from and learn from. The campaign gained new followers, retweets and attention that led back to the website and ultimately increased profile.

### **Creative Gathering**

WfCAP worked with RSA Wiltshire to co-host a Creative Gathering. Two similar events had been held by RSA Wilts with the attendees coming from across the county's creative sector. The engagement events centred on Wiltshire's Community Campus project. WfCAP decided to team up and develop the format further to bring together two different sectors: the CAPs plus key partners they work with, along with the creative attendees from the previous events, as a way of brokering new relationships and offering up potential for collaborating on projects.

Focusing on 'place' a major activity of the evening was an interactive planning exercise where attendees used cardboard boxes to create an 'ideal' town/community for the year 2034. We also shared facts and figures from the Wiltshire Joint Strategic Assessments and other local data relating to climate change,



population increase, transport etc. Through the evening we also heard about local arts collaboratives and projects – all of this informed the attendees of stats, opinions and ideas, problems and opportunities, bringing us back to our constant reference point for the evening: the cardboard box place, and the creation was built and rebuilt to address these issues.

### Review of WfCAP by CAPs in March 2015

Following the funding cut by the Local Authority, WfCAP held a consultation with members in March 2015

### Collaboration on Rural Bus Service Review

Pewsey and Devizes CAPs have been working for a year on a review of the local Connect 2 Rural Bus Service that serves the villages in Pewsey Vale and Devizes. A new pilot service has now been agreed with Wiltshire Council's Passenger Transport Unit which will see a new service linking Devizes passengers with the trains at Pewsey Station as well as serving the rural villages. The new timetable commences on August 17<sup>th</sup> 2015. The group has won the support of First Great Western with this pilot and hopes to use it to demonstrate how a rural service can be efficient at a time when Wiltshire Council are reviewing public transport across the county in search of further savings to the tune of £2,5 million.

### Financial Review

WfCAP's income was £75.63 for the period covered by this report which was the interest acquired on both current and savings accounts, plus a grant for conference travel expenses. As the organisation had already been in existence before successfully registering as a CIO, that financial year's income had been received in April, at the start of the financial year. That income was £60,000.00, a grant received as part of a Partnership Agreement with the Local Authority Wiltshire Council. Wiltshire Council funded WfCAP to deliver the following:

- To help make Wiltshire CAPs more sustainable, competent and confident to enable them to carry out effective community engagement and pull together relevant data to develop robust community led plans.
- To represent the views of CAPs at local, county and regional level and ensure two-way communication of information relevant to CAP work.

WfCAP's expenditure during the whole financial year (2014/15), did mean using some money held in reserve by the organisation, in anticipation of a warned funding reduction from the Local Authority, due to Central Government cuts. Expenditure was £54,277.69 which was mainly salary and employer's on-cost, travel expenses to work around the large, rural county of Wiltshire, insurance premiums and office accommodation. Smaller costs included accounting, meeting room hire, phone credit and website & email hosting.

It is WfCAP's policy to maintain a balance on unrestricted funds which equates to at least three months payments. The balance of £4,958.82 in the restricted reserves is calculated, statutory redundancy allowances for both staff, should the need arise.

WfCAP operates on a minimum staffing structure of one General Manager and one Officer. The trustees are all voluntary, they do not receive any payment or benefits from the work and have only claimed a minimum of expenses, for mileage to trustee meetings. We would like to thank the trustees for their volunteer effort, time given and commitment to the organisation, which allows it to exist and operate and gives support and guidance to its staff.



## Structure and governance

WfCAP operates in line with its constitution as approved by the Charities Commission in June 2014. It will hold its AGM in July 2015 and so no AGM took place within this reporting period. The trustees opted for the Association Model of CIO in order to allow the CAPs to become voting members, therefore extending electoral rights outside of the trustee board. All 14 of the CAPs in existence have signed up as members. WfCAP does not charge for membership, as it does not make any charge to the CAPs for any of its services. This structure allows the CAPs to influence how WfCAP operates and to be part of all decision making.

## Administrative Information

WfCAP is a Registered Charity: **Registration Number 1157351**

WfCAP's registered address has recently been changed (and updated on the Charity Commission website) to:

- Simon Day Limited, Unit 2 Uffcott Farm, Uffcott, Wiltshire, SN4 9NB

During the period covered in this report, WfCAP was made up of the following:

**Chair of Trustees:** Allan Bosley

**Trustees & Vice Chairs:** Douglas Roseaman & Debrah Biggs

**Manager:** Laura Pictor

**Officer:** Dawn Wilson

### Members:

1. Amesbury Planning Panels
2. BA13 CAP
3. Boacan
4. Corsham Community Area Network
5. Calne CAP
6. Devizes CAP
7. Highworth Community Partnership Group
8. Melksham CAP
9. Malmesbury & Villages CAP
10. Pewsey CAP
11. TCAF
12. Tidworth CAP
13. Vision for Wroughton
14. Warminster & Villages Community Area Partnership

This report was approved by WfCAP Trustees at a meeting on 30 July 2015 and signed on their behalf by \_\_\_\_\_ NAME

## End of Report