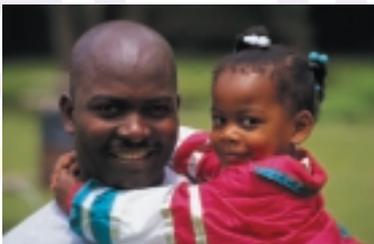


A Year in FOCUS

The Annual report of High Peak CVS

October 2002 - September 2003



"I enjoyed contact with your organisation, as ever, and I was further convinced, should I have needed it, that volunteering forms the backbone of a civilised society"

***"Thank you for spending time discussing what the CVS can offer our organisation. It was most interesting.
Thanks for all your help"***



WELCOME & INTRODUCTION

We believe that this report demonstrates the ways in which High Peak CVS have made a difference in valuing, supporting, understanding and developing the Community and Voluntary Sector

This year has marked a rapid increase in the development of High Peak CVS. There have been several landmark achievements, including the appointment of our energetic and enthusiastic staff team, the securing of our building as a community asset and our transition to a Charitable Company Limited by Guarantee. It has quickly become an indispensable part of the sector in the High Peak.

However, the greatest measure of our success will be the ways in which we enable large and small groups to grow, flourish, and reach their aspirations and goals. Much has been achieved in a short time and we are delighted at the welcoming responses that we have received from the Community and Voluntary Sector, as well as Statutory partners.

There are many challenges for the organisation in the year ahead - not least to translate the recognition we are receiving into core funding so that the work can be continued in future years. We hope to be able to report next year that this hurdle has been overcome.

TRUSTEES & ADVISORY GROUP

High Peak CVS is managed by a voluntary management committee, made up of members from voluntary and community groups in the borough. The following members served on the committee during the year:

Chair	Sally Cox
Treasurer	Andy Taylor
Trustees	Sylvia Green, Dorothy Scapens, Sue Burnage, Hazel Harrison, Bob Bonsall, Margaret Laurence, Joe Dugdale, Jim Seddon, Tony Craggs
Ex officio members	Peter Sloman, Chief Executive High Peak Borough Council, and Councillor John Pritchard, High Peak Borough Council

In addition the Small Group Project has an Advisory Group, made up of members of local small groups, who inform the direction and work of the project.

It is impossible to list all of the groups and individuals that we have worked with, but this report will give you an overview of our activities. We hope that you enjoy reading it, and any comments on the work will be most welcome.

Kevin Skingsley, Chief Executive & Sally Cox, Chair

The quotes shown throughout this Report are those received in emails, correspondence and training evaluations during the course of the year.



Sally & Kevin at the members meeting.

REPORT FROM THE TREASURER

It has been a busy year for High Peak CVS from the financial aspect, with the employment of paid staff and the purchase of the building in Whaley Bridge adding significantly to the organisations' turnover, and the subsequent extra work that increase in turnover entails. The move to Charitable Company status and the closing down of the old charity has also added work. I must, therefore, thank Gina Spencer for her invaluable support and day to day running of the accounting systems.

A funding strategy is currently being developed for the next three years, seeking to establish priorities for core funding and project work to ensure that High Peak CVS is sustained beyond the end of the current funding streams which run out in March 2005. Lobbying has been undertaken at regional, county and local level to raise awareness of this issue, and we are hopeful that funding will be in place to allow the work to continue.

Andy Taylor, Treasurer

A full copy of the audited accounts is available from Gina Spencer, High Peak CVS, 1a Bingswood Estate, Whaley Bridge, High Peak. SK23 7LY, Telephone 01663 735 350

FINANCIAL SUPPORT

During the year, we have been grateful to the following organisations for their financial support:



STAFF TEAM

The year saw the completion of the staff team appointments. The full CVS staff team are:



Some of the staff and trustees.

Kevin Skingsley
Chief Executive
(37 hours)

Kevin manages the staff team and has responsibility for the overall direction and delivery of CVS services. Kevin has been heavily involved during the year in partnership working, particularly the regeneration and economic initiatives such as the LSP and RAZ (see the section on partnerships for more information), as well as development work with larger organisations.

Sandy Schofield
Small Group Project
Co-ordinator
(37 hours)

Sandy offers support to small voluntary and community groups right across the High Peak, and particularly those that are marginalised, disadvantaged or rurally isolated.

Andréa Lewis
Small Group Project
Administrator/PA
(10 hours)

Andréa provides administrative support to Sandy, identifying and meeting the needs of small voluntary and community groups in the High Peak.

Tony Okotie
Information Officer
(20 hours)
Development Worker
(7 hours)

Tony started work in October, with responsibilities including publicity, the newsletter and website content. In March Tony took on an additional hours for development work, and has recently begun looking at the issues of the BME population locally.

Di McIntyre
Development Worker
(30 hours)

Di started in March, and works with larger voluntary and community groups (new and planned) to enhance their effectiveness by providing relevant information, training and support. She has been involved in setting up the Compact process with High Peak Borough Council, and on the development of our child protection training and policy.

Gina Spencer
Office & Finance
Manager
(37 hours)

Gina manages the financial accounts, day to day running of the premises and administration, including organising meetings, training and equipment bookings.

Peter Beardwood

It is very difficult to give a job title for Peter's work, but without him lots of things wouldn't get done, including the website and office maintenance. We are also grateful for the volunteering time he gives to help with IT and mailings.

WHAT WE'VE DONE - SOME NUMBERS

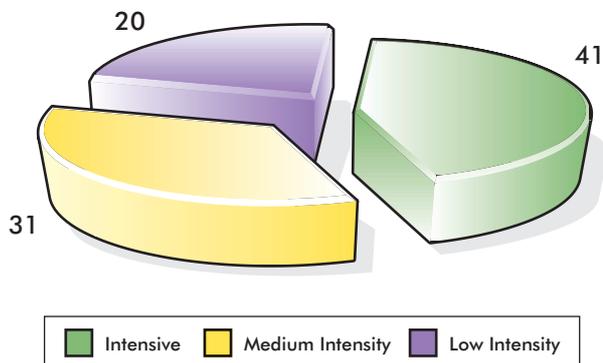
- High Peak CVS now has **118 member organisations** (as at September 2003)– voluntary and community groups across the area who agree with our aims, objectives and support the work that we do.
- **217 people** attended training organised by the CVS (including the Small Group Project.)
- We have worked with **92 groups**.
- We have offered start up support and advice to **26 groups**.
- **Over 800** groups receive information and mailings from High Peak CVS about funding, events and issues that are important to them.

GROUP DEVELOPMENT & SUPPORT

High Peak CVS has worked to develop and support groups of all sizes during the course of the year, working **with 92 different groups and organisations.**

Each team member has a defined area of offering development support. Di covers the areas of children and young people and older peoples groups, Sandy small groups and an expertise in working with disabled people, Tony the faith communities and BME and the general area of publicity and marketing, Kevin infrastructure organisations and groups needing support to develop their buildings. Having these defined areas assist us in developing our expertise. However, this does not mean that staff work exclusively within these categories! The long-term absence of one team member has meant that all have been working to capacity.

Level of intensity of work with groups, Sept 02 - Aug 03



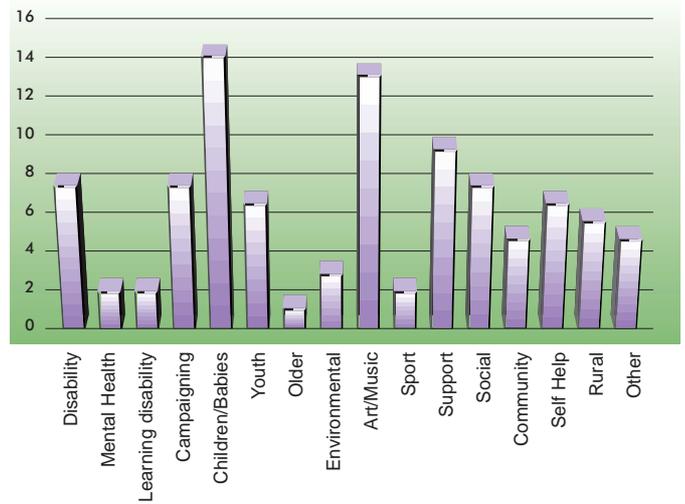
The groups that have been worked with intensively (shown in the chart above) are, all but one, either disadvantaged or marginalised in some way. They include eight disability groups, three mental health groups, seven children / young people and one older persons' group. Three of the groups are involved in campaigning issues. In addition, three are rurally isolated groups.

SMALL GROUP PROJECTS INPUT

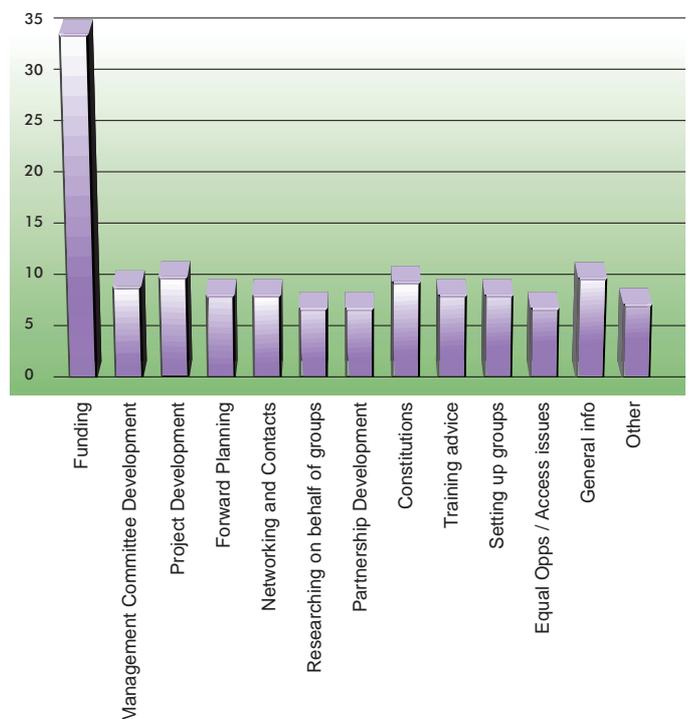
A large part of the work has been carried out by the Small Group Project, which relocated to Community Space in August 2002, enabling these groups to access the increased resources of the CVS. It is particularly satisfying to note that groups who were assisted to start up by the Small Group Project several years ago are now returning to find support during the next stages of their development.

The bar chart (top right) details the kind of group that the project has worked with in the year - it includes some overlap as several groups have more than one characteristic. It should be noted that many of the art/craft/music category, the second largest, includes another characteristic such as mental health. Also noteworthy is the fact that disability, mental health and learning disability have been separated and would, if combined, comprise the second largest category.

Small groups project: groups worked with by type of activity, Sept 02-Aug 03



Kind of work with groups, Sept 02 - Aug 03



Town End Friday Club - Just one of the groups that we work with.

The kind of support that the SGP has provided to groups is shown in the chart (above). As in previous years, funding advice represents the biggest proportion of the work. However, many of the other categories of work undertaken result from an initial request about funding advice.

Constitutions, Forward Planning and Project Development, together with Training are obvious follow-ons from funding requests.

“That is most impressive - thank-you! “

“I just wanted to say thank you so much for all your help“

INFORMATION SERVICES

Another important element of the role of the CVS is to ensure that information is available and accessible to the voluntary and community sector.

Our information is now available in Braille and large print formats. We have also created the community resource library, which now has over **120 books**, CD ROMs and reports for the voluntary and community sector to borrow.

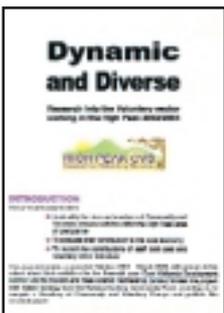


CommuniCation, our quarterly newsletter was launched in February, and so far 3 issues have been produced. We have tried to ensure it contains a good balance of information, and are currently undertaking an evaluation exercise with people who receive the newsletter to help us refine it further.

“Your article on Microsoft Giving has been of immense practical use to me”

“Congratulations on the latest Newsletter - which really means congratulations on having real progress and valuable activities to report”

“I find CommuniCation very well written, edited in an excellent house style, attractively laid out and well printed”



In March we published our directory of voluntary and community groups in the High Peak – and are pleased to report that over **270 groups** agreed to be listed.

www.highpeakcvs.org.uk, our website, is receiving around **350 visits** per month, a projected **4000 annually**, based on current rates. We would of course

expect the rate to improve as the site becomes more known, content improves and we move further up search engines.

In the summer we received additional funding from High Peak & Dales Primary Care Trust to provide an electronic version of the directory on our website. This project is now in the final stages of development, with plans to launch it before the end of the year.

Research and reports have also featured. Dynamic and Diverse, our research into the depth of the Voluntary Sector in the High Peak and In Sickness and in Health, the report about the needs of people around health services being just two examples.

During the course of the year, **19 articles** about the work of the CVS appeared in **7 different** media, and we lobbied the bidders for the new commercial radio franchise in the High Peak and the Radio Authority to

ensure that the voluntary and community sector receive representation and coverage when the station is launched.

Finally, we developed a series of **12** short, simple How guides for voluntary groups on various subjects, including How to start a group and How to create a press release. We will be adding to the range in the year ahead.

Tony Okotie

TRAINING & LIFELONG LEARNING

“ Just wanted to say thank you for the workshop you held with some of our youth committee members. Your training not only prompted us to think about posters etc, we now have stationery and a logo!”

“...helped improve my confidence in dealing with these situations”

High Peak CVS launched a range of training for voluntary and community groups in January, to complement the existing training that the Small Group Project offers. So far (January - August), the CVS has delivered **18** courses with **154** learners. These courses have all been short, (half day or full day) sessions, delivered by qualified trainers around a variety of needs of local groups. These requests were established from the Dynamic and Diverse Research, and through talking to groups about their needs at last years AGM. Issues that arose, and therefore the courses that we delivered, included first aid, funding, personal safety and a series called “Getting your message across” – a variety of sessions about various aspects of publicity and public relations. There has been quite a demand for delivering these, and the First Aid courses, and therefore they are being repeated this autumn.

We have already built a reputation for providing quality, flexible, accessible and relevant learning opportunities, and we will be assessing the impact that this first programme of courses has had with participants later in the year.

We are currently working with Glossop Volunteer Bureau and Gamesley’s Jericho Project to deliver training for residents of Gamesley not engaged in community activity and paid staff and volunteers from voluntary and community groups that work in, or with people from, the Gamesley community. This work will run until April.

“Really good & brilliant to have managed to give a taster in such a complex area in such a short time”

“Very good, well paced, friendly and accessible”

Much of the work of the CVS and Small Groups Project is developing the knowledge and skills of group members that is often delivered in a very informal and unstructured way, and we must not forget that this itself is a form of training.

The design and delivery of the more structured training that the Small Group Project has developed draws on the



High Peak writers tailored training.

experience of working with smaller, less experienced groups. There are three main components to this more structured training- these are Mini-Trainings, an Annual Training Event and a Tailored Training Event.

It can sometimes be difficult to make training relevant to the needs of the wide variety of groups who attend general training courses, as people who are less experienced or confident can be left behind. Mini-trainings are therefore designed to be delivered to members of just one group at a time. Some are suitable for sub-groups of two or three, or even to individual members and can be delivered in informal settings such as the group's own meeting place. Each is adapted to suit the particular circumstances of the group being trained.



Summer Club tailored training.

During the period, **35** individuals from six groups (Town End Friday Club, Pais Project, Hadfield Centre Play group, Derbyshire ERA, High Peak Writers and Gamesley Villa Football Club)

have received training through one of SGP's Mini-Trainings on one of the two subjects developed so far, 'Successful Fundraising' and 'Effective Meetings'.

The Tailored Training Event is also designed to be delivered to one group at a time. It is different in each case according to the group's needs at that particular phase of its development. There have been two Tailored Events during the year, both very different in content and delivery.

The training with High Peak Writers consisted of a creative writing and performance workshop, aiming to improve the format of the group's future sessions and promote its work. Additionally the group wanted to explore ways to overcome the stigma attached to mental health and build confidence in performing their work.

The workshop was facilitated by a local community poet and was considered very enjoyable and productive. Several pieces of writing were produced on the day and these were incorporated in a display for the group to utilise in promoting its work.

The second Tailored Training Event was delivered for the Summer Club, which is run each summer by a voluntary management committee. It provides activities for disabled children, those with additional needs and with learning difficulties. It also uses volunteers for the fortnight, many of whom are young people from the local secondary school.

The volunteers who had helped on the project the previous year identified certain training needs. In particular they wanted to learn about the Makaton communication system that many of the children use and also to be more able to manage the kind of behavioural issues they encounter at Summer Club. These two aspects were specifically addressed at the training.

Each participant received a Certificate of Attendance, and the co-ordinator of Summer Club subsequently wrote:

"The young volunteers who attended the training are much more confident working with our young disabled children. I personally found the training both informative and interesting and I learnt a great deal."

28 participants took part in the two tailored training events. In addition, the CVS can also deliver training to individual organisations, and has already developed an "Effective Presentations using PowerPoint" session that has been successfully delivered to **8** staff from Derbyshire Rural Community Council.

During the course of the year we have also been involved in the Local Learning Partnership and Learning & Development Consortium, important in adopting best practice and engaging the Voluntary And Community Sector in the wider lifelong learning agenda.

Tony Okotie & Sandy Schofield

BUILDING & SERVICES

Throughout the year progress has been made in developing Community Space, our building in Whaley Bridge. The purchase of it was completed in April, with a loan from the Charity Bank and funding from The East Midlands Development Agency.

Following an access audit, we are in the process of commissioning the work to remove barriers to access. Phase one of the renovation will be to transform the existing bathrooms, front entrance and door widths to be fully accessible, and the aim is to complete this phase by January, at which time we hope to provide a fully accessible venue for the voluntary sector. Signs using large print and Makaton and a permanent hearing loop have already been installed.

A Health and Safety risk assessment has also been carried out. All aspects of Health and Safety requirements are being met. Later in the month, Community Space will be closed for a week to enable a small amount of asbestos to be removed.

External building signage will be installed shortly to help people find us.

The demand for rentable workspace has been high. Two offices are being sub-let, to CAIT Sounds Good Project and NCH Family Mediation/Young Carers Service, and two individual desks are being used by community sector workers on a weekly basis. As we become more

established in the High Peak, the reservations for the training and meeting rooms are steadily increasing.



Our community Resource Library

The hire of equipment has been steady all year, with the display boards, Go-Pak tables and hearing loops being the most requested items. We are endeavouring to purchase and supply any additional equipment requested.

Gina Spencer

PARTNERSHIP WORKING

Partnership working is our sixth core function and we aim to support the Voluntary and Community Sector to be an influential and equal partner within partnerships relevant to the High Peak.

We have an active involvement in a number of partnerships:

Derby and Derbyshire Economic Partnership - Voluntary Sector Hub.

This new group aims to support the Voluntary Sector representative on the economic partnership and encourage regeneration projects to be developed by the Voluntary Sector.

High Peak and Dales Local Strategic Partnership - This new group aims to ensure that the community priorities identified in the High Peak Community Plan are met. High Peak CVS has been fully involved in developing the Community Plan and has a lead this year in developing a Local Compact for the High Peak and an Equalities Forum.

Peak District Rural Action Zone - a new sub group of the Derby and Derbyshire Economic Partnership. This group is developing regeneration priorities for the Peak District. High Peak CVS is one of 2 Voluntary Sector attendees.

High Peak Local Learning Partnership - This partnership develops ways of meeting local learning needs. High Peak CVS has ensured that the local plan recognises the local training developed by the Community and Voluntary sector.

Peak Partners for Rural Action - A new voluntary sector partnership which aims to increase partnership working and collaboration between local development agencies working within High Peak and Derbyshire Dales. High Peak CVS were instrumental in developing the successful bid.

High Peak Community Development Workers Forum - co-ordinated by High Peak CVS. This partnership highlights good practice and new developments. Membership has grown to 25 this year and a highly successful funding workshop was held in July.

High Peak and Dales Racial Harassment Task Group - High Peak CVS has developed a "way forward" paper that aims to clarify the role and purpose of the group.

Peak District Rural Deprivation Forum - Equalities Working Group - this partnership is currently developing an Equal Opportunities policy training pack.

- Peak District Rural Development Programme - Social Working Group
- Derbyshire Learning and Development Consortium
- High Peak and Dales Older Peoples Congress
- North Staffordshire/West Derbyshire Rural Transport Partnership



In addition, we have invested a great deal of time and energy leading the development of a Compact agreement with High Peak Borough Council. We hope that this will be in place before the end of March, and lead to improved relations between the Community and Voluntary Sector and Statutory organisations.

We would like to thank all those partners who have extended a warm welcome and encouraged the active involvement of the Voluntary Sector and High Peak CVS in partnerships!

Kevin Skingsley

POLICY DEVELOPMENT

We have developed or updated a number of policies this year to ensure that the work that we do is inclusive and protects those involved. These include:

- Child Protection policy
- Health & Safety policy
- Volunteer policy. At the time of writing, we are currently preparing volunteer profiles as the first step to recruiting volunteers

These policies will be published shortly on the CVS website.

Sally Cox

EVENTS & CONFERENCES

Highlights of some of the events and conferences that we organised, or jointly organised, in the course of the year are:

Pick 'n' Mix – a conference with regional and local groups developed in partnership with Engage East Midlands and Derbyshire Dales CVS. A big lesson was learnt at this conference - do not hold a conference in the first week of February as it always snows!!

In Sickness and in Health - the Voluntary Sector came together to develop a plan for Health detailing the ways in which we have an impact upon Health and what we would like to see from our statutory colleagues. This event was developed in partnership with Voluntary Sector health representatives and Derbyshire Dales CVS.



Compact day workshop.

High Peak Local Compact Day – this event marked the first stages in developing a High Peak Compact between High Peak Borough Council and the Voluntary Sector.

ACKNOWLEDGEMENTS

No annual report would be complete without the opportunity to thank a number of people. The list below is not exhaustive, so apologies to anyone we have omitted.

Richard Campen of Losehill Hall, all at Peak Press, Mike Travis of Chafes Solicitors, KBS Oakes Accountants, Lambert Smith and Hampton Property Solutions, Allen Tiplady of Buckely & Co Estate Agents, Prohelp Manchester and Derbyshire Dales CVS.

HOW TO CONTACT US

High Peak CVS
Community Space
1a Bingswood Estate Whaley Bridge
High Peak SK23 7LY
Telephone 01663 735 350
Email hello@highpeakcvs.org.uk
www.highpeakcvs.org.uk

Dynamic and Diverse - this event included a presentation and question and answer session on the findings contained in the Dynamic and Diverse research paper which highlighted the size of the local Voluntary and Community Sector locally, and the economic benefit of investing in the sector. In the afternoon members reviewed the work of High Peak CVS and helped us set priorities for action.



Dynamic and Diverse.

High Peak Development Workers Funders Forum – this event was specifically designed to meet the needs of High Peak Development Workers with key funders giving presentations on how to access their funds.

In total, our events and conference work reached over **132 groups represented by 221 people**. This is a key part of our work, and a way of bringing people together to network, learn, and share their views and experiences, and we will building on it in the year ahead.

Finally, as this piece is being written we are about to embark upon a series of events in Funders Fortnight, which over **100 people** are expected to attend.

Kevin Skingsley

Finally, none of the work would be possible without the dedication and efforts of both staff and trustees, so thanks to them for their wonderful contributions.



A copy of this report is available in large print or braille - please call us if you would like a copy in either format.