

**Dundee International Women's Centre
Company Limited by Guarantee**

Trustees' Annual Report

Year Ended 31 March 2016

The trustees, who are also directors for the purposes of company law, present their report and the unaudited accounts of the charity for the year ended 31 March 2016.

Reference and administrative details

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the accounts.

The Trustees

The trustees who served the charity during the period were as follows:

Lorraine Smith	
Maria Law	
Santosh Chima	Resigned 14.09.15
Tasneem Mehmood	
Vered Hopkins	
Tamsin Gee	Resigned 27.01.16
Vaqar Salimi	Resigned 13.06.16
Mariam Okhai	
Subah Parveen Mahmood	Resigned 05.08.15
Regan Shaw	
Julia Brown	Appointed 12.02.16
Anna Lendrum	Appointed 18.01.16
Sharon Lynn Cunningham	Appointed 21.10.15 Resigned 17.02.16
Helen Smith	

Structure, Governance and Management

The charity is a company limited by guarantee, incorporated on 18 May 2004 and registered as a charity since September 1989. The company was established under Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment of Board of Directors

Commencing a new 4 year cycle from the annual general meeting in 2013, a director is entitled to serve at least one term of office for a period of 4 years. Following the initial 4 year period of service, a director will be eligible for re-election to serve an additional term of office for a period of a further 4 years only.

A director shall serve no more than 2 consecutive terms (8 years) in office.

The maximum number of directors shall be 15; out of that number no more than 5 shall be those directors who were co-opted. Any decisions made require a minimum of 50% plus 1 voting directors to be present and participating in the decision.

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Induction and training of directors

All new board members are invited to attend an induction training session to help them familiarise themselves with the work of the organisation. The training session is led by the centre manager and if possible the chairperson who will provide a tour of the centre and talk about the work being carried out and planned for the future. In addition they will present new board members with the Board of Directors induction pack, which includes the following:

Job descriptions for Office Bearers and Directors

Terms of reference for Board of Directors

Finance subgroup - role and remit

Board members profile form

Directors' skills matrix

DIWC membership form

Memorandum and Articles of Association

Financial procedures

Strategic plan

DIWC newsletter

This will be followed up by providing various Office of the Scottish Charity Regulator (OSCR) publications, such as "Guidance for Charity Trustees". Ongoing training is provided to directors as required.

Health and Safety

Fire drills with full evacuation are carried out minimum of 2 times a year. All rooms are risk assessed regularly particularly when new furniture, equipment or activities are planned and time limits are set on the actions requires to be taken. Staff are fed back all findings and future actions to be implemented, following risk assessments, at team meetings.

The board will continue to be responsible for ensuring regular risk assessments and procedures are carried out and followed. The risk register will be updated on an annual basis and any new regulations or actions requiring implementation are fed back to staff during weekly team meetings.

Risk Management

Reducing risk on grant funding

DIWC has continued to support the development of its social enterprise business, Rise and Shine Childcare Service (R&S) set up by DIWC to help reduce reliance on grant funding and provide a wider range of services in the future.

Over the past year R&S has continued to achieve both its social and financial aims. The social aims have been met through providing employment for 20 women. In addition, the financial aim of generating income to support the Centre's services was met.

Financial controls

Appropriate systems and procedures, such as the Finance Policy and Procedures and funding strategies, are constantly being reviewed and updated to ensure the mitigation of financial risks that the charity may face. The finance subgroup continues its work to ensure that the centre is complying with its financial governance procedures and that DIWC's financial systems and processes are implemented and followed to ensure that finances are recorded and monitored appropriately and efficiently as well as overseeing the production of management accounts for the year.

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Specific government proposals and changes which impact on the organisation's work are as follows:

1. The Scottish Government and Dundee Partnership formed an agreement on the basis of the collective action of community planning partners. Priorities were identified and goals were set as part of the Dundee Community Plan in the form of the Dundee Single outcome agreement.

DIWC works to meet the following Scottish National priorities under the Single outcome agreement:
We realise our full economic potential with more and better employment opportunities for our people.
We are better educated, more skilled and more successful, renowned for our research and innovation.
Our young people are successful learners, confident individuals, effective contributors and responsible citizens.

We have tackled the significant inequalities in Scottish society.

We have improved the life chances for children, young people and families at risk.

We take pride in a strong, fair and inclusive national identity.

In relation to the local strategic priorities we meet the following local outcomes within the Dundee Single Outcome Agreement:

Dundee Outcome 1 - Dundee will be an internationally recognised city at the heart of a vibrant region with more and better employment opportunities for our people.

Dundee Outcome 2 - Our people will be better educated and skilled within a city renowned for learning and culture.

Dundee Outcome 3 - Our children will be safe, healthy, achieving, nurtured, active, respected, responsible and included.

Dundee Outcome 4 - People in Dundee will have improved physical health and mental well-being and will experience fewer health inequalities.

Dundee Outcome 5 - People in Dundee are able to live independently and access support when they need it.

Dundee Outcome 6 - Our communities will be safe and feel safe.

Dundee Outcome 7 - Dundee will be a fair and socially inclusive city.

Dundee Outcome 8 - Our people will live in strong, popular and attractive communities.

Dundee Outcome 9 - Our communities will have a high quality and accessible local services and facilities.

2. Scottish Government's work is also underpinned by the following principal: 'No one should be denied opportunities because of their protected characteristic(s) of age, disability, gender reassignment pregnancy/maternity, race/ethnicity, religion/belief, sex and sexual orientation. In pursuance of this principal the UK Government introduced a new public sector equality duty, the General Duty for all public authorities through the Equality Act 2010. To help support and implement this duty the Scottish Government introduced (Specific Duties) (Scotland) Regulations 2012, which came into force on 27th May 2012, placing specific duties on Scottish public authorities in order to support a better performance around their duty to equality.

This duty requires Scottish public authorities to pay 'due regard' to the need to: eliminate unlawful discrimination, victimisation and harassment; advance equality of opportunity and foster good relations; all of which form part of the core principles and values of the work carried out by DIWC.

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3. We also meet the priorities identified in the Scottish Government Adult ESOL Strategy and Adult Literacy Strategy through supporting women from disadvantaged backgrounds, many of whom are struggling with English literacy and numeracy, to achieve exactly the set priorities as follows:

All Scottish residents for whom English is not a first language have the opportunity to access high quality English language provision so that they can acquire the language skills to enable them to participate in Scottish life: in the workplace, through further study, within the family, the local community, Scottish society and the economy. These language skills are central to giving people a democratic voice and supporting them to contribute to the society in which they live.

To make Scotland's society and economy stronger by 2020 through ensuring more of its adults are able to read, write and use numbers effectively in order to handle information, communicate with others, express ideas and opinions, make decisions and solve problems, as family members, workers, citizens and lifelong learners.

DIWC has also entered into a partnership with the local authority and Dundee and Angus College through a project supported under the new ESOL strategy.

4. The government's Green Paper on The Path to Citizenship and proposals for "Earned Citizenship" particularly the "Life in the UK Test" has had implications for the work of the Centre, specifically in terms of an increase in demand for and hence increased provision of ESOL and supported English Language Classes.

5. The launch of Communities Scotland's strategy 'Better business- a strategy and action plan for social enterprise in Scotland' (2007) and now Scottish government's focus on supporting social enterprise development sits really well with DIWC's enterprise work over recent years.

Objectives and Activities

Dundee International Women's Centre exists to promote the inclusion and equality of opportunity for women from diverse cultures, age groups and backgrounds in Dundee and environs. In order to achieve the above mission Dundee International Women's Centre will work towards meaningful inclusion and the promotion of equal opportunities for women and young people by:

Acting as a channel of communication to help promote a collective voice for women, particularly those from BAME (Black, Asian and Minority Ethnic communities)

Identifying and responding to the needs of women from marginalised communities through the provision of quality resources, services and facilities;

Promoting active participation, leadership and citizenship in society for women and young people;

Promoting the personal and social development of young people and women;

Raising public awareness and support for the needs and views of women through working in partnership with statutory and voluntary, local and national organisations;

Providing opportunities to explore diversity and multiculturalism;

Contributing to local and national policy development that is designed to promote and secure social, political and economic inclusion for women;

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Objectives and Activities *(continued)*

For many of the women attending the Centre, English is not their first language, which further compounds the likelihood of social exclusion. Language barriers as well as the apprehension and fear of formal structures inhibit many ethnic minority women from participating and taking up mainstream and community services.

This contributes towards many of these women being under-represented in education, employment, and volunteering activities and as a result they face difficulties in developing new skills necessary for employment, personal growth and development and integration. Hence DIWC operates a service of educational, employment, recreational and social opportunities for women and young women from diverse cultural backgrounds, aimed at motivating and encouraging them to access new skills and opportunities whilst encouraging community cohesion and integration through multicultural group work.

Achievements and Performance

With many years of success behind it, the Centre continues to work as a well-recognised, established and reputable organisation, successful in actively engaging and involving women from diverse backgrounds and excluded communities.

Service Users

Over the past year we have had 517 registered service users to March 2016 of whom 177 were new service users. 80 different countries of origin, and speaking over 72 different languages. We are continuing to engage with women from a wide range of educational backgrounds, learning needs and support needs, including mobility issues, learning difficulties and hearing and visual impairments, with ages ranging from babies in the crèche to women over the age of 80 in our Bazorg (over 60's) Group.

Service Provision

The Centre provided the following services:

517 women with membership over the last 12 months;

30 different classes/training and social groups throughout the year, on average 28 classes running per week;

3,958 opportunities (places available within our classes/training and or social groups) were taken up;

Volunteering placements for 61 volunteers, 42 of them being new and 19 from amongst our existing learners;

69 women were supported with information and advice, translation and/or practical support;

936 opportunities in health and wellbeing workshops and activities were taken up;

3 sessions of Cultural Diversity Training involving 625 places for professionals;

12 cultural sharing events with 1,117 service users and members of the community attending;

Student placements for 3 students from University of Dundee Community Education Department and Abertay University each lasting an average 14 weeks;

Social enterprise work placements for 27 women in Rise & Shine Childcare;

13 women undertook volunteer placements with other employers as part of the Women into Sustainable Employment (WISE) programme; and

25 women who had never worked, or never worked in the UK, achieved employment.

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Achievements and Performance *(continued)*

DIWC places great emphasis and importance on the contribution of volunteers and volunteering. Without the help, support and enthusiasm of volunteers DIWC would not be able to run our core service provision at the current rate. We have had active volunteers for many years, greatly contributing to the success of DIWC's capacity building and development. Volunteers contribute anything from 2 hours to 35 hours per week, depending on their own availability and the amount of "buddying" support required by individual learners, activities and the numbers of women requiring any type of additional befriending support. Over the past year volunteering at the Centre has continued to grow with 42 new volunteers recruited over the year.

Youth Projects

Over the past 15 years, the Centre has successfully engaged ethnic minority young women aged 12-21 years in a youth project (MACARA Youth Group), catering for their specific needs. Due to the commitment and dedication of our youth workers, the group meet weekly and run a minimum of 75 sessions (3 hours each) over 52 weeks a year. Working through the Youth Leadership Training Programme, some of the new youth leaders (over 16 year olds) have taken up the challenge and thrown themselves into the roles of leaders and achieved volunteering awards in the process.

Financial Review

Results for the year ended 31 March 2016 are given in the Statement of Financial Activities on page 10. The assets and liabilities are detailed on the Balance Sheet on page 11. The Statement of Financial Activities shows a net inflow of funds for the year of £13,822 (2015: £49,984 outflow). This reduces the funds carried forward on unrestricted reserves to £92,993 and increases restricted reserves to £31,438. Full details of income and expenditure are set out in pages 23 to 25.

Reserves Policy

As a charity with a sizeable portion of its funding coming from time limited funds or grants, the organisation has had to constantly strive to maintain resources for the continuation of staff posts. The Board of Directors will work to continue retaining non restricted income to help build a "salary and overhead surplus" to reduce risks and overcome situations arising from any potential periods of anticipated or unanticipated financial difficulty. The organisation made the decision and continues to work towards building and/or retaining a constant surplus, equating the total of three months of core staff and overhead costs, to reduce the burden or need for potential redundancy and or financial crisis situations.

Designated Funds

As the organisation moves towards generating unrestricted income from Social Enterprise Business, the Board of Directors have agreed to designate income raised via social enterprise projects to corresponding budgets e.g. income raised from childcare will cover the subcontracting of additional Childcare Practitioners, Registered Manager and also the Childcare workers salary as required. However, the Board reserves the right to allocate surplus funds from Social Enterprise Business to other areas of the Centre's work, where this decision will promote, expand or enhance the core aims of the Centre.

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Plans for future periods

The Dundee International Women's Centre has an active board of directors, meeting on a monthly basis, who are responsible for the overall strategic management and development of the organisation. The Company Secretary, who is also the Manager, Strategy & Operations sits in on meetings but has no voting rights.

Day to day responsibility for the provision of services is delegated by the board of directors to Centre staff led by the Manager, Strategy & Operations. This post will lead and drive the activity at the Centre and will work with the board of directors, DIWC staff, partners, funders and other third sector organisations to deliver against the Centre's strategic and operational plans

The Centre was managed by a consultant from March 2015 to September 2015. Following a recruitment process the Managing Consultant accepted the offer of a permanent role to Manager, Strategy & Operations on 1st October 2015. This change supported the future sustainability and capacity building of the Centre.

Independent examiner

Paterson Boyd & Co has been appointed as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
Unit 9
Manhattan Business Park
Dundonald Street
Dundee
DD3 7PY

Signed by order of the trustees



Helen Smith
Director

15 September 2016