



## MEMBERSHIP PACK

### PROFILE

#### Introduction

Blackburn with Darwen Community and Voluntary Services (BwD CVS) is a voluntary organisation which is set up, owned and run by local groups to support, promote and develop local voluntary and community action within the Borough of Blackburn with Darwen. BwD CVS support their members and other community and voluntary groups by providing them with a range of services and by acting as a voice for the third sector (sometimes known as the voluntary, community and faith sector). The organisation is also set up to voice the concerns and needs of residents and the local community of Blackburn with Darwen and work with public sector partners to ensure that those concerns / needs are addressed wherever possible.

#### Background & History

Blackburn with Darwen CVS was originally set up by voluntary organisations based in Blackburn who recognised the need for a co-ordinating body, which could promote the voluntary sector. We opened our first office, appointed our first worker and registered as a charity in 1986. We became a Company Limited by Guarantee and moved to our current home at the St John's Centre in 1991. Until 1994 our main activities were centred on health and social welfare issues. Since 1994, the CVS role has expanded to actively promote the value of involving voluntary organisations and community groups in all local partnerships covering children & young people, community safety, economic regeneration, environment, health and well being, people and communities, neighbourhoods and older people.

#### Charitable Objectives

Blackburn with Darwen CVS is set up to:-

*"To promote any charitable purpose for the benefit of the community in the local government districts of Blackburn with Darwen (here in after called 'the area of benefit') and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit."*

[Blackburn with Darwen CVS Memorandum and Articles of Association, page 2

*1 Blackburn with Darwen Community & Voluntary Service is the trading name of Blackburn with Darwen Council for Voluntary Service (Company Number 2668971 & Charity Registration Number 1008190), registered office – St John's Centre, Victoria Street, BLACKBURN BB1 6DW.*

*A wealth of knowledge and services  
to help support local groups and communities*

# Mission Statement

## Our mission is:-

“To develop & support a vibrant and strong third sector within Blackburn with Darwen that meets the needs of local residents, especially the most vulnerable within our society”.

By implementing this mission, Blackburn with Darwen CVS will achieve its charitable objects.

## Aims & Objectives

We are a membership based organisation which exists to promote, develop and support voluntary and community action in the Borough of Blackburn with Darwen.

## CVS aims are:

- ◆ To assist the positive development of the third sector (sometimes known as the voluntary, community & faith sector) in Blackburn and Darwen and provide services that supports the sector's growth
- ◆ To maximise the involvement of third sector organisations in the planning, development and delivery of public services.
- ◆ To facilitate liaison and networking within the voluntary, community & faith sector itself and also with other organisations both in the public and private sectors
- ◆ To maximise the effectiveness of the voluntary, community and faith sector by promoting co-ordinated effort, partnership working and the highest standards of service
- ◆ To respect diversity and promote inclusion in everything that we do

## Our Values

The values that shape our behaviour and everything we do are as follows:-

- ◆ To value **our people** (staff, volunteers, residents) investing in their potential to make a positive difference within our community
- ◆ To value **our environment** and operate in ways that support the sustainable development of our community
- ◆ To value **partnership working** and pursue positive change by working together with public, private and third sector partners
- ◆ To value **voluntary and community action**, which is not pursued for private gain or profit but for social benefit and to put something back into our community.
- ◆ To value and build **cohesive communities** where we respect each others similarities and differences and **treat people in an equitable and fair manner** irrespective of their age, gender, disability, ethnicity, faith or belief or sexual orientation

# Strategic Plan

Our current strategic plan is grouped under the following six strategic themes or broad aims:-

- ◆ Building Stronger and Cohesive Communities
- ◆ Enabling Voice and Representation
- ◆ Developing Enterprising Solutions
- ◆ Transforming Public Services
- ◆ Creating a Supporting Environment for a Thriving Third Sector
- ◆ Developing CVS's capabilities & effectiveness to deliver quality services

For further information, please request a copy of our strategic plan.

## The CVS Team

We currently employ 20 staff to deliver the following services:-

- ◆ Chief Executives
- ◆ Children & Families Service
- ◆ Funding & Support Service
- ◆ Marketing & Graphic Design Service
- ◆ Partnership Service
- ◆ Volunteer Centre

### a) Chief Executives

Garth Hodgkinson, Chief Executive	<a href="mailto:garth.hodgkinson@bwdcvs.org.uk">garth.hodgkinson@bwdcvs.org.uk</a>
John Beck, Deputy Chief Executive	<a href="mailto:john.beck@bwdcvs.org.uk">john.beck@bwdcvs.org.uk</a>

To contact Garth or John please telephone Clair Bloomfield, PA to Chief Executive, on 01254 583957 Option 0 or e-mail [clair.bloomfield@bwdcvs.org.uk](mailto:clair.bloomfield@bwdcvs.org.uk)

### b) Children & Families Service

The Children & Families team help third sector groups to engage with the Children's Trust via the Children, Young People & Families Forum. The team also co-ordinates workforce development training for the third sector and delivers the parent partnership and choice advisor service. Both these services provide an independent impartial source of information, advice and support for families. The Parent Partnership Service helps families, who have children and young people with special educational needs and the Choice Advisor Service helps all families to understand the school admissions system.

To contact the team please ask for Angela, Mike or Phil on 01254 583957 Option 2.

<a href="mailto:angela.allen@bwdcvs.org.uk">angela.allen@bwdcvs.org.uk</a>	Children & Families Manager
<a href="mailto:mike.smallridge@bwdcvs.org.uk">mike.smallridge@bwdcvs.org.uk</a>	School Choice Advisor
<a href="mailto:philomena.strickland@bwdcvs.org.uk">philomena.strickland@bwdcvs.org.uk</a>	Parent Partnership Advisor

### **c) Funding & Support Service**

The Funding & Support Service team provide funding information and advice to third sector groups via Funding News & other e-mail bulletins, via the on-line database Grantnet, which can be accessed on [www.bwdcv.org.uk](http://www.bwdcv.org.uk) and via 1-2-1 advice or workshop sessions. The team also administer the Grassroots Grants Programme within the Borough and provide internal support functions within CVS (e.g. administration, finance, centre management, website development, etc.).

To contact the team please ask for John, Graham, Gareth, Lynn or Jo on 01254 583957 Option 1.

<a href="mailto:john.beck@bwdcv.org.uk">john.beck@bwdcv.org.uk</a>	Deputy Chief Executive
<a href="mailto:graham.aspin@bwdcv.org.uk">graham.aspin@bwdcv.org.uk</a>	Administration Assistant
<a href="mailto:gareth.naylor@bwdcv.org.uk">gareth.naylor@bwdcv.org.uk</a>	Administration & Information Officer
<a href="mailto:lynn.hennessy@bwdcv.org.uk">lynn.hennessy@bwdcv.org.uk</a>	Administration & Information Officer
<a href="mailto:jo.clarke@bwdcv.org.uk">jo.clarke@bwdcv.org.uk</a>	Finance Officer

### **d) Marketing & Graphic Design Service**

The marketing & graphic design service is part of our trading arm, BwD Services CIC and provides an affordable marketing & graphic design service primarily but not exclusively to not for profit organisations. The team provide a design and print service to meet all your needs. They can help with web design and web hosting and sourcing pop up banners and promotional materials (e.g. key rings, etc.). In partnership with other charities, the service runs marketing workshops and is in the processing of developing a marketing toolkit to help not for profit organisations to develop successful marketing strategies. The team also produce the quarterly Threeway Newsletter. If you want to submit an article please get in touch with Colin Davies.

To contact the team please ask for Colin or Gary on 01254 583957 Option 5.

<a href="mailto:colin.davies@bwdcv.org.uk">colin.davies@bwdcv.org.uk</a>	Design & Marketing Manager
<a href="mailto:gary.barker@bwdcv.org.uk">gary.barker@bwdcv.org.uk</a>	Graphic Designer

## e) Partnership Service

The Partnership Service team focuses on supporting the development of the Community Network, its engagement with the Local Strategic Partnership and the overall development and growth of the third sector.

### Community Network

The team supports the Community Network Board to provide strategic direction to the Community Network. The Community Network is the main engagement mechanism for the third sector within the Borough. If your organisation wants to become active and engaged in what is going on locally, you should join the Community Network. The Community Network has a growing membership of over 200 local third sector organisations. It organises itself via the following four Forums

- ◆ Children, Young People & Families Forum (supported by Angela Allen)
- ◆ Safer & Stronger Communities Forum (supported by Sadiq Patel)
- ◆ Third Sector Health & Well Being Forum (supported by Lin Cutforth)
- ◆ Third Sector Regeneration & Environment Forum (Fawad Bhatti)

### Engaging with the Local Strategic Partnership

The team supports Community Network representatives to sit on the Local Strategic Partnership Executive and Board and the various thematic and geographic partnerships that sit underneath the Local Strategic Partnership, including:-

- ◆ Children's Trust
- ◆ Community Safety Partnership
- ◆ Economic Regeneration Partnership
- ◆ Environment Forum
- ◆ Health & Well Being Partnership
- ◆ People & Communities Forum
- ◆ Neighbourhoods Forum, Area Agency Partnerships & Neighbourhood Boards
- ◆ Older People's Partnership

The team is regularly involved in putting on engagement events and tours for public sector partners within the LSP (e.g. Blackburn with Darwen Borough Council, NHS Blackburn with Darwen, local colleges, Workroutes, etc.).

### Third Sector Development

The team works with partners to develop new third sector organisations or support existing third sector organisations to develop and grow. The team can help with facilitated sessions to identify development needs, help with business planning, etc.

To contact the team please ask for Fawad, Sadiq or Lin (Cutforth) on 01254 583957 Option 3.

fawad.bhatti@bwdcvs.org.uk  
sadiq.patel@bwdcvs.org.uk  
lin.cutforth@bwdcvs.org.uk

Partnership Service Manager  
Faith & Cohesion Development Officer  
Health, Social Care & Disability Development Officer

## f) Volunteer Centre

The Volunteer Centre carries out six core functions, which are:

**brokerage** - providing information, advice and support to people wanting to volunteer and signposting them to appropriate volunteering opportunities.

**marketing volunteering** – actively marketing volunteering opportunities to local people, which is done via the Volunteer Bulletin, the national website – [www.do-it.org.uk](http://www.do-it.org.uk), attending exhibitions & open days, making presentations to various groups (e.g. schools, colleges, etc.), promoting Volunteers Week.

**good practice development** – helping volunteer involving organisations to develop good practice and share it with others by using the Volunteering Resource Information pack, attending the Volunteer Co-ordinators Forum, providing 1-2-1 information and advice on good practice development, etc.

**developing volunteering opportunities** – helping volunteer involving organisations to create volunteering opportunities for local people. The Volunteer Centre can help to advise on developing volunteering role descriptions, setting up volunteering programmes and recruiting volunteers for new opportunities.

**policy response & campaigning** – lobbying to raise the profile of volunteering and linking the local voice with sub regional, regional and national campaigns. The Volunteer Centre is an active member and participant within Volunteering Lancashire, Volunteering Northwest and Volunteering England.

**strategic development of volunteering** – working with the Partnership team and local partners on the LSP's Volunteering Group to deliver the action plans attached to the LAA indicators around volunteering. Setting up and promoting the Volunteering Awards during Volunteers Week. Undertaking research (e.g. for the DAAT), and supporting the expansion of volunteering within public services (e.g. working with Lancashire Constabulary).

To contact the team please ask for Kate, Yasmin, Mo or Kal on 01254 583957 Option 4.

[kate.lee@volcentre.bwdcvs.org.uk](mailto:kate.lee@volcentre.bwdcvs.org.uk)

Volunteer Centre Manager

[yasmin.patel@volcentre.bwdcvs.org.uk](mailto:yasmin.patel@volcentre.bwdcvs.org.uk)

Deputy Volunteer Centre Manager/Youth  
Volunteering Development Manager

[mohammed.kathrada@volcentre.bwdcvs.org.uk](mailto:mohammed.kathrada@volcentre.bwdcvs.org.uk)

Youth Volunteering Development Advisor

[inclusive@volcentre.bwdcvs.org.uk](mailto:inclusive@volcentre.bwdcvs.org.uk)

Kal Naseem, Inclusive Volunteering  
Project Officer

## g) Other Forums –

CVS also supports two forums, who are members of CVS and the Community Network - the Interfaith Forum (see [www.interfaithforum.co.uk](http://www.interfaithforum.co.uk)) and the Older People's Forum (see [www.olderpeoplesforum.org.uk](http://www.olderpeoplesforum.org.uk) or contact Yvonne Hulse on 01254 668584 or e-mail [enquiries@olderpeoplesforum.org.uk](mailto:enquiries@olderpeoplesforum.org.uk)).



## MEMBERSHIP APPLICATION GUIDANCE NOTES

### Introduction to the Application Process

All applications for membership must be made on the membership form.

#### ***Applications from organisations should be accompanied by the following:***

- ◆ a copy of your governing instrument (constitution, set of rules, trust deed or memorandum & articles of association) together with details of any charity, company or other registration
- ◆ a copy of your last set of accounts or financial statements
- ◆ a copy of your last annual report (where applicable)
- ◆ a list of your current committee members

Organisations that do not have any or all the above documents (e.g. because they have not been in existence for very long) may still apply for membership and may be granted provisional membership, subject to the receipt of the requirement documentation within two years of registration.

All applicants for membership are referred to the next meeting of the BwD CVS membership Sub Committee, which are held bi-monthly. Once your application has been assessed by the membership sub committee, you will receive written notification within five working days.

If you have a query regarding your application please contact Clair Bloomfield on 01254 583957 Option 0, who will be happy to provide advice and support.

### Benefits of membership

We are a membership based organisation run by and for our members. Our members have an important role to play in determining what BwD CVS does and how it operates to help the local voluntary, community and faith sector to grow and prosper. We are accountable to our members and will regularly consult you on the sort of services you want us to deliver on your behalf.

Through membership of the Community Network, local organisations can play an important role in public life representing the third sector on the Local Strategic Partnership and its various thematic partnerships (e.g. Children's Trust, Community Safety Partnership, Economic Regeneration Partnership, Environment Forum, Health & Well Being Partnership Board, Neighbourhoods Forum and Older People's Partnership) and participating in events and activity that make a difference within the local community.

Becoming a member of CVS and the Community Network will help your organisation to make a difference to the people and communities of Blackburn with Darwen and will help us to build a stronger more vibrant third sector within the area.

## Benefits of membership include:-

- ◆ Being able to nominate and elect trustees to the CVS Executive Committee
- ◆ Being able to participate in the Community Network and its Forums and represent the third sector on partnership bodies
- ◆ Being able to attend and vote at CVS Annual General Meetings
- ◆ Being able to influence what happens in the local community
- ◆ Being able to influence the support services which CVS provides
- ◆ Being a member of the local third sector and being able to network and work in partnership with like minded organisations
- ◆ Sharing good practice with others in the local third sector
- ◆ receiving regular up to date information on funding information and grants
- ◆ receiving regular up to date information on training and events
- ◆ receiving information on other information and forms of support to help your organisation
- ◆ receiving free copies of Newsletters such as Threeway and Funding News
- ◆ being able to access the members only area of the CVS website, which contains a wealth of information and resources
- ◆ Receiving discounts for certain services that we provide

## Completing the Form

### Section A – Contact Details

Please complete all the boxes, which will help CVS staff and volunteers to contact your organisation effectively. If you have more than one contact for your organisation, which you wish us to know about, please attached a supplementary sheet with their contact details.

In accordance with our Confidentiality and Data Protection Policy, no personal or organisational data will be put on to our on-line directory or shared with third parties without your expressed permission. If you do not want your personal or organisation details to be made public via our on-line directory or within the members area of our website or to be shared with third parties, please tick the box at the end of Section A and we will guarantee to keep your information confidential. If you tick this box, the information will only be used by CVS members of staff or volunteers to provide information, advice and support to your organisation.

### Section B – Subscription to Distribution Lists

Blackburn with Darwen CVS regularly sends out information to members and in partnership with the Community Network run several forums. If you are interested in receiving these mailings and attending the forums, please tick the relevant boxes and we will add your organisational details to the relevant distribution lists.

E-mail communication is our preferred form of communication in order to make information more accessible and to reduce costs. If you wish for information to be sent to more than one person within your organisation, please attach a supplementary sheet listing the e-mail addresses of the various people and what distribution lists you wish them to be added to.

## Section C – Conditions of Membership

Conditions of membership are set down by our memorandum and articles of association and by bye-laws agreed by the CVS Executive Committee.

### Condition 1 - Guarantee

As mentioned previously, Blackburn with Darwen CVS is a registered charity and company limited by guarantee. In accordance with paragraph six of the Memorandum of Association (our constitution) every member must agree to the following:-

“Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company’s assets if it should be wound up while he is a member, or within one after he ceases to be a member, for payment of the Company’s debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of, winding up, and for the adjustment of the rights of the contributories among themselves”.

*It is therefore essential that you tick the first box to be accepted as a member.*

### Condition 2 – Community Network Membership

Community Network membership is an optional extra. If you wish to participate in and contribute to partnership working in the Borough, participate in local forums and engagement events and access local grant opportunities and other resources. We encourage membership of the Community Network to ensure we have a vibrant and active third sector working in partnership with public and private sector partners in the Borough. Please tick the relevant box.

### Condition 3 – Supporting CVS Aims & Objectives

An organisation applying for membership of Blackburn with Darwen CVS must be able to demonstrate that:

- ◆ it is a not for private profit organisation (i.e. its affairs are managed by and/or are ultimately accountable to a group of people for no pecuniary advantage);
- ◆ its aims and objects are broadly charitable or for the public good to the exclusion of private gain;
- ◆ it is conducted for the benefit of the public and is active in the community;
- ◆ its activities benefit people in or around Blackburn with Darwen;
- ◆ it is committed to supporting the principles of equal opportunity and respect for diversity, consistent with Blackburn with Darwen CVS’s Equality and Diversity Policy (*available on [www.bwdcvs.org.uk](http://www.bwdcvs.org.uk) or on request*);
- ◆ if linked to a particular religion or faith community, its community activities are not primarily intended to propagate a particular religion or faith

**This is a mandatory condition of membership.** It is therefore essential that you tick the relevant box on the application form and also enclose your constitution or set of rules, latest set of accounts & annual reports, list of current committee members plus any other documentation that supports this condition. Not for profit organisations which have been set up primarily for party political purposes or for campaigning on single issue topics are normally excluded from membership for both CVS and the Community Network.

The enclosed Blackburn with Darwen CVS Profile goes into greater detail about CVS’s mission, aims and objectives, values and strategic focus.

## Condition 4 – Equality of Opportunity and Respect for Diversity

**This is a mandatory condition of membership. It is therefore essential that you tick the relevant box on the application form.** You may wish to enclose a copy of your equal opportunity policy to support your application, but this is not essential.

For information, **Blackburn with Darwen CVS's Equality and Diversity Policy statement of intent** is as follows:-

CVS recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair. These include: race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability, appearance, geographical area, social class, income level, or criminal record

CVS will challenge discrimination and lack of opportunity in its own policy and practice and will help other organisations and individuals to do the same.

CVS aims to create a culture that respects and values each others' differences. CVS sees these differences as an asset to our work as they improve our ability to meet the needs of the organisations and people we serve.

All volunteers, employees, committee members and member organisations must declare their support for the objectives of this Equality and diversity policy. Failure to do so may result in a disciplinary action and/or ineligibility for membership

For a full copy of the equality and diversity policy, please visit our website – [www.bwdcvs.org.uk](http://www.bwdcvs.org.uk) or request a copy from Clair Bloomfield on 01254 583957 Option 0.

### Signing the Application Form

In accordance with the Articles of Association, every member must sign a written consent to become a member. The exact wording of paragraph 3 of our articles of association is:-

“Every member of the Company shall either sign a written consent to become a member of sign the register of members on becoming a member”.

**It is therefore essential that the membership application form is duly signed.** Without a signed form, we will be unable to process your application for membership.

### Data Protection Statement

All data contained on the Membership Application Form will be kept in accordance with the Data Protection Act 1998 both in manual form on our membership file and electronically on our database and intranet. It will be used for purposes of communicating with member organisations and promoting the organisation to others (unless the box not to release the data to third parties has been ticked).



Community and Voluntary Service

## MEMBERSHIP APPLICATION FORM

Important - please read the guidance notes

### Section A: Contact Details

Organisation Name	
Full Address	
Postcode	
Telephone	
E-mail	
Website	
Contact Person	
Position in Organisation	

### Brief description of organisation's aims:

### Category

### Please Tick

Children, Young People & Families	
Health and Well Being	
Safer and Stronger Communities	
Regeneration and the Environment	
Other (Please specify)	

Information in this section will be kept on the CVS database and included in the CVS on-line directory and may be passed on to other organisations. If you do not want BwD CVS to share this information with any other organisation please tick the box below:-

*I do not want our organisation details to be made available on-line or shared with any other organisation*



## Section B: Subscription Distribution List

If you want to be added to the distribution list for the following, please tick the relevant box.

Forums & Network	Please Tick
Community Network	
Children, Young People & Families Forum	
Safer & Stronger Communities Forum	
Third Sector Health & Well Being Forum	
Third Sector Regeneration & Environment Forum	

Information & Newsletters	Please Tick
Threeway – the newsletter of Blackburn with Darwen’s voluntary, community and faith sector	
Funding News	
General Information on finance, governance, human resources, quality, marketing & communications, etc.	
Resources available to local groups	
Training & Events	
Volunteer Bulletin	

## Section C: Membership Conditions

I am authorised to act on behalf of the organisation, have read and accepted the following conditions of membership on behalf of the organisation and I have enclosed the necessary documentation.

Conditions of Membership	Please Tick
1. We agree to become a Member of Blackburn with Darwen CVS. Should the company be wound up we promise to pay, if asked to do so, no more than £1 towards its debts	
2. We agree to become a member of Blackburn with Darwen Community Network	
3. We confirm that we are in sympathy with the Company’s aims and objectives.	
4. We recognise the importance of the CVS Equality and Diversity Policy and we confirm our support for the Policy and that we will comply with it wherever possible.	
5. We enclose the following:- <ul style="list-style-type: none"> <li>• A copy of our constitution/set of rules;</li> <li>• A list of your current committee members;</li> <li>• a copy of your latest annual report and accounts</li> <li>• any other supporting documentation</li> </ul>	

Signature of Applicant:  Date:

**Please return this form (with any accompanying documentation) to Clair Bloomfield, Personal Assistant to the Chief Executive, Blackburn with Darwen CVS, St John’s Centre, Victoria Street, BLACKBURN BB1 6DW. If you require assistance please ring Clair on 01254 583957 Option 0 or e-mail [clair.bloomfield@bwdcvs.org.uk](mailto:clair.bloomfield@bwdcvs.org.uk)**

*A wealth of knowledge and services  
to help support local groups and communities*