



The Women's Workshop · Cardiff Training Centre Limited

# Annual Report 2008-2009





## Canol Hyfforddiant Caerdydd

**The Women's Workshop  
Cardiff Training Centre Limited**

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Funded by / Cyllidir gan



Uywodhaeth Cymru  
Welsh Assembly Government



EUROPEAN UNION  
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Cronfa Gymerthasol Ewrop



ARIENNIR GAN Y LOTERI  
LOTTERY FUNDED



uk resource  
centre for women  
in science, engineering  
& technology



## Mission Statement

The Women's Workshop · Cardiff Training Centre Limited is a non-profit making organisation which aims to provide education and training for women who, because of social or economic disadvantage, would not otherwise be able to return to work. In particular, education and training will be provided for those new occupations or areas of employment where women are under represented.

## Management

<b>Chair:</b>	Carol Owen
<b>Vice Chair:</b>	Ann Cox
<b>Treasurer:</b>	Susan Olley
<b>Secretary:</b>	Sheilagh Gunston
<b>Committee:</b>	Sophie Howe, Barbara Redmore, Sandra Taylor, Felicity Furlong, Rakhshanda Shahzad.

## Staff

<b>Directorate:</b>	
<i>Co-Directors:</i>	Laura Davies, Liz Fahy, Karen Procter

### Finance, Administration and Ancillary Team:

Vikki King, Claire Stevens, Gail Davies, Adele Burrowes.

### Crèche Workers:

Rubina Baloch, Trudy Furzey, Kim Rees, Zoe Webb.

### WRC for Women in SET:

Bernie Williams, Milada Williams.

### Women Get Fit Project:

Sadie Hayes, Helen Watling, Ann Bateman, Cecilia Mantellassi, Joanne Small, Sian Thomason.

### New Life Project:

Lindsay Jackson, Jane Blades, Maureen Ready, Claire Purvis, Cecilia Mantellassi.

### Introduction to Basic Construction Skills for Women:

Ann Bateman, Cecilia Mantellassi, Pascale Hill.

# Chair's Report

I am delighted to welcome you to the latest annual report from The Women's Workshop, a unique centre that is entering its 25th year of transforming lives through training and personal growth.

This is my first year as chair, and I can't miss the opportunity of offering a tribute to my outgoing predecessor Ann Cox. Ann provided invaluable leadership for more than ten years. I am delighted to retain her expertise and commitment as vice chair.

The past year has seen the Workshop continue to develop in innovative ways while remaining true to its original aims. We have opened our doors to a wide range of organisations whose activities complement the daily hum of life in Clarence House. We have young mothers taking part in our New Life project, while on other floors women are learning construction and IT. The Workshop has always believed in supporting the whole person.

As well as being grounded in the community, we have reached out to forge new partnerships with businesses and the public sector. Our commitment is to deliver consistent, quality training to women, while adapting to their changing needs and those of the economy and the wider learning environment.

I want to end by congratulating the staff, trainees and the management committee of the Workshop for their hard work over the past year, and thanking our funders who make it all possible. ●

Carol Owen  
*Chair.*

# Directorate Report

New developments were very much a feature of the year and we believe we have achieved our vision of creating a diverse women's centre fit for the 21st Century.

Our new project NewLife which is working with young mothers and pregnant teenagers is making wonderful progress and it is a pleasure to thank all the agencies who have provided support and advice to make it such a great success.

Another development is our sub-contracting arrangements with Torfaen Training. We now deliver training in a number of construction skills, providing an entry route for women into this heavily segregated sector.

The strategic Wales-wide project, the Wales Resource Centre for Women in SET goes from strength to strength with more and more companies signing up to address the gender inequality within their own organisations.

Partnership has been a key aspect this year in all our work. We have engaged with a multiplicity of agencies ensuring we provide a holistic service for the women we work with.

Our work is complementing a range of current strategic thinking from health, to family support, to community cohesion, to occupational segregation – a diversity of work that can sometimes be hard to explain in one short sentence!

All in all a very busy year!! and a big thank you to all users, staff and management committee who have contributed to making it so successful. ●

Laura Davies, Liz Fahy & Karen Procter  
*Co-Directors.*

# Women Get Fit Project

Our Big Lottery funded project, Women Get Fit is now in its third year and over 200 women have benefited from the learning opportunities on offer.

Learning includes English, gardening, IT, Health & Fitness, Numeracy and DIY, and over 150 women have received inductions to the on-site gym.

Additionally the project organises diverse one off information sessions. In the past year sessions have ranged from Careers Wales Advisors to Japanese Paper Craft.

Our volunteers have been invaluable to the project and have worked to renovate our garden and volunteer elsewhere in the project.

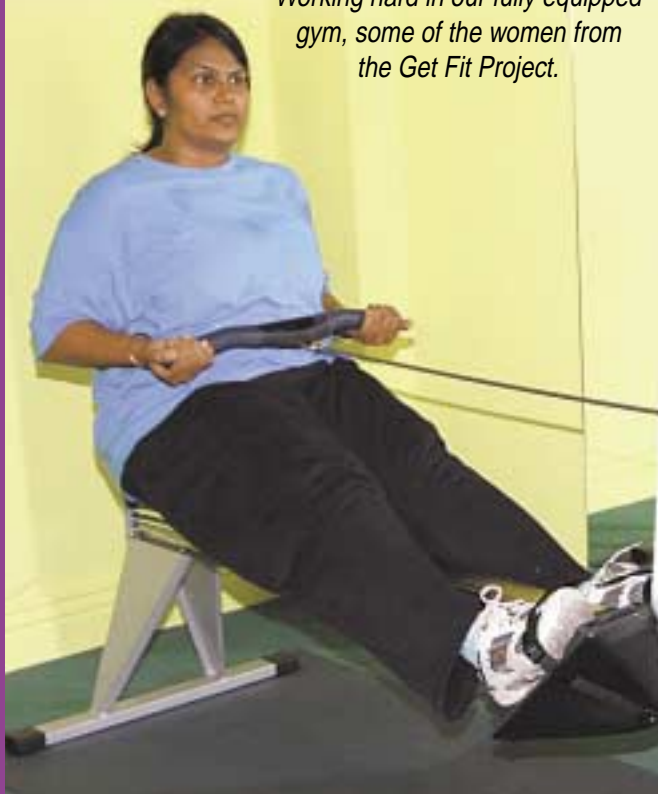
Working in partnership with so many community and statutory organisations, has made it possible to extend what we can offer under a single roof. Mum's Matters, Friends, Sure Start, WEA and the Somali Integration Society are holding regular weekly activities here.



*"Our First New Plant". Volunteers working in the garden.*

The building is now bursting at the seams and we are looking for funding to continue the project and extend our opening hours into the evenings and weekends, which means we can target additional groups such as school girls. ●

*Working hard in our fully equipped gym, some of the women from the Get Fit Project.*



# NewLifeProject

It has been an exciting year for our Big Lottery funded project NewLife; with staff now in place and training underway.

The project targets pregnant teenagers and young mothers aged 16-25. We are providing an holistic service and a range of opportunities from drop in information sessions to long term skills training and volunteering.

The project works with both the young women and their children, by providing a creche allowing the women to learn a range of skills including cookery, parenting, digital photography and ICT and then in the afternoon the mothers and their children follow the Language & Play programme and external agencies provide a variety of services eg Book Start. In partnership with the WEA we are able to accredit some of their skills training.



*Rubina Baloch, Crèche Worker, caring for the children of the New Life group.*

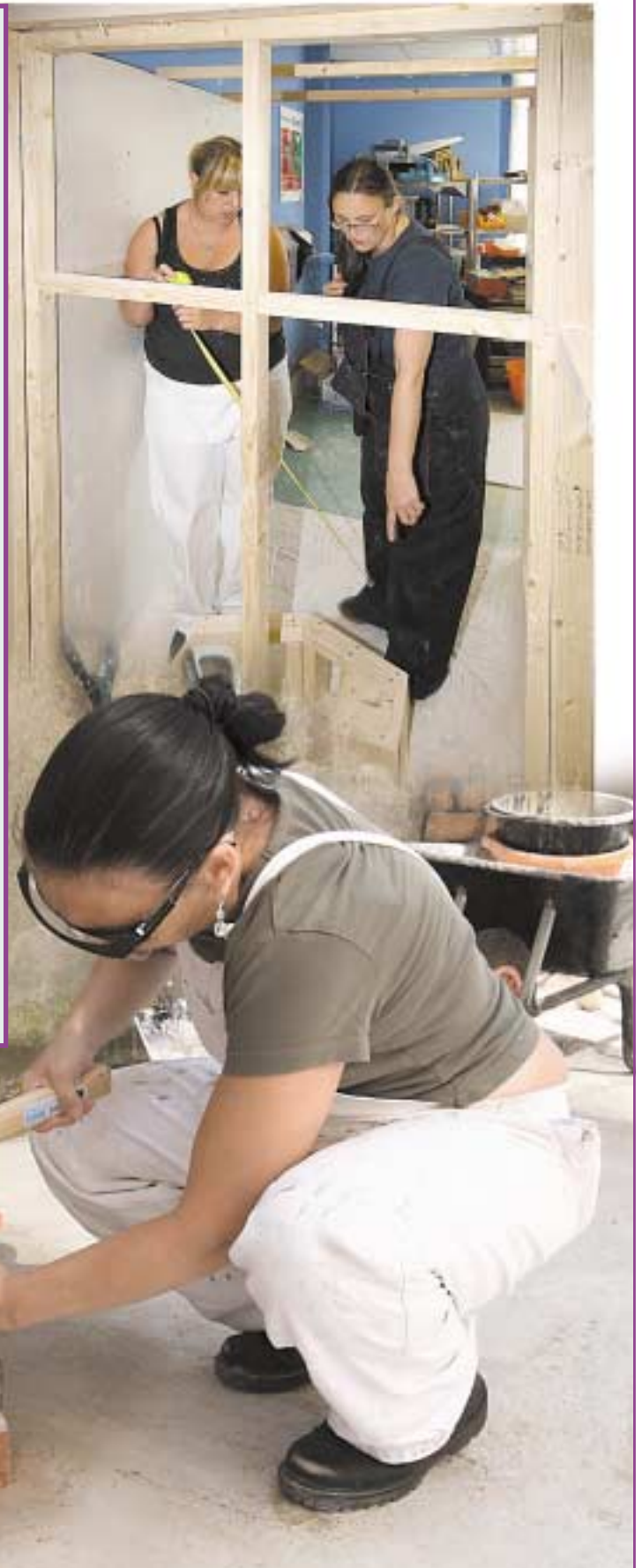
Following their training, the women volunteer within the local community. The women are therefore able to practise their skills and enhance their social networks.

This is a long term intervention, with women engaged for up to two years. It is hoped the project will provide long term benefits to the women and their children. ●



# Basic Construction Skills

This year has seen 17 women join our 'Introduction to Basic Constructions Skills' course. This is a level one course that introduces the women to skills including:- Bricklaying, Plastering, Electrics and Carpentry. It has been a challenging and exciting time, but the team of tutors have worked extremely hard developing new course materials that are meaningful and relevant to the women, and working around each other to ensure safe delivery. The walls of our building are undergoing a transformation as the women try out their skills in areas that need maintenance and updating. Peals of laughter can be heard above the sawing and drilling as the women enjoy their new found confidence and celebrate their achievements. The women also have the opportunity to gain four key skills, before further training and entering the employment market place. We also have two women on a Foundation Modern Apprenticeship in Wall and Floor Tiling. ●



*Learning new trades:  
The women from Basic Construction Skills  
demonstrate their brickwork, carpentry and  
plastering skills.*



Wales is experiencing a shortage of qualified technical personnel in most sectors and there are fewer adults and young people choosing to study engineering and sciences both at school and in HE. This reflects UK wide trends and whilst women make up 18.5% of SET professionals, the situation in Wales is even worse with only 13% of women employed in these sectors.

The WRC provides services for individual women who have chosen to pursue technical or scientific careers and also services for employers in these sectors; including businesses, professional institutions, skills councils, FE and HE

The UK Resource Centre for Women in Science, Engineering and Technology (UKRC) has produced a CEO Charter for Women in SET for industry employers across the UK to encourage companies to increase the number of women who need to play a much more important role in the decision-making in industrial R&D and ensure that their skills are used by industry to the best advantage. ●



*Milada Williams with Mandy Clarke (Halcrow Group Ltd), Margaret Ajibode (Obatec Ltd), Judith Hills (Institute of Highway Incorporated Engineers) and Christine Townley (Construction Youth Trust).*

*Some companies that signed the CEO Charter in Wales:*

- Construction Youth Trust**
- Halcrow Group**
- Infinity Guitars**
- Institute of Highway Incorporated Engineers**
- Institute of Motor Industry**
- Morvus Technology Ltd**
- MWH Global Capital Network Solutions**
- Newport Construction Initiative**
- Obatec Ltd**
- The Arkwright Scholarships Trust**
- The Institution of Civil Engineers (Wales)**
- The Smallpeice Trust**

### **Institution of Highways & Transportation**

IHT has over 11,000 members concerned with the design, construction, maintenance and operation of transport systems and infrastructure across all transport modes in both the public and private sectors.

On 23rd October 2008, The IHT held 'The Business of Diversity Workshop' at the House of Lords and welcomed special guest and IHT Honorary Fellow, HRH The Princess Royal. The Queen's Robing Room at the House of Lords proved to be a magnificent venue for the event. ●



*Milada Williams representing the Wales Resource Centre, in a discussion with HRH The Princess Royal at The Business of Diversity Workshop.*

## Independent Auditor's Report to the Members of The Women's Workshop, Cardiff Training Centre Ltd.

We have audited the financial statements of the Women's Workshop, Cardiff Training Centre Limited for the year ended 31 December 2008 which have been prepared under the historical cost convention and accounting policies set out on page 1 (see accounts document).

This report is made solely to the society's members, as a body, in accordance with Section 9 of the Industrial and Provident Societies Act 1965-2002. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE AND AUDITORS:** The responsibilities of the Management Committee for preparing the Management Committee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Responsibilities of the Management Committee.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Industrial and Provident Societies Act 1965-2002 and the Friendly and Industrial Provident Societies Act 1968, and whether the information given in the Management Committee Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charitable society has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration of the Management Committee and other transactions is not disclosed.

We read the Management Committee Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION:** We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable society's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**OPINION:** In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable society's affairs as at 31 December 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- The financial statements have been properly prepared in accordance with the Industrial and Provident Societies Act 1965-2002 and Friendly and Industrial Provident Societies Act 1968; and
- The information given in the Management Committee Annual Report is consistent with the financial statements.

HWCA LIMITED

Chartered Accountants & Registered Auditors

Neptune Court, Vanguard Way, Cardiff CF24 5PJ

## Statement of Financial Activities (Incorporating the Income & Expenditure Account) - Year Ended 31.12.08

	Note:	Unrestricted Funds:	Restricted Funds:	Total Funds 2008:	Total Funds 2007:
<b>INCOMING RESOURCES:</b>					
Incoming resources from generating funds:					
Voluntary Income .....	1	1,369	—	1,369	8,612
Activities for generating funds .....	2	9,092	—	9,092	5,423
Investment Income .....	3	196	—	196	165
Incoming resources from charitable activities ...	4	54,162	369,925	424,087	515,374
Capital and other incoming resources .....	5	44	500	544	32,400
<b>Total Incoming Resources</b>		<b>64,863</b>	<b>370,425</b>	<b>435,288</b>	<b>561,974</b>
<b>RESOURCES EXPENDED:</b>					
Charitable activities .....	6/7	(69,382)	(382,149)	(451,531)	(512,847)
Governance Costs .....	8	(10,055)	—	(10,055)	(6,292)
<b>Total Resources Expended</b>		<b>(79,437)</b>	<b>(382,149)</b>	<b>(461,586)</b>	<b>519,139</b>
<b>NET (OUTGOING) / INCOMING RESOURCES BEFORE TRANSFERS:</b>					
Transfer between funds .....	9	(14,574)	(11,724)	(26,298)	42,835
	10	(2,568)	2,568	—	—
<b>NET (EXPENDITURE) / INCOME FOR YEAR:</b>		<b>(17,142)</b>	<b>(9,156)</b>	<b>(26,298)</b>	<b>42,835</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward .....		63,064	47,191	110,255	57,420
Prior year adjustment .....	20	(10,000)	—	(10,000)	—
<b>Total funds brought forward (as restated)</b>		<b>53,064</b>	<b>47,191</b>	<b>100,255</b>	<b>57,420</b>
<b>TOTAL FUNDS CARRIED FORWARD (as restated)</b>		<b>35,922</b>	<b>38,035</b>	<b>73,957</b>	<b>100,255</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared. All of the above amounts relate to continuing activities.