

**Trustees' Annual Report for the period**

		Period start date			Period end date				
		Day	Month	Year			Day	Month	Year
From		1	April	2016	To		31	March	2017

Office of the Scottish Charity Regulator

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Stirling Citizens for Sanctuary
SCfS
SC046404
SBC Family Life Centre, 67 Murray Place, Stirling
Postcode FK8 1AU

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Donald Black	Secretary		OSCR
2	Jean Evans		From 05/04/2016	SCfS Trustees
3	Hugh Grant	Treasurer		OSCR
4	Alan Howes		From 05/04/2016	SCfS Trustees
5	Savitri Maharaj	Chair		OSCR
6	Susan Mitchell	Strategy Coordinator	From 13/12/2016	SCfS Trustees
7	Abigail Moriarty		From 05/04/2016	SCfS Trustees

Structure, governance and management**Type of governing document**

Constitution

Trustee recruitment and appointment

"The board may at any time appoint any person to be a charity trustee - by way of a resolution passed by majority vote at a board meeting."
 (Constitution, paragraph 18)

Objectives and activities

Charitable purposes

The purposes of Stirling Citizens for Sanctuary are:

- the relief of unemployment among refugees through (a) support towards employment, such as with job seeking, sourcing training, work placements etc., (b) support such as with language (Arabic speakers are among our volunteers), social and emotional support, mentoring and coaching within a Social Enterprise context.
- the advancement of citizenship or community development through (a) social inclusion and awareness raising events & sponsored events within the communities where the refugees settle.(b) seeking opportunities for the refugees to contribute to their communities and (c) through successfully integrating into the local economy.
- the relief of those in need by/through providing a befriending service and activities promoting inclusion and raising awareness.

Summary of the main activities in relation to these objects

SCfS activities cover a range of areas which fall broadly under the three headings of service delivery, liaison with other agencies and governance.

Service delivery

Running a befriending service for Syrian families settled under the VPRS
Providing material needs for families
Providing transport and support for hospital appointments
Running a monthly 'Snack and Chat' event for Syrian families in the region
Organising social and recreational outings
Awareness raising sessions in local schools and for community organisations

Liaison with other agencies

Support for local adult learning provision
Joint work with socially responsible national charities and voluntary groups
Liaison with other groups within Scotland and UK to campaign for greater support for refugees

Governance

Clear policies for management of SCfS operations
Fundraising to support staffing costs and ongoing activities.
Monitoring and evaluation of activities

Achievements and performance during the reporting period

Service delivery

Running a befriending service for Syrian families settled under the VPRS

- **Befriending service.** We engaged with 14 Syrian refugee families in Clackmannanshire and 3 families in Stirling (86 individuals in total). We provided every family with at least one, and in most cases, two or more befrienders, with a total of 38 befrienders assigned to these families. Befrienders visit their assigned families regularly (weekly or fortnightly), help with medical appointments, go on social outings, and liaise as needed with other teams.

Providing material needs for families

- **Material needs service.** This is run by a team of volunteers led by one of the trustees. The team channels donations of clothes, toys, and household items to the Syrian families. We developed a **Material Needs request form**, in English and Arabic, which is given to newly arrived families for them to request clothing, household items, and other needs. All 17 families were given this form, and the team worked with befrienders to source and deliver the items requested. The team also provided items for families to take home at two Snack and Chat events, and held a (free) **Pop-Up Shop** for families at the Cambuskenneth Village Hall. The majority of the families attended all these events, with befrienders providing them with transport.
- **Bicycles.** We sourced donations of used bicycles from the local community and from the charity Bikes for Refugees, and delivered these to all families who have requested them. Both adult and children's bicycles have been provided, along with lights, locks and helmets. Approximately 15 adult bicycles and 30 children's bicycles/scooters have been provided.
- **Computers.** We gave refurbished computers or laptops to all 17 families. These were either donated to us, or purchased. They have been found helpful for homework, learning English, communication and entertainment.
- **Sewing machines.** These were requested by many of the Syrian women. We sourced donations of approximately 10 used sewing machines, serviced these, and gave them to the families.
- **Crisis and Care fund.** We set up a fund to help with one-off payments for unexpected costs, e.g., emergency UK travel to visit sick relatives.

Providing transport and support for hospital appointments

- Volunteers regularly transport families and support them at medical appointments at hospitals, dentist and GP surgeries.

Running a monthly 'Snack and Chat' event for Syrian families in the region

- **Snack and Chat events.** We held 5 Snack and Chat social events, which were well attended by Syrian families and befrienders. The event has evolved, from being an informal social gathering, towards a more structured event with talks for adults and play activities for children. The December 2016 event was a Christmas party.

Organising social and recreational outings

- **Trips:** We organised numerous outings and social activities for the Syrian families, including: St Andrews beach, Wellsfield Farm Park and Briarlands Farm Park, two picnics in local parks, Alva Highland Games, SCfS [Scottish-Syrian Christmas](#) ceilidh, Macrobert Arts Centre pantomime, Stirling Multi-cultural Partnership event, Refugee Festival ceilidh. All of the families attended at least one of these events, with most families attending multiple events.
- We took on an allotment with the Ochil Allotment Association, which was initially used enthusiastically by some of the men, but interest in this waned after a few months.

Awareness raising sessions in local schools and for community organisations

- We gave presentations about SCfS and refugee issues at the Dunblane and Stirling Rotary Clubs, a primary school, and several churches in Dunblane, Stirling and Clackmannanshire. These have been useful in attracting donations, volunteers and offers of services.

Liaison with other agencies

Support for local adult learning provision

- We assisted with volunteer recruitment for Stirling Council ESOL team and Stirling School of English.

Joint work with socially responsible national charities and voluntary groups

- We worked in liaison with many other organisations including: Stirling Council; Clackmannanshire Council; Stirling Baptist Church Family Life Centre; Allan Park South Church; other local churches; Stirling University Islamic Society; Macrobert Arts Centre; 9th Alloa Guides; Wellsfield Farm Park; Briarlands Farm Park; Computer Disposals Limited (computer donations); Stirling Multicultural Partnership; Central Scotland Regional Equality Centre; Scottish Refugee [Council Centre](#); and many others.

Liaison with other groups within Scotland and UK to campaign for greater support for refugees

- Our trustees maintain contact with Refugee Welcome groups across Scotland and the UK through email mailing lists and social media. SCfS volunteers attended meetings of these groups, including the Citizens UK Welcome Summit in London in September 2016. Within Scotland, SCfS volunteers have accompanied other Scottish Refugee Welcome groups at meetings with Scottish Government representatives.

Governance

Clear policies for management of SCfS operations

- We developed a range of policies for our operations, relating to Volunteering, Confidentiality, the Crisis and Care Fund, Equal Opportunities, Health and Safety, Problem Solving, Protection of Vulnerable Groups, Risk Assessment, Safeguarding, and Waste Management. *[Further policies developed after the reporting period relate to Incident Reporting and a Positive Activities Fund.]*
- We appointed a Volunteer and Project Coordinator, Rebecca Dadge, who started in November 2016 and has taken responsibility for recruiting, training, and managing volunteers. This appointment has been very successful in streamlining, expanding, and improving the effectiveness of our activities.
- We have developed materials and procedures for volunteer induction and ongoing training through regular volunteer networking meetings. In November 2016 we ran a training session on Syrian culture for volunteers.

Fundraising to support staffing costs and ongoing activities.

- Fundraising activities undertaken during the reporting period include: participation in the Stirling Soup competition, a coffee morning in Dunblane, and an online Christmas Appeal set up on BT MyDonate. Successful funding applications were made to City of Sanctuary, Stirling Voluntary Enterprise / [Clackmannanshire Third Sector Interface](#), Robertson Trust and the Lloyds TSB Foundation.

Monitoring and evaluation of activities

- The main method of monitoring and evaluation has been the ongoing feedback received from volunteers. Procedures are being developed for more detailed, quantitative monitoring of activities, for example, number of volunteer hours donated, and quantities of material needs items given to the families. Plans are also in place for regular Volunteer Network Meetings for training, information sharing, and receiving feedback. *[Following the reporting period, three Volunteer Network Meetings have taken place.]*
- At a national level, SCfS is taking part in the Sharing Lives Sharing Languages project, coordinated by the Scottish Refugee Council. Our role is as a comparative case study, with our activities and outcomes to be evaluated for comparison with four other regions in which a peer education programme is being piloted. *[The evaluation took place during April 2017 and the results were published in June 2017.]*

Financial review

Brief statement of the charity's policy on reserves

SCfS aims to maintain sufficient reserves to allow operation for six months.

Details of any deficit

None

Donated facilities and services (if any)

None

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Full Name: Savitri Maharaj

Date:

Position: Chair