

Registered number: 1702793

Charity number: 516400

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**Speke Training and Education Centre Limited**

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**Independently Examined Accounts**

**FOR THE YEAR ENDED 31/07/2020**

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**Prepared By:**

Harvey Guinan LLP  
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310/311 Vanilla Factory  
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Liverpool  
Merseyside  
L1 4AR

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES**

D Hunt  
F Hunt (deceased)  
W Johnstone  
Rev. Dr. K.R. Miller (resigned 30.09.19)  
W Miller (resigned 03.11.20)  
S St. V. Fitzgerald (Chair)  
Rev. P Saltmarsh (appointed 01.12.20)  
Rev. G Morgan (appointed 01.12.20)  
C Lee (appointed 05.02.21)

**SECRETARY**

D Hunt

**REGISTERED OFFICE**

Unit House  
Speke Boulevard  
Liverpool  
L24 9HZ

**COMPANY NUMBER**

1702793

**CHARITY NUMBER**

516400

**BANKERS**

Lloyds Bank plc, Co-operative Bank plc

**INDEPENDENT EXAMINER: Julie Guinan FCCA**

Harvey Guinan LLP  
Chartered Certified Accountants  
310/311 Vanilla Factory  
39 Fleet Street

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31/07/2020**

Liverpool  
Merseyside  
L1 4AR

**ACCOUNTS  
FOR THE YEAR ENDED 31/07/2020**

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**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

The trustees present their report and accounts for the year ended 31/07/2020

The trustees intend that this annual report also serves as the Statutory Directors' Report.

**PRINCIPAL ACTIVITIES**

The principal activities of the charity in the year under review were the advancement of learning and the relief of poverty.

**STRUCTURE GOVERNANCE AND MANAGEMENT**

**A1 Status and Governance**

Speke Training & Education Centre (STEC) is a Registered Charity (516400) and is constituted as a Company Limited by Guarantee (Company No. 1702793). The Council of Management of STEC is comprised of the Trustees of the Registered Charity who also serve as the Directors of the Company Limited by Guarantee. Within this report, the term Trustee also constitutes the term Director and vice versa. Similarly, the terms "Company" and "Charity" are treated as one and the same.

The Council of Management holds the primary responsibility for deciding organisational strategy, the adoption of policies and the employment of staff who may deliver and support activities consistent with the objects of the Charity (as set out in Section B). From time to time, the Council of Management recruits new Trustees and the criteria to determine such appointments are based upon the qualities and merits of the applicant in respect of potential or capacity to support the Charity's strategic development or operational continuous improvement.

Collectively, therefore, the Council of Management of Speke Training & Education Centre consists of Trustees / Directors with particular knowledge of:

- The local communities served by STEC - primarily the Speke Garston and Belle Vale wards within South Liverpool - with focus upon evolving demographics
- The Area, its Regeneration and Community Sustainability
- Training and Education
- The Community, Voluntary & Faith Sector
- Social Enterprise

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

- Anti-Poverty Initiatives
- Local Economy
- Small Business Support

Trustees have formally declared their eligibility to serve Speke Training & Education Centre both as Directors under the terms of the Companies Act 2006 and as Trustees under the eligibility criteria of the Charity Commission for England & Wales as set out in the Charities Act 2011.

Section B (Objectives and Activities) of this report sets out the charitable objects of STEC in pursuit of which, the Council of Management is empowered to:

- Enter into contracts with National or Local Government Departments / Agencies, Colleges of Further Education, Local Regeneration Partnerships and other facilitative bodies.
- Apply to Trusts and other charitable grant-making bodies for support in delivering programmes of community learning and employability.
- Appoint qualified and competent staff in order to deliver programmes effectively and with quality as determined by the company's policy and practice in employment.
- Deliver a robust programme of continuing professional development in order that employees of the Charity may remain current and skilled whilst pursuing the furtherance of the Charity's objects and at the same time benefit as employees and citizens from the work of the Charity.
- Support the local communities in which the Charity practises through community development and facilitation services, education and employment interventions and environmental improvement projects.
- Promote the wider community, voluntary and faith sector through networking and partnership.
- Contribute to local business growth through the provision of workforce development programmes, managed office space, conference/meeting facilities, ICT support services, business administration, payroll services and employment linkage to assist recruitment.
- Promote the ideals and aspirations of sustainable and inclusive social and economic regeneration.
- Approve, publish, and review policies which comply with legislative and quality requirements and recommendations.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

STEC has striven to realise the above charitable aspirations during the financial year August 2019 to July 2020 by delivering:

- Community Engagement and Support Projects
- Learning & Skills Programmes
- Business Support Services.

Boulevard Business Services Ltd

STEC's subsidiary company, Boulevard Business Services, remained dormant from a trading perspective. STEC owns the entire share capital comprising two £1 ordinary shares. Wilfred Johnstone, a Director / Trustee of STEC is a co-director of BBS Ltd.

**A2 Structure of Speke Training & Education Centre**

STEC retained a structure with two departments to focus upon the delivery of Community Learning activities and Property Services Administration which for STEC incorporates the wider Tenancy and Community Anchor activities supported and fulfilled at the Unit House premises

Community Learning broadly divides into three curriculum themes of Employability, Digital Inclusion, and Health & Wellbeing.

In support of the above, STEC employed two full time tutors (one with managerial responsibility) delivering ICT / Digital Inclusion programmes and one full time tutor with managerial responsibility delivering Social Care and Employability Programmes (Skills Passports). Around this core, a cohort of sessional specialist tutors is employed because the curriculum needs review and regular update to remain flexible and responsive to the needs of the local community and employers.

The second major STEC department - Property and Services Administration (PSA) - managed the STEC premises as a community anchor building. This function supports an on-site mixed economy with the majority of the tenants also being charities or not for profit organisations. The PSA Department has reflected the important social enterprise contribution made by income generated from premises to the aspiration of organisational sustainability. In addition to Premises Management, the Property & Services Administration Department has provided Payroll Services to charities and small-to-medium enterprises. However, the rich diversity of community organisations on-site also means that this activity produces a host of social outcomes relieving poverty and improving quality of life for members of local communities which STEC serves (Food bank, Liverpool Talking Newspaper, The Original Swap Shop, lego therapy for children with autism etc)

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**TRUSTEES' REPORT**

**A3 Management**

STEC's organisational structure comprised the Chief Executive, Mark Ord, with overall responsibility for strategy and day to day management of the centre. The Chief Executive was supported by the departmental structure outlined above

The Council of Management met on the basis of a minimum eight-week cycle with meetings scheduled more frequently if required. Council Meetings were furnished with comprehensive Chief Executive's and Finance Reports. However, each Chief Executive's Report cross-referenced to more detailed Appendices. This approach has furnished Trustees with both an explanatory synopsis of activities / performance together with more specific detail facilitating "deep-dive" scrutiny wherever Trustees deem appropriate.

**BUSINESS PLANNING AND RISK ASSESSMENT**

**A4 Risk Assessment**

During the last decade, no fewer than four Lord Mayors of Liverpool have visited STEC to acknowledge differing aspects of the work of the charity. Now in its 38th year since incorporation, STEC is well-established in South Liverpool and enjoys a good reputation amongst members of the community, with community partners, with local elected members and with funders. Whilst continuity and sustainment are a cause to celebrate, Trustees nonetheless harbour vigilance about the precarious situations which small to medium Third Sector organisations can encounter at any time. Trustees are mindful that regardless of a charity's success in effectively responding to demonstrable local social need, there are no guarantees of contractual stability or continuance in the medium to longer-term. Therefore, the past decade has witnessed the aftermath of the financial crash, years of fiscal austerity and most recently the Coronavirus Pandemic all of which could prove pernicious to organisations.

As long ago as 2005, STEC Trustees actively embraced reduction of grant dependence as a guiding principle and invested in the twin track approach of public sector contract delivery and self-generation of income through social enterprise activities largely based around increasing both financial contribution and social outcomes from the premises. This strategy is founded upon prudent business sense and based upon STEC's asset base is positively geared to longer-term sustainability but is not without risk - the decade of Austerity and most recently the impact of COVID-19 has highlighted the reality that public sector contracting, social enterprise activities, (and indeed all activities requiring a premises to deliver from) have been impacted by constraints outside of STEC's control, which can undermine endeavours to achieve stability and longer-term sustainment. Trustees have been obliged therefore to continue to risk assess all activities, sources of income and contracts. In addition, because of the significance and range of public sector funding reductions and / or service reviews ushering in many structural changes both in terms of contracting organisations and key personnel, the Trustees have felt it essential to be frequently briefed and have accordingly been furnished with details of national strategy changes and local authority developments as the initial section in each Chief Executive's Report. This provides context both for strategic planning and early response to operational change where required. Strategic decisions of importance have been required of Trustees determining the most effective way to deliver the Mission of the Charity in such difficult circumstances. The Council of Management has continued to adopt prudent business strategies so that adequate controls could be affected for risk reduction and Trustees have effectively sought a balance between consolidation / retrenchment and seeking to avoid the further contraction of the critical mass.

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Trustees have sought to ensure that the founding principles and Charitable Objects remain at the heart of all activities whilst constantly seeking new opportunities and innovative approaches for delivery, growth, and longer-term sustainability.

**A5 Contracts**

Trustees sign a Declaration of Interest at the commencement of each Council of Management Meeting. There were no contracts in which any Trustee/Director is or was materially interested either during or at the conclusion of the financial period 2019-20. In addition, in accordance with the Memorandum and Articles of Association, there was no Trustee Remuneration during the period covered by this report.

In the preparation of this report, Trustees / Directors have taken advantage of the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**Section B – Our Intent (Objectives & Activities)**

Speke Training & Education Centre aims to advance learning and relieve poverty. Whilst these are broad thematic aspirations, there is a fundamental spatial principle which governs the Charity's Purpose – in other words STEC is unequivocally a charity of place. Therefore, the goals of this charity and the activities employed to fulfil those goals cannot be segregated from the area which the charity serves. Speke Training and Education Centre's Objects and Mission were initiated in 1980 by residents of Speke who sought a response to the acute levels of unemployment experienced by the local communities at that time with particular concern over the lack of opportunity for young people. Section B of this Trustees' Report requires an overview of the activities which the charity has sought to undertake during the financial year 2019-2020. The Trustees seek to ensure that STEC remains active within the communities served in order to ascertain changing or new local needs and to steer STEC to respond effectively to the needs not only of local individuals but also local community groups, charities and indeed small businesses. During the year 2019-20, the communities served by STEC were afflicted as never before (probably since World War 2) by the sudden impact of Covid-19. The Trustees were determined that in an hour of dire need, STEC should remain steadfast in its charitable service.

In order to provide meaningful context to Section B and thus demonstrate value and impact of STEC's operations as set out in Section C, the Trustees have in recent years incorporated within the report a short history and description of the area in which the charity operates as it is both relevant and important to consider the socio-economic profile of Speke, thus providing important context to this report.

**B1.1 The Communities we Serve**

The establishment of the satellite township of Speke and the massive growth of population from under 400 in 1931 to 25,000 in 1961 took place within a planning context which balanced housing with employment and educational opportunity. The industrial belt adjacent to the Speke estate was called the "engine room of Merseyside" and incorporated representation from the automotive and pharmaceutical sectors.

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Location on the urban periphery provided further diverse employment opportunities ranging from Garston Docks, to South Lancashire (particularly Cronton) Collieries to agricultural labouring opportunities. This was further consolidated by the location to the area of the Ford Motor Company. With the general perception that municipal housing was of a high standard, Speke was deemed a good place to live and to work.

This optimism was shattered in the 1970's with the demise of local industries such as Dunlop and Triumph and once the balance between employment and residence was broken, the location of Speke as a satellite began to operate detrimentally to local residents because communications and linkages to areas of wider opportunity were problematic especially in a community with low car ownership. Therefore Speke's entrenched and protracted high levels of unemployment (which reached 60% in some parts of the area in the 1980's and 1990's) was responsible for causing deprivation across a broad range of indicators such as earnings/poverty, education, skills/qualifications, health, crime and housing.

When Merseyside's economy was identified as requiring European Objective One assistance because of the malaise of the sub-regional economy in 1994, Speke Garston was highlighted as the first priority regeneration area in Liverpool with the warning from Bob Lane, the Director of the Speke Garston Development Company that Regeneration would be a "marathon not a sprint".

In 2004, Liverpool ward boundaries were changed and this placed Speke alongside St Mary's ward (Garston) to form a new Speke Garston ward.

**B1.2 Speke-Garston Ward Profile**

The most recent Ward Profile statistics from Liverpool City Council is dated 2018 although some statistics originated with the 2011 Census and we now approach the successor Census in 2021. :

- Speke Garston is the third most populous Liverpool electoral ward after Central Ward and Riverside Ward with a still increasing trend (19,237 in 2010 rose to 20,930 in 2016 ).
- The percentage of children in poverty exceeds the Liverpool average by 7.5% and is still more than double the national average
- 26.2% of Speke Garston households are single parent households as opposed to 17.2% across the City of Liverpool.
- Unemployment levels in Speke Garston have consistently exceeded the Liverpool City levels and more than doubled the national levels. During the year up to March 2018, Speke Garston recorded the third highest claimant count behind Kensington / Fairfield and Tuebrook / Stonecroft

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The workforce analysis, illustrates a low proportion (13.3%) of residents employed in professional occupations / managers (in fact the second lowest in Liverpool) whilst reciprocally there is a higher than average representation of elementary occupations (31.5%) the highest in Liverpool for this statistic. This has implications for stability of employment, frequency of agency and “zero hours” contracts, inter-generational poverty of aspiration and actual poverty.

- Income analysis illustrates that the average household income in the ward was £19,913 whereas in Liverpool this was £27,287 a 27% deficit.

- There is a changing local demographic in Speke Garston with the long-established ethnicity gap halving between Speke Garston and the City of Liverpool average (BME levels increasing from 4.1% to 8.4% between 2001 and 2013). 4% of the ward population did not command English as the First Language. In the main, Eastern European families (Polish, Slovakian and Baltic States) families account for this development but families from West Africa and most recently humanitarian refugee referrals through the local social landlord have introduced Arabic and Farsi speakers into the community.

In conclusion, it is clear that deprivation has been protracted and at one time the Speke estate included the most deprived Lower Super Output Area in England & Wales. The most recent statistics illustrate that 77% of Speke Garston ward falls into the 10% most deprived in the country, 62% of the ward falls into the 5% most deprived nationally and now none of the ward falls into the 1% most deprived in the country reflecting a positive trend consistently attained throughout the past decade.

### B1.3 Area Regeneration

The scale of local need twenty five years ago was defined as requiring a “marathon not a sprint” and a quarter of a century later the regeneration saga continues. However it is fortunate that there is indeed a saga to continue after ten years of austerity and more recently the impact of Covid-19.

Inward investment levered in between 1996 and 2010 in Speke Garston (and indeed across the wider Liverpool City Region) has resulted in a transformation in terms of image and of economic buoyancy. What was termed The Engine Room of Liverpool with Automotive and Pharmaceuticals clustered in the area now enjoys a greater diversity of sectors represented in the local economy such as Customer Service (Retail, Warehousing, Food, Logistics); ICT (including Contact Centres); Health & Social Care; Leisure & Tourism including developments connected to Liverpool John Lennon Airport. Despite the challenges, the area has not returned to the stark levels of deprivation of the 1980's and early 1990's even though fragility remains as manifest in the disproportionately high proportion of local residents employed in agency jobs or zero hours contracts with little longer-term security.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

Therefore although regeneration in Speke Garston has been tangible it is characterised by reductions rather than eradication of gaps with city and national averages .

**B1.4 Speke Boulevard Corridor Regeneration**

Private sector inward investment on Speke Boulevard as a key corridor in North West economic cohesion, has continued the commercial momentum with the area around STEC and indeed STEC itself remarkably transformed.

Liverpool City Council introduced TJ Morris (Home Bargains) to STEC in 2012 and in September 2013, STEC's Trustees agreed to the sale of one of its two buildings, (the older) Booth House to TJ Morris in order to invest in the main STEC building, Unit House, with the purpose of accomplishing :

- Complete Accessibility
- More efficient and effective environmental and energy performance
- Enhancement of the aesthetics of the building and its environs along Speke Boulevard

Besides making sense strategically for STEC, the agreement with TJ Morris facilitated a major adjacent retail development creating 320 new jobs. Liverpool City Council then awarded the freehold of Unit House to STEC on 30th October 2015 and the final disposal of Booth House from STEC to TJ Morris was effected in May 2016 followed by its demolition in 2017.

**B.1.5 Single Investment Fund**

This paved the way for the most significant improvements on the site in half a century. With the valued support of Liverpool City Region Combined Authority between 2017 and 2021, together with its own contribution, STEC has completed over £1,000,000 in site investment. The project has run for nearly four years and its progress during the year is reported in C.9 below

**B1.6 Belle Vale Ward**

In 1988, at the same time as STEC sought to diversify provision to offer learning to adults, a number of mergers took place with Community Project Providers. In particular activities took place in partnership with Christ Church in Netherley and St Cyril's in Naylorsfield. Whilst STEC no longer has full-time bases in what is now, Belle Vale Ward, significant activity in community engagement and learning and skills perpetuates through local delivery partnerships.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

**B1.7 South Liverpool Area-Wide Coverage**

The charitable objects of STEC (detailed below) are clear on the need to respond to local people's requirements in times of change and challenge. These objects are sufficiently flexible to ensure STEC can respond to the current local authority and combined authority strategies which define their operational entity of South Liverpool. South Liverpool is characterised by social and economic polarity with some of the greenest and most affluent areas alongside areas of deprivation. Speke Garston and Belle Vale wards reflect the most deprived areas of South Liverpool although there are deprived pockets in more affluent wards of Allerton and Hunts Cross and Cressington with Mossley Hill and Woolton reflecting in general a broader affluence.

STEC has therefore responded to this wider neighbourhood challenge with major delivery of outreach activities in Belle Vale ward and other parts of South Liverpool where gaps have been identified in local learning provision.

This is relevant specifically because in terms of recruitment, most STEC beneficiaries live in wards which fall within the 10% most deprived in England. As a Company Limited by Guarantee with the Registered Office in Speke Garston and as a Registered Charity which celebrates its name, history and relationship with the local community, it is no surprise that a clear majority of beneficiaries during 2019-2020 were residents of Speke Garston followed by Belle Vale Ward. This provides testimony to the close fit and relationship between this charity and the prime communities which it has aimed to serve.

**B 2 OBJECTS OF THE CHARITY**

The Objects of Speke Training & Education Centre (STEC) are set out in Section 3 of the Memorandum of Association.

The Objects of Speke Training & Education Centre commit the charity:

- To advance education and relieve need (poverty) amongst young and other unemployed persons resident in the defined area, through the provision of training facilities, the promotion of employment opportunities and the development of vocational skills.
- To support any related charitable purpose directed to the benefit of people affected by unemployment, the advancement of learning, relief of poverty and the improvement of the environment.
- To assist, through training education and promotion of employment opportunities, the development of beneficiaries as positive members of their communities and good citizens.
- To contribute through training, empowerment and provision of resources to the regeneration of Merseyside in general and Speke Garston in particular.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

The Trustees attach due regard and importance to the guidance published by the Charity Commission on Public Benefit and enshrine this guidance at the heart of all strategic planning and operational activities.

**B3) Mission of Speke Training & Education Centre**

The Mission Statement of STEC is reviewed and evaluated for fitness of purpose at least once per year. This is the vehicle by which the Charity's objects translate into more tangible, specific and distinct activities.

The Mission of Speke Training and Education Centre is guided by four cross-cutting principles referred to as Charitable Aspirations:

- INCLUSION
- EMPLOYABILITY
- LIFELONG LEARNING
- SUSTAINABILITY

(In the report below, the Mission Statement is highlighted and each section's Activities are detailed and explained with the appropriate section of the Mission Statement).

**Mission Statement**

Our goals are to help unemployed people to secure work and to support employed people to consolidate or improve their prospects through lifelong learning.

STEC aims to contribute to the lasting regeneration of South Liverpool by providing quality training, education and personal development programmes with focus upon addressing social exclusion by increasing employability options for unemployed people.

These aims will be achieved through three interventions each offering diverse opportunities to beneficiaries:

- Learning and Skills (with focus upon thematic "Intents" or "Purpose" of Employability, Digital Inclusion and Health & Wellbeing)
- Community Engagement, Support and Development
- Business Support (including support for local Social Enterprises)

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

Section B interprets the Charity's purpose by offering a brief description of STEC's activities during 2019 2020 setting the context for Section C of the report which details Achievements and Performance during the year.

**B4) LEARNING & SKILLS**

Our Mission commits STEC to offer effective and needed vocational training in order to support regeneration. This commits STEC to offer learning which can improve the learner's employability.

**B4.1 Accredited Learning (Awarding Bodies) and non-Accredited Learning (RARPA)**

Over the past ten years, The STEC curriculum has evolved into Community Learning and has delivered fewer traditional Vocational Qualifications than in previous decades so a significant proportion of this learning is non-accredited. In this situation, measurement of learner progression is governed by a framework called RARPA (Recognising and Recording Progress and Achievement). The Learner Journey is broken into six Stages which are aligned to the three "I" phases of the Education Inspection Framework – Intent, Implementation and Impact:

- i) Clearly Stated Course Aims (Intent)
- ii) Initial Assessment
- iii) Appropriately challenging learning outcomes (Intent)
- iv) Formative Assessment throughout Learner Journey (Implementation)
- v) End of course summative Assessment
- vi) Information Advice and Guidance, Legacy and Progression (Impact)

The RARPA framework structures measurement of wider learner positive progression outcomes such as Confidence, Employability, Well-being, Attitude to learning and work, Maths, English, Community Connection and Family Support.

Despite the shift to Community Learning, Speke Training and Education Centre has maintained its status as an autonomous examinations centre to offer vocational qualifications. The curriculum is now based upon two occupational sectors:

- Information and Communications Technology through British Computer Society – The IT Sector Council (BCS)
- Social Care (with greater application to Generic Employability) through Royal Society for Public Health (RSPH)

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Both Awarding Bodies adopt Quality Assurance Criteria. BCS adopts a RAG colour-rating and STEC has been top graded consistently for over 7 years.

B 4.2 Learning and Skills Contracts

During the period August 2019 to July 2020, Speke Training and Education Centre delivered two significant Learning & Skills contracts under Liverpool City Region Combined Authority (devolved from the ESFA) with Liverpool City Council Adult Learning Service and the Workers Educational Association (WEA). A separate project was delivered for Sefton Council for Voluntary Service (this covering Liverpool City-Region with STEC operating in South Liverpool / South Knowsley) . Smaller contracts were also delivered and are listed under the Community Engagement section at B6.

Liverpool Adult Learning Service - Community Learning (November 2019 July 2020)

The main adult learning contract via the local authority prioritised engagement into learning, establishing and embedding progression and employability for new learners across two ward-based projects. It is highlighted that in STEC's community learning role, there is a major inter-dependency between engagement of new learners and delivery of learning. This is well aligned to STEC curriculum themes of Employability, Digital Inclusion and Health & Wellbeing.

STEC specially targeted engagement of residents experiencing worklessness (or under-employment) such as:

- Jobseekers or Universal Credit claimants
- Single Parents
- Other very long-term unemployed people
- New or First Time Learners (Widening Participation)
- Under-represented groups and those defined as the Strategic Target Groups of Liverpool Adult Learning Service Residents of the most deprived wards in Liverpool; BAME Heritage learners; People with disabilities and health problems including people with mental health problems; adults in recovery, refugees, veterans etc. Liverpool has experienced a traditional deficit in male learners so this is also reflected in targeting.
- Ward targeting is integral to the contracts so in STEC's case Speke Garston and Belle Vale wards hold primacy.

Whilst the model of engagement was underpinned by the continued deployment of the proven Community Learning Champions model, this was now expanded and refined with a cohort of Digital Champions helping STEC deliver a South Liverpool Digital Inclusion Strategy – We Are Where You Are!

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

In interpreting the strategic purpose of this contract, the Trustees have been eager to establish Clarity of Purpose or Intent. All STEC's Community Learning Programmes were aligned to one or more of the following three Themes of Intent: Employability, Digital Inclusion and Health & Well-being. These themes were important because of levels of worklessness, levels of digital deprivation and the need for programmes promoting resilience and mental well-being. In addition to the geographic isolation because of the peripheral location of Speke Garston and Belle Vale Wards, the lockdown imposed physical isolation on many residents from March 2020.

The Programmes to be offered under this contract were as follows:

Course Title Themes of Intent

Driving Theory Employability / Digital Inclusion

Employability Skills Passport Employability

Social Care Employability

Computers for Survival Digital Inclusion / Employability

Healthy Cookery Well-being / Digital Inclusion

Accredited Opportunities

Under contract to the Workers' Educational Association (WEA), STEC entered into contract to provide accredited learning as follows:

BCS Computers and Online Basics (Entry 3)

During lockdown in May 2020, STEC expanded this offer to provide Remote Cookery (Zoom)

**B5 COMMUNITY ENGAGEMENT & SUPPORT**

STEC 's Mission commits the charity to support ideas / initiatives that contribute to the regeneration and sustainability of the area and its communities. STEC is dedicated to support community projects and will contribute training, personal development and work experience.

- STEC set out to offer a steadfast, safe and responsive service in the wake of the initial lockdown during the Covid-19 pandemic crisis

- STEC set out to maintain supported tenancy for community groups and charities.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

- STEC set out to promote Community Development with partner community organisations.

a) Building Better Opportunities Include-IT Mersey

STEC has appreciated the support of The Good Things Foundation in developing localised provision under STEC's Digital Inclusion Strategy for South Liverpool – We Are Where You Are.

The success of the Building Better Opportunities Include-IT Mersey Project was recognised in its achievement of Purple Status Grading and its renewal for two years between 2019-2021 by the National Lottery Community Fund and European Social Fund. The project has been very effectively managed by Sefton CVS following high level development work undertaken by Voluntary Organisations Learning Association – VOLA Consortium.

This Digital Inclusion Programme has been highly focussed upon engagement of hardest to reach adults and recruitment into a highly responsive learning and development programme. There are additional support features such as excellent tutor-learner ratios, expenses and wider support for accredited options.

b) Good Things Foundation –Devices Dot Now

As a direct response to the social isolation brought about by the National Lockdown in response to the Covid-19 Pandemic, STEC applied to Good Things Foundation for this project to distribute new devices to digitally excluded households in Speke Garston and Belle Vale

c) Liverpool City Region Combined Authority – LCR Cares

In a similar vein, STEC applied with partner organisations from the voluntary sector across Liverpool City Region (VOLA Consortium) to mount a further concerted challenge to social isolation and digital deprivation across Liverpool City Region.

B6 Supported Tenancy and Services for Charities

It is over a quarter of a century since external tenancy initially became an important and integral activity to STEC social enterprise operations. In 1995, Speke Garston Partnership became STEC's first large-scale tenant. When the Speke Garston Partnership moved to the refurbished Mersey House, many of the projects which they had supported moved into STEC and created the first diverse tenant base on the site. This facilitation and support for the work of partner charities, through managed office space, has continued to constitute an important element of STEC's product.

However our risk assessment and anticipation of future need highlighted critical deficiencies in the STEC offer caused by areas without full access (no lift), poor energy retention and unattractive aesthetical features. This was a key rationale to the work on improving the site culminating in the SIF Project supported by the Liverpool City Region Combined Authority. Whilst this work was delayed, serious construction activities started in summer of 2019. Although incredibly disruptive as a construction site enveloped the building, our aim during 2019-2020 has been to improve the building whilst retaining and supporting our tenants. The need for resilience and support was more emphatic during the national lockdown from March 23rd 2020. Essential services were supported on-site and various STEC support activities ensured that community-facing services were continued throughout the pandemic whilst the building work also continued after a brief hiatus. Payroll services for local charities were continued and further developed.

FOR THE YEAR ENDED 31/07/2020

TRUSTEES' REPORT

B7 BUSINESS SUPPORT

B7.1 STEC will engage in business activities related to areas of expertise:

Our aim has been to continue to offer and sustain the following services:

- Managed Office Space for Small Business
- Payroll Services
- Workforce Development for Local Business (mainly Social Care)

The changing Speke Garston and Liverpool City Region economy renders this dimension of the Charity's activities as assuming greater relative importance. In respect of Managed Office Space this is now significant and STEC actively seeks a mixed economy at Unit House thus welcoming micro businesses and SMEs on-site alongside charities and Community Interest Companies. It is not intended that businesses should constitute the majority sector (we are a charity in primary terms not a business centre) but sustainability is driven by diversity on-site. This may take place through formal office tenancy or through hire of conference and teaching facilities. It is essential to future sustainment that this activity grows in the aftermath of Liverpool City Region Combined Authority (SIF Fund) and STEC investment in the premises amounting to nearly 1 million pounds.

The provision of other business services such as payroll is also important to complement and extend the range of property services although this is delivered mostly for community organisations and charities.

B8 Use and Support of Volunteers

STEC recognises the importance to many charities of voluntary work and appreciates the diverse benefits of volunteering both to the beneficiaries of such work and to the volunteers themselves. STEC believes that voluntary activities should wherever possible be organised on a formal basis and should be based upon a relationship between the organisation and the volunteer which shares the mutual expectations and the reciprocal benefits for both parties such as training / development support for Volunteers.

STEC is privileged to have the support of a small but highly dedicated group of volunteers whose endeavours are greatly appreciated. These serve the charity and local people as Community Learning Champions and Digital Champions

In terms of relating the Area Context to STEC's Charitable Objects and then from the Mission to the specific Activities, the above areas of intervention – Learning and Skills, Community Engagement and Business Support are all closely aligned to one or more of the cross-cutting principles indicating continued resonance with the Charity's Mission:

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- Inclusion
- Employability
- Lifelong Learning
- Sustainability

The performance and achievements of the organisation during 2019 - 2020 can now be measured in Section C.

**REVIEW OF ACTIVITIES**

Section C

Implementation and Impact (Review of Activities)

STEC Operations and Activities

C1.1 Impact of Covid -19

For the best part of two terms, delivery and impact was largely consistent with activities delivered in 2018-19. Admittedly on a strategic / macro level, Liverpool City Region Combined Authority assumed new devolved responsibilities for adult learning. On a more micro-level, contracting appeared very similar except that the highly successful Common Ground Project delivered across Liverpool with veterans, refugees etc was not procured in 2019-20 so STEC delivery retrenched back to the two key South Liverpool wards.

However nothing on New Year's Day 2020 would prepare society for the onset of the Covid-19 Pandemic by Easter 2020.

In such testing times, the Trustees of STEC formally record their gratitude for the support and encouragement of the following contracting bodies:

- Liverpool City Region Combined Authority
- Liverpool City Council Adult Learning Service
- National Lottery Community Fund
- European Social Fund
- VOLA / Sefton CVS

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**TRUSTEES' REPORT**

- Workers Educational Association

- The Good Things Foundation

During a time of considerable uncertainty, the above contractors encouraged STEC to continue to support learners, continue delivery of essential community activities, support diversification to remote models of delivery and (of great value to morale) most provided Comfort and Concern Meetings to check on the health and continued viability of STEC services. The assurance that STEC would not be penalised for the disruption of lockdown was as important as the encouragement to pilot new modes of engagement and delivery. Therefore, just as Trustees were determined that STEC should remain available to deliver support in the community throughout the pandemic, so the Trustees wish to extend gratitude to those contractors whose empowering and supportive stance made this possible. Their actions matched their words and in a time of great organisational uncertainty STEC's strategic clarity and operational resolve has been in no small way due to the stabilising and unwavering management stance of the above contracting bodies. We know that not all public or voluntary sector bodies were as supportive or encouraging so Trustees extend true appreciation in this respect.

**C.2 Covid Response Remote Learning**

This took many forms. The ICT Team led the vanguard of response as their projects continued throughout the pandemic phase. The following responses were effected:

- Weekly telephone contact
- Logging of all responses to monitor safeguarding of isolated learners
- Identification of additional needs such as foodbank distribution
- Digitalisation of forms and learning resources
- Issue of British Computer Society Work and Assessment Books
- Doorstep Drop Off and Collection of Learner Work for marking
- Distribution of devices and computers for home usage
- Linkage to MP remote support for benefits, housing, debt, health and wider issues to be resolved
- Introduction to Zoom Learning Sessions initially for tutorial staff then learners

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- Zoom Delivery
- Diversification of curriculum with Healthy Cookery delivered by Zoom and home delivery of utensils and ingredients

**C.3 Liverpool Adult Learning Service - Community Learning Programmes**

The STEC Community Learning offer 2019-20 comprised two spatial projects which shared three themes (Employability, Digital Inclusion and Health & Wellbeing). The two projects were:

Community Learning for Speke Garston (Target and Achieved 270 learners)

Community Learning for Belle Vale (Target and Achieved 170 learners)

**C.3.1 Partnership.**

These two projects built upon the successful engagement and delivery of previous years focussing upon the two most deprived wards of the South Liverpool suburbs. Partnership was essential to the STEC model of delivery for engagement and widening participation within the two wards.

STEC Trustees extend gratitude to the following partners who made successful community learning a reality through their support for STEC and active delivery of partnership activities:

**Speke Garston Ward Partnerships**

- STEC's main partner in Speke Garston has been South Liverpool Homes The Reach in Parklands Library. Collaboration involved i) Hosting all Social Care Programmes ii) Joint recruitment for Brushwood via The Reach iii) Monthly Skills Passport for Speke residents iv) Thursday Digital Surgeries for SLH tenants v) Donation by STEC within the SIF Programme of Interactive Guidance Equipment

- Five Children And Families Trust
- Garston Children's Centre
- St Aidens and All Saints – The Place To Be
- Speke Community Centre CIO
- Amanda's Room

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- ASC Inclusion CIC
  - Bridge Chapel
  - Noah's Ark, Speke
  - Addaction South Liverpool
  - Garston Jobcentre
  - Stockton Wood CP Primary School and Parents Group
  - St Ambrose RC Primary School
  - Speke Adventure Playground
  - Gemini Boxing Club
  - Employability Solutions, Garston
  - Speke House (Launchpad Veterans Accommodation & Support)
  - Abbey Care Domiciliary Services, Speke
  - Ranelagh House, Garston
- Belle Vale Ward Partnerships
- Netherley Youth & Community Initiative
  - Belle Vale Forum
  - SCCYP
  - Belle Vale Children's Centre
  - Woodlands Community Centre
  - Our Lady of the Assumption Parish and School
  - Gateacre Comprehensive School
  - ACE

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- Manwell
- St Cyril's Social Club
- St Mark's Parish
- St Gregory's RC Primary School
- Belle Vale Jobcentre
- Christ Church, Netherley
- Belle Vale (Lee Valley) Millennium Centre
- Joseph Williams Mews (Riverside Housing Association)
- Lee Valley Pensioners
- Garden Lodge Care Home
- Company Matters 4 U

Thematic Partnerships

- Tom Harrison House (Veterans)
- The Bridge (Veterans)
- Transforming Choice (Recovery)
- Better Days (Refuge)
- Options for Supported Living
- Homebaked CIC
- Rotunda College
- Friends of Williamson Tunnels

C.3.2 Community Learning offers – Intent, Implementation and Impact

Skills Passports

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The Intent was to raise employability. STEC delivered short clusters of qualifications offered with the sole purpose of enhancing the learner's Curriculum Vitae and wider employability. The programme originated in partnership with JET South Liverpool over twenty years ago but retains its relevance and effectiveness in supporting learners into work.

The Implementation comprised a series of short courses leading to external qualifications accredited by Royal Society for Public Health (RSPH) We believe these awards balance kudos and credibility with employers and accessibility to accredited opportunities. At the core of the delivered curriculum are Health & Safety at Work, Food Safety and Hygiene and various manifestations of First Aid at Work. In very practical terms, these are applied to enhance and update Curriculum Vitae to support unemployed people into work or to support under-employed residents to achieve advancement or at least greater employment stability. The context is quite diverse but has been applied to major inward investment (supply and demand linkage) recruitment initiatives usually within The Reach at Parklands Library (which was obliged to close under local authority Covid constraints from March 2020), or support for local charity and community group compliance, or simply for local residents to upgrade their CVs to increase attractiveness in the labour market.

**Impact**

Skills Passports accounted for 53.3% of overall engagement and 63% of progressions into employment.

**Driving Theory**

The Intent was to raise employability and by the nature of delivery and assessment also enhance digital skills. The Intent could be summarised as a very Speke-Garston and Belle Vale solution to a very Speke and Belle Vale problem because both wards are nearly ten miles outside of the city centre with public transport into and across Liverpool being costly, time-consuming and arduous. The peripheral rather than central geography of the wards removes many employment opportunities from the realistic travel to work zone and whilst Speke Garston does command a healthy range of local employers such as Jaguar Land Rover or Liverpool John Lennon Airport, the shift system may make early morning or late night travel costly or unsafe. We have found through this offer that many adults are skilled practical drivers but find the theory test the impregnable barrier to legal driving freedom as opposed to the practical driving test.

**Implementation**

Initiated in Belle Vale ward and then extended to Speke Garston, our Driving Theory Course comprised study and memory techniques, examination practice, thirty hours tuition and funding to pay for the theory test if learners have demonstrated excellence in attendance. STEC has purchased additional online resources which provides deep dive analysis into subject areas of the Highway Code where the learner requires greater focus and support formatively. This opportunity has been not only extremely popular but has impacted upon employment prospects of local residents in the aftermath of a test success.

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Impact

This opportunity engaged 12.3% of the STEC occupancy and was delivered within the ICT Department, opening up an innovative strand of ICT learning which sits comfortably as all assessment is computer-based. The pass rate at the Liverpool Pearson Examination Centre has hovered between 49% - 52% and the STEC pass rate has been 82%. The last third of the delivery time was halted because of the closure of Test Centres during lockdown but STEC has honoured all test funding obligations to learners who completed the programme prior to lockdown. An interesting dynamic is not so much the into jobs rate immediately after the driving theory test, but 6-12 months later which exceeds 40%.

Social Care

The intent here is employability but with a purer sector-specific focus. Close relationships are maintained with residential and domiciliary care providers in order to stimulate employment opportunities for local residents. The Skills for Care Programme aligns closely with STEC's aspiration to promote employment opportunities but it is not limited to quick-fix routes into Social Care and a significant number of learners share aspirational intent to enter higher education for nursing degrees via Access Courses and this programme serves as a useful prelude to this longer-term journey.

Implementation

At the start of 2019-20 year, STEC was engaged in finalising delivery of the Recruitment Programme within The Reach for the Brushwood Dementia Care Hub in Speke. This course adapted our Vocational Routeway in Social Care into a Community Learning context. Qualifications were offered by Royal Society for Public Health RSPH and non-accredited elements were developed in-house based upon Mulberry House Programmes. This programme offered over 35 guided learning hours.

Impact

This course is very focussed upon the journey into social care. 98% of the learner cohort completed and 64% of these type of courses recruitment programmes entered employment. It is worth noting that at the beginning of this reporting year STEC's participation in The Reach recruitment for Brushwood Dementia Hub in Speke had resulted in 68 local residents filling these new vacancies. During 2019-20, Social Care provision contributed to 8% of STEC's recruitment but 23% of all employment outcomes

- Computers for Survival

The Intent is broader Digital Inclusion based upon the identified need in deprived communities to support survival and resilience. However within the range of functions and applications, bearing in mind, IT is not an end in itself, local residents now require basic computer skills to apply for jobs and claim benefits so employability is evolving in a highly digital fashion and since March 2020, the advent of the remote job interview is well and truly here. On a wider basis, access to housing and health services is moving digital and indeed STEC is currently an online Census Support Centre. Digital deprivation or exclusion is arguably the most significant life challenge facing residents at present because of the risk of non-compliance / benefit sanctions and on-line vulnerability.

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Implementation

STEC has developed and is delivering a strategy called We Are Where You Are - a Digital Inclusion Strategy for South Liverpool. The strategy has been delivered across the last decade and is in three parts, Developing Learners, Developing Locations and Developing Sustainability.

Therefore besides delivering on-site, STEC has delivered outreach courses across the two wards in Children Centres, Community Centres and tenant bases.

Impact

Computers for Survival accounted for 8.9% of occupancy but 28% of progressions into further education.

Healthy Cookery's Intent within our Theme of Promoting Wellbeing had already assumed greater significance in the previous five years with focus upon mental resilience. The sudden impact of the Covid lockdown from March 2020 dramatically exacerbated the situation with isolation and anxiety (not to mention trauma and family grief) rife in the communities STEC serves.

STEC's learning activities prior to March 2020 had adopted a holistic approach to learning and life for example integrating opportunities to access free musical events at the Liverpool Philharmonic Hall. Two options had been piloted Mindfulness and Healthy Cookery

Implementation

Healthy Cookery Workshops were very popular in engagement and impact terms. These not only provided knowledge on healthy recipes, nutrition and food safety but digital skills to cover research of ingredients, sourcing and costs. This was then followed up with highly dynamic cooking days and learners took food and hopefully skills home.

From March 2020, the capacity to deliver such workshops was effectively gone but the need was as great as ever. STEC was fortunate that our tutor Michelle O'Dwyer had previously hosted her own cookery television programme on Made In Liverpool TV and was able to embrace technology to deliver Zoom Workshops.

Impact

The impact was simply that after a difficult start requiring resilience, determination and in some cases the issue / donation of digital equipment, the cookery workshops became the major non-ICT success of the remote curriculum providing not only new healthy culinary options for residents but a reduction of isolation and a new productive method to bust boredom on a budget. This opportunity attracted 17.3% of occupancy but 29.9% of progressions into volunteering.

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TRUSTEES' REPORT

C3.3 Equality Data Impact Measures 2019-20

EDIM Measure -Target - Actual:

Disability (L /LD) Target- 25% Actual - 33%

BAME Heritage Target - 10% Actual - 10%

Male Learners Target - 33% Actual - 30%

Target Wards:

Belle Vale Contract Target -70% Actual - 80%

Speke/Garston Contract Target -70% Actual - 71%

These are reported as Equality Statistics (EDIM) within each CEO Report.

C.4 Workers Educational Association.

C.4.1 In November 2019, STEC was conferred with a national award in London's Covent Garden by the Workers' Educational Association. Having been awarded the North West Regional Outstanding Partner, STEC was then presented with the national award on 26th November 2019. In London to accept the award was Chief Executive Officer, Mark Ord and Property & Service Administrator, Jolan Benzar for whom the collaboration with WEA was highly relevant because she had studied ESOL and Education & Training Level 3 with the WEA when she arrived in the United Kingdom before securing employment with STEC. The award is very much appreciated by STEC.

C.4.2 Separate to partnership activity STEC delivered a contract with Workers Educational Association (WEA) which was strategically positioned as a progression programme for learners on primarily non-accredited activities to achieve qualifications. As such delivery of British Computer Society (BCS) Computers and Online Basics Entry 3 Qualifications was prioritised.

Engagement was made difficult in the aftermath of the lockdown in March 2020 and further Healthy Cookery zoom workshops were offered with focus upon progressions and wider areas of the Liverpool City Region.

The Trustees specifically wish to extend their gratitude to the WEA for the initiation of a series of Comfort and Concern Meetings throughout the lockdowns and tiers designed to support survival and sustainability of sub-contractors.

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**TRUSTEES' REPORT**

C.5 Building Better Opportunities Include -IT Mersey

As reported in Section B, Include -IT Mersey was renewed with two year funding from The National Lottery and European Social Fund from July 2019. The voluntary sector coalition of community anchor organisations share the Intent to reduce digital exclusion in the communities which they serve. The Lead for the project is Sefton CVS but special recognition in terms of initiation, development and continuing cohesion amongst partners must be afforded to the Voluntary Organisations Learning Association (VOLA).

Implementation

The key to this work is effective engagement with hard to reach residents, whether unemployed or economically inactive. There is at the core the ambition to move learners across the employment continuum so that (through small steps) learners not only develop skills in digital learning but also consider active jobseeking or further study. As such in terms of its intent, methods of implementation and targeted impact, it is very closely aligned with STEC charitable ambitions.

The Project Progression Results overall were as follows:

Training & Education Target 20.9% Actual 28%

Employment Target 08.1% Actual 11.1%

Unemployed into Work Target 10.6% Actual 15.9%

Economically Inactive Into work Target 6.9% Actual 05.1%

Feedback 2019-20 from National Lottery Community Fund has been that the overall performance of this project is very good and is green risk-rated or higher. Most National Lottery Community Fund targets are achieved or exceeded. However the impact of the lockdown has been very challenging for learners with one key problem being digital tuition to a primarily digitally excluded cohort.

Building Better Opportunities has with the NLCF support maintained total continuity and embraced innovative delivery since March 2020 for which full credit needs to be given to the management team at VOLA / Sefton CVS. Such excellence was recognised in the award of a University of Leeds Team of The Year Award 2020

The following wider outcomes were recorded for the BBO Programme:

Outcome Measure BBO Target Actual 2020

Learners felt more connected to their community Target - 50% Actual - 59%

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Learners felt more able to access local services Target - 50% Actual - 85%

Additionally:

69% of leavers reported improved confidence

58% of leavers reported improved communication skills

59% of learners felt more motivated

The subsequent renewal of this project until 2023 serves as a testimony to the confidence placed by National Lottery Community Fund in the value and efficacy of Building Better Opportunities Include-IT Mersey

C 6 Liverpool City Region Cares – Get Yourself Online / Good Things Foundation Devices Dot Now

STEC was awarded funding by Liverpool City Region via Community Foundation for Merseyside for 32 digital devices to identify and distribute to digitally excluded households in Speke Garston and Belle Vale. STEC was also awarded 20 devices for distribution by Good Things Foundation so was able to augment the distribution of new devices to reach 52 households

3.6.1 Intent

It is important to highlight the critical problems to which this project offered a timely (if localised) response. The United Kingdom in May 2020 was two months into a complete lockdown with the NHS in crisis. In addition to the economic crisis and the number of fatalities at an unprecedented level, attention began to focus upon wider impacts upon mental health caused by both fear of the virus and the pernicious impact of social isolation caused by lockdown especially amongst those who were already vulnerable through infirmity, poverty, shielded workers / furloughed staff and those with underlying health conditions including mental illness. Many frontline support services were fragmented or temporarily in limbo, exposing gaps in how people could receive advice on housing, employment, debt and health. Whilst many educational and advice services switched to remote delivery, this could only reach those who could in digital terms exacerbating the plight of those who could not in digital terms.

C.6.2 Implementation

Utilising as a core the community partners listed in C.1, STEC Project Manager Paul Wilson identified the most needy households to benefit from the donation and distribution of new digital devices. The following partners greatly assisted in the identification of need and their support is greatly appreciated:

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All Saints, Speke, South Liverpool Homes, Belle Vale Children's Centre, Riverside Housing, Lee Valley Pensioners, Our Lady of the Assumption Parish and School, Five Children's Centre, St Nicholas Academy, MYA Talent Match This involved meticulous set-up and the inclusion of step-by-step support instructions. Thereafter, the new Acatel 3T8 devices were delivered to doorsteps and outdoor coaching/ telephone mentoring followed with pre-paid data part of the offer.

C.6.3 Impact Analysis

- Age :

Adult (26-65) 81%;

Senior (66+) 12.5%

Youth (16-25) 6.5%

Referral Sources:

Registered Social Landlords 31%

STEC / Onsite Partners 22%

Children Centres 19%

Schools 13%

Faith Groups 09%

OAP Groups 06%

Reason for Referral (all that apply)

Digitally Excluded Household 100%

Low Income 100%

Social Isolation 88%

Limiting Health Condition 72%

Disability 63%

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Shielding 44%

Learning Disability 19%

Over 70 years of age 09%

- Destination Households

South Liverpool Homes 53%

Riverside Housing 37%

Torus (Liverpool Mutual Homes) 06%

Private Landlord 04%

- Feedback from Partners

The main issue addressed was to reduce isolation during lockdown and the consequent promotion of mental well-being and resilience. However other outcomes reported in evaluation were:

- Skill building and re-establishing access to the labour market to support client jobsearch

- Supporting residents with caring duties

- Alleviating Domestic Abuse

- Promoting Learning

- Promoting use of IT

- Alleviating poverty

- Building Stronger Communities in Lockdown

- Facilitating Counselling

- Addressing Disability Access issues

• Finally on a continuing basis we have been able to trace how devices are being used (all which apply)

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**TRUSTEES' REPORT**

Keeping in touch with family and friends 96%

Stay up to date with news 80%

Supporting family learning 62%

Managing health needs 55%

Access local / national services 52%

GP or Pharmacy interaction 36%

Continue with learning after lockdown 24%

Completing job applications 20%

Manage Universal Credit Claim 16%

**REVIEW OF ACTIVITIES COMMUNITY SUPPORT ACTIVITIES**

**C7 COMMUNITY SUPPORT ACTIVITIES**

**C7.1 Community Partnerships**

During the period August 2019 - July 2020 STEC actively supported partner organisations in community regeneration work. On one level, this involved working at Board Level or Advisory Committee thus providing strategic support and in other contexts working collaboratively on an operational basis.

This support has taken place both in respect of charitable organisations such as Five Children and Families Trust (Sure Start), Voluntary Organisations Learning Association (VOLA) and Netherley Youth & Community Initiative. On other levels, STEC worked with South Liverpool Homes to bring community and other organisations together to implement the South Liverpool Homes Reach facility in Parklands Library.

STEC maintained a very special relationship with Workers Educational Association (WEA)

STEC also accommodated and signposted to the National Careers Service to deliver a CV service supporting both STEC learners and other local residents. Similarly, STEC worked closely with Riverside Housing Floating Support Service, Liverpool In Work, Ways To Work and Households Into Work Programme.

Strategically, STEC forms one quarter of the inspireLearning Partnership which was established in 2009 to provide some city-wide cross-referencing and complement to local neighbourhood initiatives – in this case the Community Learning Champions Project. The partnership with the Adult Learning Service had won a NIACE Innovation Award in 2011 and has ever since collaborated on innovative approaches to community engagement and learning. STEC's three inspireLearning partners are Alt Valley Community Trust, Everton Development Trust and Granby Toxteth Development Trust. In 2012, this partnership was established more formally as a Company Limited by Guarantee called InspireLearning Liverpool Limited and STEC is one of four Directors.

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**TRUSTEES' REPORT**

Partnerships are valued by STEC as being of primary importance in positioning the STEC resource as a central community facility and promoting a range of outcomes for local people whilst supporting the sustainability of the local third sector within which STEC continued to play an important role. Reciprocally however, given the challenge of engagement targets, the local partnerships provide a mechanism for reaching new learners via community conduits.

**C.7.2 Capacity-Building for the South Liverpool Voluntary Sector**

STEC supported a group of community activists to establish a Foundation Charitable Incorporated Organisation (CIO) as Speke Community Centre CIO – The Commy and completed a number of funding applications for the new charity pending the appointment of its staffing team. This has now produced a range of community support services for elderly, infirm and isolated residents including:

Healthy Luncheon Club, Social activities (when permitted) with entertainment, Hot Food delivery service, excursions (when allowed), Memory Club activities, General Welfare and a Social Shop. Similar capacity-building has taken place to update the constitution of Speke Adventure Playground whilst support has been provided on governance to a range of non-constituted groups in Speke Garston.

STEC has also provided training initiatives for the local voluntary sector focussing upon:

- Free Compliance Training in Health & Safety, First Aid, Food Safety for community groups
- Fire Safety Assessment and Training
- Bi-Annual Prevent Duty Workshops in partnership with Liverpool City Council Prevent Education Team
- GDPR Compliance Workshops
- Support for local refugees (Syrian groups, Kurdish and Afghan families)
- Accommodation and Support for social activities for local Lithuanian residents
- Accommodation for local campaign groups such as Save Oglet Shore
- Linkage to the Liverpool Philharmonic Hall for subsidised concerts for under-represented groups

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

**C7.3 STEC Social Space**

Prior to the 2020 Covid Crisis, competition for funding for charities had become increasingly competitive to a situation where the future of some highly valued activities on-site at STEC would become questionable and precarious in 2021. When the lockdown occurred in March 2020, this made the challenge of sustainability even more arduous. STEC Trustees therefore decided to effectively sponsor the continuation of three charitable activities under the umbrella of the concept of a STEC Social Space. The three activities designated are:

- The Original Swap Shop

Unlike the other two designated groups, The Original Swap Shop has never been a charity and has operated as an anti-poverty independent initiative based at STEC since its inception in summer 2014. Having occupied various areas of the site and being in fact the final occupant of Booth House before its sale / disposal, STEC has made available free storage and delivery space in Unit House. This is a key part of STEC's role as an inclusive organisation not only supporting local residents in need but capacity-building local activists with the entrepreneurial spirit and innovation for self-help. This now forms a key foundation of STEC's charitable objective to Relieve Poverty.

- Liverpool Talking Newspaper

Founded in All Saints Church Hall in September 1980 and having been 18 years with STEC, this independent charity has been nominated for a Queen's Award for Voluntary Service after a cohort of volunteers utilising STEC's essential service opening, maintained a continuous service for the visually impaired throughout the lockdown and since. STEC's support has been matched by another generous tenant which will enable this charity in its fortieth year to focus purely upon service delivery without rent or service charges.

- ASC Inclusion CIC

This not for profit organisation has provided outstanding support for children with autism and their families through the use of lego therapy. Threatened by funding shortage, this organisation can continue delivery with STEC sponsoring its storage space and indeed its delivery venue costs to allow Lego Club activities to resume.

**C7.4 Political Surgeries**

STEC continued to accommodate the Constituency Office of Maria Eagle - the Honourable Member of Parliament for Garston and Halewood. The tenancy includes Maria's office, meeting rooms for visitors and Monthly Constituency Surgeries on the first Saturday of each month. Liverpool City Councillor, Leon Tootle had also utilised STEC for surgery space whilst all three local ward councillors regularly meet at STEC. Besides providing much-needed support to community members in need, the above facilities enable STEC to promote local democratic structures and rights to civic participation which many local residents are unaware of.

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**TRUSTEES' REPORT**

C7.5 Wider Community support.

The following community support services were / are provided at STEC:

- Riverside Housing Floating Support Service (prevention of eviction, debt advice)
- Households Into Work – Liverpool City Region support for families to employment
- Ways To Work – Liverpool In Work support for adults facing additional barriers into the labour market
- Our Liverpool Refugee and Asylum-Seeker Support (early part of year)

C.7.6 Supported Tenancy Provision to Charities / Community Organisations

During the period August 2019 - July 2020, STEC offered safe, affordable and supportive tenancy to the following charities, Community interest Companies, Not for Profits and Community Organisations:

The Tenant, their Activity and Sector:

Amanda's - Adults with Learning Disabilities - Voluntary Sector

ASC Inclusion - Support for children with autism - CIC

Come Alive at 55 - Active Ageing (Virtual Office) - Charity

Speke Community Centre - Community Cohesion and Health - CIO

Employability Solutions - Alternative Education - Not for Profit Organisation

European Playworkers Council of Europe - Youth Network - Charity

Franchising Work - Enterprise Support - Not for Profit Organisation

Liverpool Talking Newspaper- Support for people with visual impairment - Charity

Liverpool Street Scene - Environmental Services (Arm's-Length) - Not for Profit Organisation

Love & Light - Mindfulness - CIC

Orchard - Independent Foodbank - Charity

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**TRUSTEES' REPORT**

Original Swap Shop - Anti-Poverty Project - Project

MYA / Talent Match - Young People Inclusion - Charity

Maria Eagle MP - Member of Parliament - Public Service

The not for profit sector accounted for 67% of the on-site cohort

C7.7 Payroll Services for Charities and Community Groups

Payroll administration support was provided to the following organisations:

- Riverside Credit Union
- The Minibus Agency
- ARCH
- Speke Children's Environmental Committee (c/o Speke Adventure Playground)
- Nertherley Youth & Community Initiative
- Speke Community Centre CIO (Preparation and Set-up)

**BUSINESS SUPPORT**

**C8 BUSINESS SUPPORT**

C8. STEC has provided Managed Office Space, Employer Linkage, Workforce Development and the provision of Payroll and Financial Administration Support.

**C.8.1 Managed Office Space for Micro-businesses and SMEs**

STEC provided managed tenancy services to the following local small and micro enterprises during 2019-20

The Tenant, their Activity and Sector:

CK Equine - Equine Products - Micro Business

Fireside Training - Consultancy - Sole Trader

Fresh Hut - Food Sales - SME

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IPC - Pest Control - SME

Keho - Property - Micro Business

Quantum - Renewable Energy Law - SME

Maestro - Music Academy - SME

Nails - Studio - Micro

Strategic Ridge - Business Services - Micro Business

TMV - Pharmaceutical - SME

C 8.2 Room Hire

STEC also hired conference and training rooms to the following organisations:

- Liverpool City Council
- Innovative Alliance
- The Growth Company
- Education and Training North West
- Perpetual Safety

C8.3 Supplementary Education

During 2019-20 (until March 6th) STEC accommodated evening classes which offered supplementary education for Science A-Levels sixth form students which proved to be extremely popular. This was replicated with two tutors preparing younger children for entrance examinations to local secondary school colleges. Factors such as the quality and availability of STEC's conference facilities, interactive teaching resources, Waiting Rooms, Refreshment and spacious secure Car Parking facilities and our autonomous control over opening days and times are attractions which provide potential for this as a future income stream following the current Covid-response constraints

C 8.4 Commercial Workforce Development

This has tended to be generated through relationships with local Social Care employers and involved commercially provided compliance and quality training. Over the past ten years, however, the diversity and range of customers has significantly receded due to severe constraints in social care budgets and the growth of online training for compliance. During 2019-20, commercial training further reduced but as reported, STEC was able to contribute to pre-recruitment training for the local dementia hub and some other care organisations which fell under the main Learning and Skills provision.

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**TRUSTEES' REPORT**

**C8.5 Continuing Professional Development of STEC Staff and Volunteers**

As an organisation promoting learning, continuing personal and professional development remains a priority for members of STEC's cohort of staff both to enhance the currency and quality of their product and as an investment for the person and for the collective workforce. The majority of STEC's workforce joined the Lifelong Learning Sector as learners with STEC and the policy of the Council of Management has been to maintain a dynamic culture of learning and continuous improvement which provides new opportunities (including University study) and challenges in order to provide the best services to STEC's beneficiaries.

STEC maintained investment in a framework for Observation of Teaching, Learning & Assessment (OTLA). This has involved deployment of external specialist tutors to both observe taught sessions and implement individual tutorial mentoring with the objective of improving the STEC product. Measurable grades reflect general trends illustrating improvements.

Finally, both staff and volunteers engaged in training to help the Charity and its staff discharge the legal duty of Prevent under STEC's Safeguarding Policy and Procedures.

**C9 A new STEC! Liverpool City Region Combined Authority SIF Fund**

The crowning glory of the past year has undoubtedly been the completion of the Single Investment Fund Liverpool South Work and Well-being Programme with £750,000 investment from Liverpool City Region Combined Authority.

STEC initially piloted some of the proceeds of the sale of Booth House by upgrading an area of Unit House on the basis of enhanced environmental sustainability and accessibility criteria during 2016-17. This prototype upgrade provided both an enlightening insight into what could be achieved throughout the entire building and a sobering realisation of the cost!

The further major enhancement project entitled A Place To Grow / South Liverpool Work and Well-being was made possible by two successful phased applications to the Single Investment Fund (SIF) offered by Liverpool City Region Combined Authority. Whilst this required dedication of major elements of the remaining funding from the Booth House sale, the funding applications levered in £750,000 of Liverpool City Region Combined Authority resource to establish 21st century training facilities and encourage STEC to offer multi-agency learning on a site which is fully accessible with a much more sustainable energy performance.

Ironically, the home of the Speke Garston Partnership which initiated meaningful regeneration in 1995 has proven to be the last piece of local regeneration along the Speke Boulevard corridor

The period up until July 31st 2020 saw the completion of the significant element of the exterior programme including the completion of a stunning external glass illuminated lift tower, new windows, protective coating of the concrete exterior, cladding of the gable wall and installation of a new energy efficient boiler system and boiler room. Whilst this programme was over three years in fulfilment to date, it was seven years from 13th September 2013 when Council of Management embraced the ideal of prioritising Access for All and better Environmental Sustainability with the decision to sell Booth House. The lockdown of spring 2020 caused anxiety because of the hiatus to the programme when supply chains froze and the workforce locked down for eight weeks. Unexpected flaws and faults in this old building also required immediate remediation. Fortunately work resumed in May 2020 and has continued through to completion. The Access for All and Environmental Sustainability goals are achieved but the aesthetic improvement should not be under-estimated and what was a functional aspiration to have a lift, has actually provided a new defining feature for the site shining forth over Speke Boulevard.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

The investment from Liverpool City Region Combined Authority was matched by £150,000 of STEC's own resource which was funded from the sale of Booth House to TJ Morris in 2016. Considered with the limited proto-type upgrade of Unit House Ground Floor in 2017, this constitutes an investment on-site of £1,000,000 over a five year period. Our gratitude is extended to Liverpool City Region Combined Authority for their support. The bold and renovated building is testimony to the dedication of our Funder, staff and board to whom we are truly grateful and above all serves as a legacy to the spirit and determination of our former Chair, Frances Hunt who championed the cause of Access for All for many years and who sadly became a victim of Covid-19 in January 2021.

C10 Summary of the Year's Accomplishments from our Late Chair, Frances Hunt.

At the Annual General Meeting in November 2020, the Chair, Frances Hunt summarised the year 2019-20 as follows and her statement is recorded as a tribute to her steadfast service to STEC over twenty six years.

For three quarters of the year just passed, our Council of Management Meetings were dominated in addition to the normal challenges of the strategic and operational management of a busy charity, by risk assessment of the impact of the (now seemingly innocuous) issue of Brexit or more close to home by our aspiration to improve access for all and achieve greater environmental sustainability for our home base throughout a most arduous and expensive SIF Buildings Programme.

However between our Council of Management Meetings in January 2020 and March 2020, as a result of the UK Government's response to the pandemic, the world around us was suddenly changed. This constituted potentially the biggest threat to STEC and our tenants since our establishment in 1983. As a Board of Trustees we decided to attempt to achieve both the protection of our people (i.e. staff, learners, volunteers and tenants) with the protection of our communities. We wanted to support our on-site essential services such as The Orchard Foodbank and Liverpool Talking Newspaper to continue their charitable endeavours whilst cushioning our own learners and wider beneficiaries from the stark isolation of lockdown. By reducing opening hours rather than complete closure, by delivering courses remotely and diversifying our teaching methods, by issuing digital devices we were able to sustain our services for people in need. Our most sincere appreciation is extended to our contractors for their support throughout the crisis (National Lottery community Fund, Liverpool City Region Combined Authority, Good Things Foundation, WEA and LALS) Whilst the challenge remains, we can legitimately report that STEC and its on-site community have steadfastly remained open for business when it counted.

If we were not in such unusual times, I would have relished chairing this AGM from an upper floor at STEC once again. Traditionally, our Council of Management Meetings convened in the McCartney Conference Room on our middle floor but for the past decade many Trustees have experienced increasing difficulty climbing stairs and mobility has become a challenge. So it gives me great pride and joy to report that the recent completion of the new lift at STEC marks the fulfilment of a major milestone for this charity and the achievement by our Board of Trustees of an aspiration to offer Access To All initially embraced seven years ago. Our second aspiration to improve our Environmental Sustainability has additionally been progressed. Both goals were rendered achievable through the valued support of Liverpool City Region Combined Authority. 2020 has been a difficult year but our difficulties were exacerbated by the disruption of being a construction site! However now we have a community resource hub to be proud of and this should fortify us to face the future (for all of its change and challenge) with renewed confidence. Now is the hour when STEC is needed more than ever. We have accomplished together a wonderful transformation of our asset and created a legacy for the communities we support. More than ever STEC is open for business to continue to serve our communities.

FOR THE YEAR ENDED 31/07/2020

TRUSTEES' REPORT

**FINANCIAL REVIEW**

D1 Financial Position of STEC: August 2019 - July 2020

In the year ended 31 July 2020, total incoming resources available for charitable application were £928,073 (£326,036 in 2019) which included £650,419 from Liverpool City Region Combined Authority which was invested in the building project in fixed asset additions in the year. Total outgoing resources were £286,450 (£325,901, in 2019).

The charity generated a surplus of £270 (£9,154 in 2019) on the unrestricted fund. The movement on the restricted fund was a surplus of £641,353 (excess expenditure of £9,019 2019) which is invested in fixed assets.

The reserves at 31 July 2020 are £574,053 (£573,783 2019) unrestricted and £822,810 (£181,457 2019) restricted.

D2 Trends and Issues of Note

Contracts

Income from fulfilled contracts reduced during the year because the Common Ground Project was not procured and greater pacing was required for delivery of Building Better Opportunities Include-IT Mersey. In the case of the community learning projects however, an issue of note was again the protraction in the procurement process during the autumn of 2019 with activities scheduled for commencement in October not being commissioned until November and de facto being delivered in January (learners not rushing to join classes immediately before Christmas holidays). Whilst STEC greatly values the support of major contractors, this illustrates the intense fragility of income streams and impact upon cash flow and retention of staff. Once these contracts were won and contracts issued, the projects were delivered to plan until the Covid-19 crisis caused a lockdown towards the end of the second term.

STEC was thereafter supported by the decision of the main contractors to honour profiles and to access Government support for job retention for part of the staff team. The threat to the stability of income from tenancy

was averted by supporting tenants throughout the disruptive construction programme and promoting their business continuity through the lockdowns and tiers.

Premises

During the past decade, tenancy income has fluctuated for the following reasons:

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

- i) Deterioration and subsequent disposal of Booth House de facto reducing available space to let
- ii) Deterioration of the Unit House premises (inaccessibility / cold rooms etc)
- iii) The need to relocate tenants from two buildings into one
- iv) Fortuitous attraction of major tenant (Addaction) then subsequent loss of the same tenant after three years
- v) Impact of austerity upon business confidence and stability
- vi) Disruption caused by protraction of the two phases of building improvement programmes (2016-17 then 2019-21)

For many years STEC's capacity to market and attract tenant organisations was severely hampered by features such as old windows / poor heating systems and the lack of lift access but resolution involved intense site disruption. In this situation, tenancy income was always facing constraint and limitation. Despite the challenges, STEC has retained a respectable tenant base during what has been a particularly precarious year with the Covid lockdowns and restrictions together with increased costs of Covid compliance. We must now face the future with greater confidence underpinned by a full house of premises tenants and partners.

**D3 Principal Funding Sources of STEC and their relationship to the Objectives of the Charity**

During the period 2019 - 2020, STEC entered into, or delivered contracts with a number of organisations whose objects were demonstrably congruous with STEC's Mission. Income earned from these contracts was expended as per the Charity's Objects and the Mission Statement. These contracts are detailed below and are connected to the aspect of the Charity's activities as set out in the Mission Statement and Section B above on Objectives and Activities:

**Liverpool City Council Adult Learning Service**

This programme provides STEC with the means to engage a diverse cohort of local citizens and enables STEC to promote Inclusion, Employability, Lifelong Learning and Sustainability. In short, this is the major source for STEC to achieve its charitable goal of advancing learning

The Liverpool Adult Learning Service is the single most important partner for STEC. This organisation has been the primary enabler since 2005 to support STEC's evolution as a Community Learning Provider as opposed to a Government Training Agency. The Adult Learning Service supported STEC's delivery of Neighbourhood Learning in Deprived Communities until 2011, the Community Learning Champions Programme 2009-2011 and 2012-13. In a similar vein STEC participated in the Liverpool In Work Ways to Work Programme by hosting an Intermediate Labour Market (ILM) Placement creating transitional employment for a local resident. These programmes have not only enabled STEC to make significant learning contributions in the targeted communities but have, in doing so, changed the culture of STEC itself to be much more community responsive than ever before.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

The Community Learning Programme reflects the City of Liverpool priorities which focus upon employment and employability. However Digital inclusion and Well-being feature too. Through this funded activity, the advancement of education and relief of poverty can be advanced through STEC's endeavours

Sefton Council for Voluntary Service - STEC actively supports the Voluntary Organisations Learning Association (VOLA) and is participating in the Building Better Opportunities Project Include-IT Mersey because of the boost this can offer the STEC South Liverpool Digital Inclusion Strategy We Are Where You Are (described above). This initiative bends organisational priorities to target the older learner who is digitally excluded and may face a multiplicity of barriers to progression. Effectively STEC is the (outer) South Liverpool delivery partner for SCVS in this project which aligns very closely with STEC's objectives of relieving poverty through advancing learning and sits with the Inclusion, Lifelong Learning and Promoting Employability aspirations.

STEC delivers accredited learning through the Workers' Educational Association. This offers learners meaningful progression opportunities.

Good Things Foundation has continued to support STEC. During this year, Good Things Foundation supported STEC to conclude the Reboot Project which had used digital learning to provide opportunities to Adults living with mental illness. STEC worked with a number of veterans' projects integrating digital learning into healthy cookery workshops. In the immediate aftermath of the initial lockdown, Good Things Foundation supported STEC's sustainment with a response and resilience grant. Finally, The Good Things Foundation supported STEC to challenge family isolation and digital exclusion by donating 20 new devices through the Devices Dot Now Initiative.

Liverpool City Region Combined Authority supported STEC via the Single Investment Fund (SIF) through a £750,000 buildings improvement grant. This has been transformational in aesthetic terms, in Accessibility and in Environmental Sustainability. This obviously increases the value of the charity's asset base.

On a separate basis, Liverpool City Region funded LCR Cares effecting distribution of 32 new digital devices to digitally excluded households in Speke Garston and Belle Vale.

**Commercial Income**

During 2019-20, STEC's workforce development in the Social Care Sector diminished having become increasingly challenged by a decade of funding constraint in Social Care. . STEC would not wish however to move away from this offer because of the importance to financial diversity and employer links. Therefore, this funding stream is aligned to the Lifelong Learning and Sustainability aspirations.

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

Tenant Charities and Companies

Section D2 highlighted periodic fluctuations but longer term importance of premises income. The principle of tenancy remains a primary pillar of the charity's strategy for sustainability. Community Support, Business Support and Sustainability of the charity were promoted through these relationships.

The Board confirm that in planning activity they give primary consideration to the guidelines issued by the Charity Commission in regards provision of public benefit.

**FUTURE PLANS**

E- A New Chapter.

The conclusion of the building upgrade has coincided with the national award as Outstanding Partner of the WEA. This recognition has most recently been matched by the designation of STEC as one of the Lord Mayor of Liverpool's Charities for 2021-22. Besides being a great honour, this is a recognition by the Lord Mayor-elect, Councillor Mary Rasmussen as an elected member for Speke Garston ward, of the diverse educational, social and charitable endeavours which STEC has now dedicated for nearly four decades. 2021 will be therefore a very important year for STEC and the formal opening of the rejuvenated Unit House STEC base in September 2020

will be an opportunity for raising the charity's profile.

Whilst some minor elements of the current buildings programme are still being finalised, STEC effectively owns a transformed charity asset with modern training facilities. Nonetheless, building needs not possible for inclusion within the current programme (e.g. the roof) will at some point require investment. Therefore STEC must now utilise its facilities to achieve greater autonomy and control of its destiny in potentially uncertain times as society moves out of the current Covid-19 challenge..

This feels very much like a new chapter in the life of the charity as it approaches forty years of service. Our short term priorities will be geared to A) Board development. New trustees have joined the Council of Management in 2020 and more Trustees will join in 2021. These people will bring various aspects of expertise consistent with STEC's goals of Advancing Learning and Relieving Poverty. B) A Roadmap for STEC will be drafted and ratified which will be driven by the need to sustain the charity to deliver future outputs and outcomes justifying the investment made by Liverpool City Region Combined Authority and of course by STEC itself. This will have two linked Chapters – A Business Growth Plan and a Community Anchor Plan.

The Business Growth Plan will focus upon

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

- Diversification of STEC's curriculum and offer
- Increase in new vocational training opportunities possibly through the vehicle of a more commercially focussed Community Interest Company
- Maximisation of the use and value of the regenerated buildings ( ICT Testing Suites and tenancy)
- Further development of the outreach learning offer to maintain our community reach and widen inclusive participation

Sitting alongside the Business Growth Plan, we will draft a STEC Community Anchor Plan which would incorporate the initiation and nurturing of new partnerships, links and relationships with local businesses to support their fulfilment of Corporate Social Value whilst contributing to the sustainment of STEC and the Communities which we currently serve.

In conclusion, the renewal of the building and its facilities must now be matched by a formally stated commitment from the Council of Management to renew and redefine STEC's service offer to our communities not in terms of future years ahead but in terms of future decades.

**SHARE CAPITAL**

The company is limited by guarantee and as such does not have a share capital.

**FIXED ASSETS**

Details of the movements in fixed assets are shown in the notes to the accounts.

**POLITICAL CONTRIBUTIONS AND CHARITABLE DONATIONS**

No political or charitable donations were made during this year.

**TRUSTEES AND DIRECTORS**

The names of the trustees/directors who held office during the year are shown on page 2. No remuneration was paid to any director for their services as a director.

In accordance with the memorandum and articles of association the following directors retire by rotation and being eligible offer themselves for re-election:

- W Johnstone

- D Hunt

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

Additionally since the last AGM and to the point of approval of the accounts, no new directors/trustees have been appointed to require re election at the forthcoming AGM in accordance with the constitution.

**RESERVES POLICY**

The Board plan for activities to make a positive contribution to overheads. The Board aims to establish and maintain a level of free reserves in order to guard against contingencies, provide for future maintenance and replacement of assets and resources and to establish a self-sustaining organisation able to manage through any change in training programmes. It was agreed that with transitions in the contractual environment, working capital would be required from these reserves and the Charity has designated £65,000 for development and transitions in short term business plans. The current level of unrestricted funds of £574,053 comprises £65,000 designated funds £247,498 general free reserves (funds not tied up in fixed assets or designated funds) and £261,555 general unrestricted funds tied up in fixed assets. Free reserves are reviewed and evaluated annually, to ensure currency and relevance to the needs of the Charity. The free reserves are required for financial stability during future capital development and future capital development will involve investment from reserves.

**DAY TO DAY RISK ASSESSMENT**

The Board confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors / trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:-

- Select suitable accounting policies, and then apply them consistently;
- Make judgements and accounting estimates that are reasonable and prudent;

**FOR THE YEAR ENDED 31/07/2020**

**TRUSTEES' REPORT**

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

- Observe the methods and principles of the charities SORP

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**CONTRACTS**

There were no contracts of significance in which a director/trustee is or was materially interested either during or at the end of the financial year

**INDEPENDENT EXAMINER**

A resolution will be proposed at the Annual General Meeting to re-appoint Julie Guinan of Harvey Guinan as Independent Examiner for the ensuing year.

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 06/04/2021



S St. V. Fitzgerald  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31/07/2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEKE TRAINING AND EDUCATION CENTRE LIMITED**

I report on the accounts of the company for the year ended 31/07/2020 .

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

**INDEPENDENT EXAMINERS STATEMENT**

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

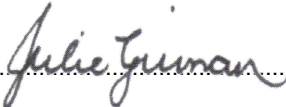
I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31/07/2020**

.....Julie Guinan FCCA Independent Examiner

Date: 06/04/2021

Harvey Guinan LLP  
Chartered Certified Accountants  
310/311 Vanilla Factory  
39 Fleet Street  
Liverpool  
Merseyside  
L1 4AR  
01517097797

**Statement of Financial Activities  
for the year ended 31/07/2020**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total</b>	<b>2019 Total</b>
	£	£	£	£
<b>Income</b>				
Income from generated funds				
Income from Investments	8	-	8	22
Income from charitable activities	220,487	707,578	928,065	326,014
<b>Total Income and endowments</b>	<b>220,495</b>	<b>707,578</b>	<b>928,073</b>	<b>326,036</b>
<b>Expenses</b>				
Costs of generating funds				
Expenditure on Charitable activities	220,225	66,225	286,450	325,901
<b>Total Expenses</b>	<b>220,225</b>	<b>66,225</b>	<b>286,450</b>	<b>325,901</b>
<b>Net gains on investments</b>				
<b>Net Income</b>	<b>270</b>	<b>641,353</b>	<b>641,623</b>	<b>135</b>
<b>Gains/(losses) on revaluation of fixed assets</b>				
<b>Net movement in funds:</b>				
<b>Net income for the year</b>	<b>270</b>	<b>641,353</b>	<b>641,623</b>	<b>135</b>
Total funds brought forward	573,783	181,457	755,240	755,105
<b>Net funds carried forward</b>	<b>574,053</b>	<b>822,810</b>	<b>1,396,863</b>	<b>755,240</b>

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

**Speke Training and Education Centre Limited**

**BALANCE SHEET AT 31/07/2020**

	<b>Notes</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>			
Tangible assets	4	1,084,190	406,190
Investments	5	175	354
		<u>1,084,365</u>	<u>406,544</u>
<b>CURRENT ASSETS</b>			
Debtors (amounts falling due within one year)	6	84,158	74,941
Cash at bank and in hand		<u>376,115</u>	<u>417,238</u>
		460,273	492,179
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>147,775</u>	<u>143,483</u>
<b>NET CURRENT ASSETS</b>		<u>312,498</u>	<u>348,696</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,396,863</u>	<u>755,240</u>
<b>CAPITAL AND RESERVES</b>			
<b>Unrestricted funds</b>			
General fund	9	509,053	508,783
Designated funds		65,000	65,000
<b>Restricted funds</b>	10	<u>822,810</u>	<u>181,457</u>
		<u>1,396,863</u>	<u>755,240</u>

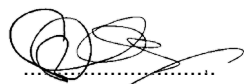
For the year ending 31/07/2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**Approved by the board of trustees on 06/04/2021 and signed on their behalf by**



.....  
S St. V. Fitzgerald  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31/07/2020**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from donations and grants including capital grants is included in incoming resources when these are receivable except as follows: When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income the income is deferred and not included in incoming resources until the preconditions for use have been met. When donors specify that donations and grants including capital grants are for particular restricted purposes which do not amount to preconditions regarding entitlement this income is included in incoming resources of restricted funds when receivable.

Voluntary income includes discretionary grants for projects, goods and services where no service agreement or contract exists. Income from donated services and facilities is included in incoming resources at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party. Interest is included when receivable by the charity.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs These represent costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds-these are unrestricted funds of the charity which have been set aside to fund a particular purpose of the Charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

**1f. Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Land And Buildings	straight line 2%
Equipment	reducing balance 15-25%

**1g. Pension Costs**

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

**1h. Turnover**

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

**1i. Government Grants**

Government grants are recognised in profit and loss in the year in which they are received.

**1j. Investments**

Fixed asset investments are shown at cost less amounts written off.

Provisions are made for permanent fluctuations in value.

**1k. Leasing Commitments**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired under finance leases are depreciated over the shorter of the lease term and their useful lives. Assets acquired under hire purchase contracts are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account on a straight line basis.

#### **1l. Preparation Of The Accounts On A Going Concern Basis**

At the time of preparing accounts the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees therefore continue to operate the going concern basis of accounting in the preparation of accounts. The Trustees confirm that they have considered a period of more than 12 months from the date when the accounts are signed in assessing the going concern and business plans indicate sufficient resources are available to continue trading.

The Charity and the community it serves has been significantly effected by COVID 19. The safety of staff tenants and all those who use the Charity premises and resources is of paramount importance. The Charity has used the Government Coronavirus Job retention scheme to furlough some workers and maintained a small staff team that operated the service throughout the pandemic delivering essential support to the community whilst operating COVID safe procedures and practices. The Trustees have considered the impact of COVID 19 on the Charity and they consider that business plans and projections indicate there will be sufficient resources to continue trading in the foreseeable future and therefore they continue to adopt the going concern basis of accounting.

#### **1m. Policy For Debtors**

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any discount due.

#### **1n. Policy For Cash At Bank And In Hand**

Cash at bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **1o. Policy For Creditors And Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

### **1p. Policy For Financial Instruments**

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## **2. DIRECTORS AND EMPLOYEES**

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	<b>2020</b>	<i>2019</i>
	<b>£</b>	<b>£</b>
Wages and salaries	147,644	<i>150,825</i>
Social security costs	6,552	<i>6,833</i>
Pension costs	7,958	<i>7,702</i>
	<u>162,154</u>	<u><i>165,360</i></u>

No trustee had any material interest in any contract during the year. No trustee is paid for their services as a trustee.

## **3. PENSION CONTRIBUTIONS**

	<b>2020</b>	<i>2019</i>
	<b>£</b>	<b>£</b>
Pension contributions	7,958	<i>7,702</i>
	<u>7,958</u>	<u><i>7,702</i></u>

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost represents contributions payable by the company to the fund and amounted to £7,958 (2019: £7,702). The amount owing to the pension company at 31 July 2020 was £1,125 (2019: £2,206).

**4. TANGIBLE FIXED ASSETS**

	<b>Land And Buildings £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 01/08/2019	631,889	349,333	981,222
Additions	<u>701,295</u>	<u>816</u>	<u>702,111</u>
At 31/07/2020	<u>1,333,184</u>	<u>350,149</u>	<u>1,683,333</u>
<b>Depreciation</b>			
At 01/08/2019	308,746	266,286	575,032
For the year	<u>12,261</u>	<u>11,850</u>	<u>24,111</u>
At 31/07/2020	<u>321,007</u>	<u>278,136</u>	<u>599,143</u>
<b>Net Book Amounts</b>			
At 31/07/2020	<u>1,012,177</u>	<u>72,013</u>	<u>1,084,190</u>
At 31/07/2019	<u>323,143</u>	<u>83,047</u>	<u>406,190</u>

Included in land and buildings is the building known as Unit House which has been occupied by the charity and has been subject to conversion and improvement as shown in these accounts. All properties are subject to restrictive covenants imposed by the original donor. All assets are used for charitable purposes. The charity had a lease for the term of 999 years from 31 March 2003 for the land and buildings including Unit House and Booth House (now disposed of) from Speke- Garston Developments Limited. The freehold for the land was originally held by North West Development Agency, then the assets transferred to the Homes and Communities Agency and subsequently to Liverpool City Council. The trustees in 2016 have disposed of Booth House and as part of the disposal agreement Liverpool City Council awarded STEC the freehold of Unit House on 30 October 2015 replacing the 999 year lease instigated in 2003.

**5. FINANCIAL ASSETS**

	Shares in group companies and participating interests £	Listed Investments £	Total £
<b>Cost</b>			
At 01/08/2019	2	352	354
Additions	-	(179)	(179)
At 31/07/2020	<u>2</u>	<u>173</u>	<u>175</u>
<b>Amortisation</b>			
<b>Net Book Amounts</b>			
At 31/07/2020	<u>2</u>	<u>173</u>	<u>175</u>
At 31/07/2019	<u>2</u>	<u>352</u>	<u>354</u>

**6. DEBTORS**

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	23,476	25,765
Other debtors	<u>60,682</u>	<u>49,176</u>
	<u>84,158</u>	<u>74,941</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2020</b>	<i>2019</i>
	<b>£</b>	<b>£</b>
Trade creditors	46,992	60,728
Taxation and social security	-	1,791
Other creditors	<u>100,783</u>	<u>80,964</u>
	<u><u>147,775</u></u>	<u><u>143,483</u></u>

There is a standard mortgage debenture held in the name of the Charity incorporating a fixed and floating charge over the assets of the Charity dated 21.3.96 by the Co-operative Bank.

**8. LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/07/2020 there were 5 members.

**9. UNRESTRICTED FUNDS**

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	508,783	220,495	(220,225)	-	509,053
Designated Development Fund	65,000	-	-	-	65,000
	<u>573,783</u>	<u>220,495</u>	<u>(220,225)</u>	<u>-</u>	<u>574,053</u>

**Designated Development Fund**

For Development and transitions in the short term business plans and including contingent liabilities.

**10. RESTRICTED FUNDS**

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Restricted Fixed Asset Fund	181,457	650,419	(9,066)	-	822,810
LCR Cares	-	5,000	(5,000)	-	-
BBO Income	-	48,655	(48,655)	-	-
ILM	-	3,504	(3,504)	-	-
	<u>181,457</u>	<u>707,578</u>	<u>(66,225)</u>	<u>-</u>	<u>822,810</u>

**Restricted Fixed Asset Fund**

The incoming capital resources this year are from the Liverpool City Regional Combined Authority Special Investment Fund Liverpool South Work and Wellbeing

**LCR Cares**

Funds for provision of devices for people in the community who are isolated or digitally excluded

**BBO Income**

Joint Initiative ESF & Lottery

**ILM**

Intermediate Labour Market Wage Support

### **11. TAXATION STATUS**

The charity benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions. Recovery is made if appropriate of tax deducted from income and from receipts under Gift Aid. The charity is not registered for Value Added Tax.

### **12. GENERAL INFORMATION**

Speke Training & Education Centre Limited, a charitable company limited by guarantee, is incorporated and domiciled in England and Wales, and has its registered office and principal place of business at Unit House, Speke Boulevard, Liverpool, L24 9HZ.

The principal activity of the charity is the provision of education, training and regeneration.

### **13. NET ASSETS BY FUND**

	Tangible Fixed Assets and Investment	Net Current Assets	Total
Restricted funds	822,810	-	822,810
Unrestricted Funds	261,555	312,498	574,053
	<u>1,084,365</u>	<u>312,498</u>	<u>1,396,863</u>

**14. NUMBER OF EMPLOYEES**

The average monthly number of employees was:

	2020	2019
Chief Executive	1	1
Departmental Managers	2	2
Tutorial Staff/Project Co-ordinators	3	2.5
Administration/Site Services	2.5	1
Part-time Site Services	1	1
	<hr/>	<hr/>
	9.5	7.5
	<hr/>	<hr/>

**15. RESOURCES EXPENDED**

	2020	2019
Cost of operating the Training and Education Centre		
Tutorial Staff Costs	86,220	82,958
Beneficiary and Volunteer Costs	477	802
Adult and Community Learning Costs	30,234	54,854
Central Services and Finance Staff Costs including ILM staff	68,466	71,622
Direct Training Costs	8,755	5,219
Building Staff	11,389	10,780
Other Costs - Administration; Premises; Depreciation and Maintenance	78,909	90,106
Accounting	-	6,560
	-----	-----
	284,450	322,901
Governance Costs	-----	-----
Independent Examination Fee	2,000	3,000
	-----	-----
	286,450	325,901
	=====	=====

**16. INCOMING RESOURCES**

	2020	2019
Restricted		
BBO Income Joint Initiative ESF & Lottery Grants	48,655	53,097
LCRCA SIF South Liverpool Work and Wellbeing	650,419	-
LCRCA Cares Devices for isolated communities	5,000	-
ILM and Training Equipment Grants	3,504	10,195
	-----	-----
	707,578	63,292
	=====	=====
Unrestricted		
Training Sales and Services	3,924	11,730
Adult and Community Learning	125,423	183,249
Tenancy Sales and Services	51,265	67,743
Good Things Foundation Reboot and Response and Resilience Grants	4,008	-
Small Grants	500	-
WEA for training	15,944	-
CJRS Grant	19,423	-
Dividends	8	22
	-----	-----
	220,495	262,744
	=====	=====
	928,073	326,036