

Registered Number 13670800

Inclusive Response CIC - Constitution Document

(October 2021)

This document has been prepared to provide an overview and statement of our Community Interest objectives. A formal Articles of Association is also available and has been delivered as part of our registration process to Companies House and the CIC Regulator.

Introduction

Inclusive Response CIC is a Community Interest Company that delivers not-for-profit services for children, young people and communities. We are inclusive to all. The service we provide is principally for the benefit of the local communities we serve.

Profit and assets

The statement “not for profit” in the context of Inclusive Response CIC, means that reasonable and transparent salaries and/or costs are paid to staff and Directors who deliver services that advance our community interest objectives. However, any surpluses and capital assets made will be used for the benefit of the local community and in line with our objectives.

Inclusive Response CIC’s assets are “locked” in line with the CIC Regulators guidelines. This means that all assets gained through the business of Inclusive Response CIC are:

- Retained within the CIC to be used for the community purposes for which they are obtained.
- The company shall not transfer any of it’s assets other than for full consideration.

Inclusive Response CIC may only transfer assets if:

- A transfer is made for full consideration (i.e. market value), so that the CIC retains the value of assets transferred.
- It is made to another local asset locked body (a CIC or charity).
- It is made to another form of asset locked body with the consent of Companies House Regulator,
- If the Company is wound up under the Insolvency Act 1986 and all it’s liabilities have been satisfied.

Ending the Company

The Company may be wound up by the Director if:

- The Company is not financially viable
- The Company converts to a charity
- The Company is not able to develop any further.

In the event of the CIC being wound down, Inclusive Response CIC will nominate a local CIC or Charity as the benefactor who will receive any surplus on unspent funds. This benefactor will be named in due course.

Where a particular funder, sponsor or licensor requires surpluses associated with their project, it may be agreed for the benefit of an agreed alternative not for profit benefactor or charity.

Principle Business and Delivery

Inclusive Response CIC uses experienced and/or qualified enhanced DBS checked staff and volunteers.

Our values include:

- Supporting individuals (including children and young people) - providing a broad range of social and educational activities with a person centred approach.
- Community engagement, development and participation - promoting services that get the community working together.
- Helping those who want to re-engage with communities where they live.
- Encouraging and accessing social prescribing, with support.
- Signposting to other local communities who may benefit the individual and/or their family/carer.

Inclusive Response CIC help their beneficiaries by promoting:

- Contribution to the local community
- Present and future safety
- Wellbeing and the right to live a healthy lifestyle
- Encouragement for positive relationships
- Achieve

We deliver services and activities, which benefit the community, and that are considered (by our Director) to fit our community interest objectives.

These objectives include the delivery of:

Targeted services - we provide targeted and specialist services for our beneficiaries. Services may be delivered with a focus on our local area, or may respond to specifically identified needs that are outlined by funders or sponsors of the service.

The services we provide may include learning and fun opportunities, which as a minimum, include one of the following :

- Knowledge and social education
- Games and Activities
- Exercise and Wellbeing

Director

Inclusive Response CIC retains a Director who is registered with Companies House.

The Director has the following responsibilities:

- Supporting the development of the company and agreeing planning targets
- Assessing each project to ensure that each one remains in accordance with our community interest objectives
- Reviewing the yearly budget and annual accounts

- Monitoring progress and outcomes
- Marketing and profile raising of the company
- Support and recruitment of staff
- Reviewing and agreeing policies, procedures and systems.

Volunteer Director is unpaid. However, reasonable expenses may be paid to Volunteer Director who carry out specific activities for Inclusive Response CIC projects (for example, but not limited to consultation work, flier design or training). In such cases, this will be in accordance with their individual skills.

Project and service delivery staff

Inclusive Response CIC will recruit appropriate people (including Volunteers), following the Safer Recruitment Policy, to deliver services and projects that are required.

All positions will be recruited in accordance with Inclusive Response CIC's Equal Opportunities and Recruitment Policies and Procedures. Reasonable and transparent session/hourly pay will be made to staff in line with market rates.

Policies and Procedures

Inclusive Response CIC will retain a full set of appropriate policies and procedures.

The Director will review all policies and procedures on a yearly basis (as a minimum) and keep updated with any changes and/or regulatory requirements.

Monitoring

Inclusive Response CIC will retain an integrated system that enables the organisation to monitor key factors across all beneficiary activities.

The key factors monitored include:

- outcomes /basic details such as postal address, age, cultural background and so on
- confidence/integration skills development
- training development for volunteers

Equality and access

Inclusive Response CIC puts great emphasis on valuing our beneficiaries and we are committed to working positively with them. Inclusive Response CIC promotes a positive approach, an awareness of our diverse community and caters for each individual's needs. We will work at a pace and level appropriate to each individual or group.

Finance and accounting

We manage our income and expenditure through our own finance management system. Our finance management system. Director keeps accounts up to date and provide regular finance

reports. Expenditure information is made available to funders and sponsors as required. A qualified accountant files our accounts on a yearly basis.

Central Costs

Project budgets will be worked out on the basis that, as far as possible, full cost of recovery (FCR) for delivery is achieved. Therefore, budgets will include a notional amount for central costs. Central costs will be worked out and based on the anticipated needs of central service at any given time and as agreed by funders or sponsors. FCR contributions will be identified in individual project budgets. FCR is an essential requirement to ensure that the CIC continues to be viable and is offering sensible cost effective services. The FCR contribution by each project is used to help towards, but not limited to:

- a percentage of project managers (who are not otherwise funded by specific project budgets)
- HR and admin staff support
- Finance and accounting costs
- Core training provision.

In cases where funders are unwilling to cover FCR contributions, the Director may take the decision to deliver a service on a direct delivery costs only basis. In this case, Director must undertake a risk assessment relating to the potential “drain” on central staff time

Insurance

Inclusive Response CIC retains insurance for all activities. We retain cover for public liability of £5,000,000 and Employer’s liability of £5,000,000.