

**Social Workers Benevolent Trust**  
Trustees Report and Financial Statements  
For the year ended 30 September 2022

**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the year ended 30 September 2022**

**Trustees**

Julian Levitt, Vice Chair from July 2020 Resigned July 2022  
Susan Roxburgh, Co-Chair from July 2019  
Margaret Faulkner, Meetings Secretary  
Bridget Robb, Co-Chair from July 2020  
Elizabeth Williams, Applications Secretary  
Simon Scott, Treasurer  
Rupert Franklin  
Peter Morgan  
Robert Pook  
Vickie Hollingworth Trustee from September 2021  
Tooba Malik Trustee from September 2021 Resigned July 2022  
Jaison Musindo Trustee from November 2021  
Mike Young Co-Optee from November 2021. Appointed as Trustee July 2022

**Charity registered number:** 262889

**Principal office:** Wellesley House  
37 Waterloo Street  
Birmingham  
B2 5PP

**Independent auditors:** Dains LLP  
15 Colmore Row  
Birmingham  
B3 2BH

**Bankers:** Co-Operative Bank Plc  
118-120 Colmore Row  
Birmingham  
B3 3BA

**Investment Managers:** Quilter Cheviot  
2 Snowhill  
Birmingham  
B4 6GA

The Trustees present their annual report together with the audited financial statements of the Social Workers Benevolent Trust for the year 1 October 2021 to 30 September 2022.

## Objectives and Activities

### a. Policies and objectives

The objective of the charity is the financial relief of persons who have been engaged in professional social work and their dependants who are in need of such relief.

### b. Activities for achieving objectives

The charity is engaged in the following major activities (see below) during the year in pursuant of its objectives and in the public benefit.

The charity made grants to individuals to assist with relief. The charity also monitors its grant giving activities.

The charity has a Memorandum of Understanding with BASW which underpins our working relationship.

### c. Grant making policies

Grants are paid to individuals who are, or who have been, engaged in professional social work and the children and other such dependants who are experiencing financial hardship.

Grants are only awarded where, in the opinion of the trustees, payment of the grant will make a significant difference to the beneficiary.

The Trustees review the objectives of the charity annually to ensure that they provide an overall benefit to the public. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit and take due regard of it, not taking an unrealistically narrow view.

We are a publicly accessible charity. We advertise through written and web media. Any member of the public fulfilling the professional occupational eligibility criteria is entitled to have an application considered and this means that eligibility is not restricted to members of any particular organisation.

The charity has also published an Emergency Relief Policy to enable us to make a one-off payment to internationally qualified social workers entering the UK who need immediate help.

## Achievements and performance

### a. Review of activities

Year	Applications	Increase on previous year	Grants made	Increase on previous year	Total cost of grants made	Increase on previous year
2018/19	204	15%	186	16%	£93,945	14%
2019/20	196	0%	176	0%	£73,617	-22%
2020/21	174	-0.1%	160	-0.1%	£72,930	0%
2021/22	283	63%	243	52%	£112,059	54%

The year comprised both of consolidation and changes. The Board consolidated its pattern of online meetings, with some trustees able to meet face-to-face, with others online, in June 2022 for the Business Meeting. The online reading of applications prior to our meetings and the online discussions has served us well as the number of applications has continued to rise during the year. The Trust remains fortunate for the time and energy given freely by the

Trustees and without payment.

The Board has continued to focus on advertising our work through BASW and also had an article in Community Care. Trustees also write regular blogs for our website. This is all increasing our profile, and driving up demand for grants in these difficult times. We want to record our thanks to BASW for the continued financial support from their members, and the organisational support given to us, without which we could not run as effectively.

Once again, the Civil Service Insurance Society Charity Fund (CSIS Charity) has helped make it possible to continue to meet the demand from applicants. Even though their circumstances meant that they were unable to give to the extent that they had managed to give in previous years (CSISCF had informed us that due to Covid19 their income had been significantly reduced and advised that we apply for a reduced sum) they provided the same amount as they had in the previous year. SWBT is grateful to the CSISCF for their generosity despite their financial difficulties. The added uncertainties of the impact of Covid19 on our applicants confirmed our cautious approach in terms of grant giving amounts.

We continue to be grateful to all our individual donors, for one-off donations, regular giving and legacies.

The Board is very conscious of our responsibility to maintain and if possible, to grow our reserves to enable us to meet the ever-increasing demand for grants. To this end, we completed a due diligence exercise reviewing where we hold our investments, also taking account of the climate change agenda. As a result of this we decided to stay with Quilter Cheviots but move our money into their Climate Assets Fund

The Board has also focussed on our own governance, both in ensuring that our policies and procedures stay current, and ensuring that our archives are held appropriately. We have worked closely with Warwick University who hold our archives to get our paper-based archives up to date and GDPR compliant, and put in place systems for future digital archiving. This work had been delayed by the Covid lockdown, so it is particularly gratifying to have it now sorted.

As well as responding to all individual applications, Trustees consider the implications from the monitoring of applications, i.e., information that would not identify applicants, in order to gain an overall picture of applicants from across the four countries to aim for equality of access and equitable decision making. It has designed a further part of the application form to enable analysis of diversity, which is on our website and we encourage all applicants to complete.

As in every year, the work that trustees perform is difficult in that we are required to read some very sad and difficult circumstances in which some of our past and present social work colleagues find themselves. Yet again we have been particularly aware of the distress and hardship that can be caused through illness from both mental and physical causation and some with continued Covid implications and often on those who can least afford it. We have also noted the significance of mental health difficulties, overwhelming debt and the distress that demands of the work can exact. Other areas we have noted is the relative reduction in salaries and benefits due to inflation and lack of salary increases to match this. We have also noted on-going bankruptcy cases; and applications where women in particular have been

disadvantaged, by having to reregister following a break from work due to caring responsibilities and the heavy costs this incurs. We are noting the particular hardship faced by single earner households (mainly single mothers) at this time of rising inflation and fuel costs.

#### **b. Retirement and new Trustees**

We were sorry to lose the experience and commitment of Julian Levitt as a trustee. Julian has served as a trustee for many years, latterly as co-chair, and his wisdom and compassion added greatly to the effectiveness of the trust. We were delighted that our co-optee, Mike Young, was able to be appointed as a trustee to replace Julian on the Board. Tooba Malik has resigned as a trustee due to moving to America. We wish her well and we are happy she has agreed to stay in touch with us. We are pleased that we have had a positive response to our advertising for new trustees.

#### **c. Investment policy and performance**

The Trust's investment policy continues to select investments that are reasonably risk-free and which generate income for the Trust, thus enabling it to pay grants at the current level without significantly reducing its reserves. The Trustees try to avoid reducing the capital assets as it is largely the income from these, along with the BASW grant and from the CSIS Charity Fund, which pays for the grants.

We have not drawn on our reserves this year. This has only been possible because of an interim payment from a generous bequest from the late Margaret Richards, for which we are particularly grateful.

The Board took the opportunity to look closely at our investments during the year, and explored different providers and different funds. The outcome of the review was to remain with the investment manager consultants Quilter Cheviot, but to transfer our funds into the Climate Assets Fund.

The input of Quilter Cheviot continues to have a positive impact on the Trust's investment income.

### **Financial review**

#### **b. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### **b. Reserves policy**

The charity will maintain its reserves at a level that ensures it can invest enough assets to continue its core activity even during a period of unanticipated activity for a period of 1 year. It will do this by:

- i. Establishing and agreeing an annual financial plan which uses an analysis of past cash flows and anticipated trends to forecast income and expenditure and identify associated risks. The plan will explain whether the level of reserves is

- above, at or below the level needed and identify any action arising from this.
- ii. Monitoring the financial plan at each trustees meeting and agreeing action required to respond to any changes identified.
  - iii. Including a statement about the reserves policy and its implementation in the Annual Report.
  - iv. Including the financial plan as part of the overall plan for the Trust's activities for the forthcoming year in relation to core activities.
  - v. Maintaining sufficient instant cash in its bank account to cover half a year's budgeted expenditure.
  - vi. Using professional financial management of investments through a discretionary portfolio service which supports minimum risk together with good financial management principles.
  - vii. Ensuring regular consultation between the trustees over the level of reserves and their agreement to any action relating to the purchase and disposal of investment funds.
  - viii. Ensuring that finance is considered in planning any activity and any change in fundraising or grants made is documented.
  - ix. Reviewing the policy and the basis of investment management on an annual basis.

### **c. Principal funding**

The Charity's principal funding is an annual payment by BASW members.

Donations and legacies from individuals remain an important part of the Trust's income.

During this financial year, the Trust continued to be the fortunate recipients of a generous grant from the Civil Service Insurance Society Charity Fund (CSIS Charity). This Fund has been in existence since 2007 and has distributed considerable amounts to charitable causes, including benevolent funds and hospices. It is made possible by the policyholders of the CSIS whose premiums allow the CSIS directors to annually donate virtually all its entire trading surplus to the CSIS Charity Fund.

## **Structure, governance and management**

### **b. Constitution**

The Trust is governed by a Deed of Trust dated 27 April 1971 and its object is the relief of persons who are, or who have been, engaged in professional social work and the wives, widows, children and other dependants of such persons needing relief. In 2021 the Trust undertook a due diligence process to ensure our Deed of Trust is still fit for purpose.

### **b. Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are confirmed by the British Association of Social Workers (BASW) Council, new wording has been agreed in respect of the number of trustees which now reads: there shall be no less than three Trustees at any time.

The Trust has a Recruitment and Induction Policy for prospective and new Trustees. When a vacancy occurs the Trustees remain in full and independent control of the process and the decisions. The Trustees decide whether and when the vacancy should be filled. Trustees then use the Job Description, Person Specification and Skills Audit to advertise to fill the gaps.

Consideration is also given to promoting and maintaining diversity amongst the membership group. It is important that the range of skills and expertise of the Trustees continues to match the requirements of the Trust. Therefore, priority is given to potential applicants who offer the skills and expertise required.

Trustees can be elected or nominated by existing Trustees; Trustees can decide to approach an organisation to nominate a potential Trustee. Should the opportunity arise, the Trust is able to co-opt one or two prospective Trustees to join the Trust's meetings until a full vacancy arises.

The decision by the trustees to continue to hold six of its meeting virtually enables us to attract from a wider geographical area and from those who are working.

### **c. Policies adopted for the induction and training of Trustees**

SWBT recognises that an induction programme is vital to ensure that new Trustees thoroughly understand the work of the organisation, the demands and requirements of the role they have accepted.

All new Trustees will receive key documents relating to the Trust with an explanation of their purpose and effect.

With this information a new Trustee will be able to make effective contributions as quickly as possible.

Every Trustee completes a skills audit annually and is supported to undertake training to meet any emerging training needs. In addition, the Trust supports training to meet the need of the organisation as it occurs at other times of the year.

### **d. Risk management**

The Trustees have considered and keep under review the risks to which the Trust might be exposed. They do this in the following ways:

- Charity Commission guidelines are followed regarding the handling of money and the operation of bank accounts.
- Professional advice is taken in all investment matters.
- The Treasurer reports to every meeting and makes available the documentation regarding the Trust's finances.
- The majority of business is carried out by unpaid volunteers and there are no contracts of employment.
- BASW provides some administrative support to help process applications in a timely manner and IT support.
- The reserves policy ensures that expenditure on grants is within the means of the organisation.

### **Plans for future periods**

#### **a. Future developments**

Over the coming year the Trustees have the following priorities:

- Continuing to deal with all applications received in a sensitive and timely manner to provide help which will make a tangible difference to the applicant. This includes considering implications arising from better monitoring information of applications in order to ensure equality of access and decision making.
- To continue to plan a range of activities to ensure that the trust communicates with

potential donors, and applicants are fully informed of the possibility to apply for a grant thereby directly raising money plus increasing our profile both in prospective donors and applicants.

- To keep all policies under review including an annual skills audit and provision of training to meet identified needs.
- We will be ensuring that our new website is kept up to date and easy to access, and to use social media to promote our work.
- We will continue to develop our systems and processes to improve our effectiveness and the service to our applicants.
- The considerable administrative support given by BASW staff is warmly welcomed.
- Ensuring as far as possible that the income is sufficient to meet the requests for assistance. The Trust will seek to continue to build its relationship with CSIS Charity Fund to hopefully allow a further source of income for the coming year. The Trustees welcome the link with a CSIS Trustee to liaise with the SWBT Trustees with the purpose of enhancing the relationship between the two charities.
- The Trustees have been increasingly concerned about the financial demands on its available resources and intend in the coming year to seek alternative and additional ways to ensure there is an increased income to go some way to meet this undoubted need.

### **Trustees' responsibilities statement**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 charity 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.

This report was approved by the Trustees on 16 December 2022 and signed on their behalf by:

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**Simon Scott, Treasurer**  
Trustee

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**Su Roxburgh, Co-Chair**  
Trustee

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**Bridget Robb, Co-Chair**  
Trustee