

INDEPENDENT MENTAL HEALTH NETWORK
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 AUGUST 2019

Registered Charity Number 1171453

INDEPENDENT MENTAL HEALTH NETWORK
FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2019

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TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2019

LEGAL AND ADMINISTRATIVE INFORMATION

Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1171453.

Principle Office

BNSSG CCG NHS South West
South Plaza
Marlborough Street
Bristol
BS1 3NX

Trustees

Amelia Campbell		1st September 2018 – 31st December 2018
David Walters		1st September 2018 – 31st December 2018
David Webb		1st September 2018 – 14th August 2019
Justine Keeble	Vice-Chair	1st September 2018 – 31st August 2019
Kata Papunen	Chair	1st September 2018 – 31st August 2019
Claire Merrick		12 November 2018 – 31st August 2019
Nick Wainwright		12 November 2018 – 31st August 2019
Tracy Tainton		12 November 2018 – 31st August 2019

Independent Examiner

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road,
Knowle
Bristol BS4 1DQ

Bankers

Triodos Bank
Deanery Road
Bristol BS1 5AS

National Westminster Bank PLC
89 High Street
Weston Super Mare
North Somerset
BS23 1HJ

INDEPENDENT MENTAL HEALTH NETWORK

TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2019

The Trustees present their report and accounts for the year ended 31st August 2019.

Structure, Governance and Management

Organisation

Independent Mental Health Network is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution and bye laws. The charity was established on 3rd February 2017

Members and Trustees

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated their or its agreement to become a member and acceptance of the duty of members.

Trustee attendance at board meetings information:

- Amelia Campbell – attended 0 out of 1 meeting (stood down in December 2018)
- Claire Merrick – attended 3 out of 5 meetings
- David Walters – attended 0 out of 1 meeting (stood down in December 2018)
- David Webb – attended 4 out of 5 meetings
- Justine Keeble – attended 5 out of 5 meetings
- Kata Papunen – attended 5 out of 5 meetings
- Nick Wainwright – attended 4 out of 5 meetings
- Tracy Tainton – attended 3 out of 5 meetings

Appointment of Trustees

A combination of elected by the members of the CIO at an annual general meeting (AGM) and appointed by the Board of Trustees (with reification at a general meeting of the CIO).

Governance

The organisation also has Bye Laws covering the following:

- Conditions and Benefits of membership
- Election Rules
- Meeting Rules
- Board of Trustees
- Complaints, Grievances, Disciplinary and Appeals

The organisation has an organisation structure in place as well as a risk log that is reviewed at each meeting of the board.

The organisation also has policies and procedures in place, which include:

- Conflicts of Interest
- Data Protection
- Privacy Policy
- Equal Opportunities

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- Equality and Diversity
- Involvement
- Membership Approval Process
- Safeguarding

Objectives and activities

Objects of the Charity

The objects of the CIO are:

- (1) For the public benefit, to advance the health of individuals and groups in England and Wales by:
 - (a) representing the needs of the membership of IMHN in improving the provision of mental health services;
 - (b) working collaboratively with commissioners, service providers and other agencies to identify innovative health solutions that will improve the health of local communities;
 - (c) working with individuals and local groups in communities to facilitate the provision of support networks for those that are experiencing a mental health issue;
 - (d) educating the public on the importance of understanding mental health and the need for parity of esteem in how we view this with physical health.
- (2) To promote community capacity building through developing diverse networks of individuals and groups that are able to be involved in improving local mental health services in areas of England and Wales.
- (3) The advancement of citizenship or community development through promoting the efficiency and effectiveness of charities and the effective use of charitable resources by representing a range of views to policy makers and funders on improving mental health services in England and Wales.
- (4) To advance community development through the promotion of volunteering and the voluntary sector in the role it can play for improving mental health services locally and nationally in England and Wales.
- (5) To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time, in particular but not limited to advancing the education of individuals and groups working in the health sector by making grants and awards to user-led mental health groups.

Public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit and provide the following information in relation to activities undertaken for the public benefit in relation to those objects:

- (1) **For the public benefit, to advance the health of individuals and groups in England and Wales by:**
 - (a) **representing the needs of the membership of IMHN in improving the provision of mental health services;**

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Members of the organisation have been involved in representing those accessing mental health services across Bristol, North Somerset and South Gloucestershire in contract and performance monitoring meetings of services. This has been done through ensuring the voices of those experiencing services “on the ground” are heard by senior leadership in service providers and commissioning, providing opportunities for meaningful service improvement work to take place.

Members were also involved in engagement activities that took place as part of the Improving Access to Psychological Therapies (IAPT) procurement. As a follow on from the engagement phase, this included recruiting external lived experience evaluators to support the procurement phase.

- (b) working collaboratively with commissioners, service providers and other agencies to identify innovative health solutions that will improve the health of local communities;**

Members began being involved in a Rehab Review and Reshaping Project that begun in February 2019. This included membership of a reference group and gathering feedback from people with lived experience of mental health problems in community and residential settings through focus groups and a survey.

- (c) working with individuals and local groups in communities to facilitate the provision of support networks for those that are experiencing a mental health issue;**

We continue to run monthly meetings for members in Bristol and North Somerset to come together and share their lived experiences and feedback on how things could be improved for the future.

We also support the local Time to Change hub and a network of local champions to be able to come together and collectively work to challenge mental health stigma and discrimination.

- (d) educating the public on the importance of understanding mental health and the need for parity of esteem in how we view this with physical health.**

The organisation proudly supports the work of Time to Change, a national campaign seeking to end mental health stigma and discrimination as the local Bristol Hub, in partnership with other local organisations. Several of our members our Time to Change Champions and have attended public events to engage in social contact techniques to positively challenge people’s perceptions and reduce stigma.

We worked collaboratively with other agencies including Rethink and people with lived experience of mental health problems to support Time to Talk Day in February 2019, a day of national conversation about mental health that encourages people to speak out against mental health stigma and discrimination.

We have been supporting a Champion’s Fund where people with lived experience of mental health problems can apply for up to £500 to run their own activity that helps to educate the public through social contact.

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- (2) To promote community capacity building through developing diverse networks of individuals and groups that are able to be involved in improving local mental health services in areas of England and Wales.**

Membership of the organisation has increased during this period, with new people becoming involved in improving mental health services both in formal settings and informal settings. This has included working with Bristol Mental Health to gather feedback on people's experiences and feed these into service improvement work.

We have also worked with an existing lived experience led group to continue to develop our second branch: Clarity – NSIMHN. They operate in North Somerset giving a voice to those in more rural settings.

- (3) The advancement of citizenship or community development through promoting the efficiency and effectiveness of charities and the effective use of charitable resources by representing a range of views to policy makers and funders on improving mental health services in England and Wales.**

Members of the organisation have regularly fed back to policy makers and funders about delivering better mental health services based on lived experience perspectives of both those who are members of the organisation and those who are not.

This included the delivery of one mental health conversation event, that sought to put the views of people with lived experience and the wider VCSE sector directly to decision makers and funders as part of the early stages of the development of a mental health strategy for the Bristol, North Somerset and South Gloucestershire area.

This has also included promoting the effective work that lived experience led charitable organisations can carry out when there are opportunities to do so.

- (4) To advance community development through the promotion of volunteering and the voluntary sector in the role it can play for improving mental health services locally and nationally in England and Wales.**

IMHN has promoted the role of the voluntary sector in improving mental health services throughout many of its activities. This has included supporting the continued development of a second branch in North Somerset to further enhance this role.

- (5) To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time, in particular but not limited to advancing the education of individuals and groups working in the health sector by making grants and awards to user-led mental health groups.**

Through the Time to Change Bristol Hub, we have been supporting a Champion's Fund where people with lived experience of mental health problems can apply for up to £500 to run their own activity that helps to educate the public through social contact. More information about this can be found at: <https://bimhn.org.uk/ttcbristol/>

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As a member-led organisation, our members and volunteers are the lifeblood of the organisation and the board would like to take this opportunity to thank all of those volunteers (members and non-members) that have supported the work of the charity this financial year.

Key successes:

- In addition to our first branch (the Bristol Independent Mental Health Network), our second branch the North Somerset Independent Mental Health Network (Clarity-NSIMHN) continues to develop, meeting monthly.
- We have recruited three new trustees with a range of skills and experience that will drive the organisation forwards for years to come.
- We have worked with the local clinical commissioning group and mental health service providers to develop better support for those accessing mental health rehabilitation services.
- We published our annual guide to the opening hours of mental health services over the Christmas period, reaching over 21,000 people.
- We launched our mental health services review, gathering feedback from people accessing mental health support across Bristol, North Somerset and South Gloucestershire.

We continue to deliver the Time to Change hub in Bristol, increasing capacity of our work that focuses on challenging mental health stigma and discrimination. This has included: running training for people across different communities; having a presence at key events; and working with the Multi-Area-Network-Schools Meetings to increase work to challenge mental health stigma and discrimination with children and young people.

Reserves Policy and Risk Management

This Reserves Policy relates to our Unrestricted Funds only. This includes funds held in our bank account.

Designated or restricted funds are presented separately in our Annual Accounts on pages one and two.

To support fluctuations in the CIO's income, the organisation's reserves will ensure that as a minimum they can meet four months of our current operating costs at any given point in time as a minimum, up to a maximum of 50% of our annual turnover.

These will be carried forward to the first quarter of the following financial year to be expended by the trustees as they see fit against the charitable objects of the organisation (cashflow permitting).

At the end of the financial year, the CIO's total Unrestricted Funds balance was £12,895.

There are no funds materially in deficit.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

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Going concern

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

Trustees' responsibilities in relation to the financial statements

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

Approved by the trustees and signed on their behalf by:

..... Kata Pupunen

..... Justine Keeble

Date.....2020

INDEPENDENT MENTAL HEALTH NETWORK

Independent Examiner's Report to the Trustees

YEAR ENDED 31 AUGUST 2019

I report to the trustees on my examination of the accounts of Independent Mental Health Network for the year ended 31 August 2019.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

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.

.....

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol BS4 1DQ

Date2020

INDEPENDENT MENTAL HEALTH NETWORK

RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 AUGUST 2019

	Note	Unrestricted Fund 2019 £	Restricted Funds 2019 £	TOTAL FUNDS 2019 £	Total Funds 2018 £
Receipts					
Donations, legacies and grants		37,930	39,025	76,955	28,652
Bank interest		4	-	4	-
		<u>37,934</u>	<u>39,025</u>	<u>76,959</u>	<u>28,652</u>
Payments					
Salaries		7,015	10,665	17,680	-
Advertising & Marketing		1,456	1,750	3,206	1,364
Bank Fees		45	-	45	11
Consulting		15,891	20,408	36,299	22,911
Postage, Freight & Courier		16	17	33	5
General Expenses		408	151	559	169
Printing & Stationery		28	386	414	83
IT Software and Consumables		274	-	274	277
Rent		664	1,164	1,828	618
Staff Training		105	55	160	-
Travel - National		2,701	2,086	4,787	709
Insurance		30	185	215	-
Independent Examination		258	96	354	-
Subscriptions		758	323	1,081	-
Miscellaneous		-	-	-	55
		<u>29,649</u>	<u>37,286</u>	<u>66,935</u>	<u>26,202</u>
Net of receipts/(payments)		8,285	1,739	10,024	2,450
Brought forward 1 September 2018		2,626	2,431	5,057	2,607
Transfers	3	1,984	(1,984)	-	-
Total Funds Carried Forward		<u><u>12,895</u></u>	<u><u>2,186</u></u>	<u><u>15,081</u></u>	<u><u>5,057</u></u>

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STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2019

	Unrestricted Fund 2019 £	Restricted Funds 2019 £	TOTAL FUNDS 2019 £	Total Funds 2018 £
Cash Funds				
Cash at Bank - IMHN	10,693	2,186	12,879	2,855
Cash at Bank - NSIMHN	2,202	-	2,202	2,202
	<u>12,895</u>	<u>2,186</u>	<u>15,081</u>	<u>5,057</u>

	Unrestricted Fund 2019 £	Restricted Funds 2019 £	TOTAL FUNDS 2019 £	Total Funds 2018 £
Liabilities				
Independent Examination	(467)	-	(467)	(354)
	<u>(467)</u>	<u>-</u>	<u>(467)</u>	<u>(354)</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

.....
Kata Papunen

.....
Justine Keeble

.....2020

.....2020

INDEPENDENT MENTAL HEALTH NETWORK

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2019

1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1171453 was registered on 03 February 2017.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

During the year, 4 trustees received reimbursement for out of pocket expenses amounting to £244 (2018: nil)

During the year, 2 trustees received payments for services provided to the charity amounting to £1,237 (2018: nil)

3 Transfers

In the prior year, some receipts were classified as restricted funds. In reality they were fees for providing a service so have been re-classified as unrestricted.

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4 Fund Analysis

Restricted Funds	B/Fwd	Receipts	Payments	Transfers	C/Fwd
Main Grant 18/19	-	20,115	(20,201)	86	-
Main Grant 19/20	-	12,500	(11,419)	-	1,081
SUCC 18/19	-	3,500	(3,611)	111	-
SUCC 19/20	-	2,000	(1,444)	-	556
LGBT+ 18/19	-	160	(410)	250	-
LGBT+ 19/20	-	750	(201)	-	549
Receipts classified as restricted	2,431	-	-	(2,431)	-
Total Restricted Funds	2,431	39,025	(37,286)	(1,984)	2,186
Unrestricted Funds	2,626	37,934	(29,649)	1,984	12,895
Total Funds	5,057	76,959	(66,935)	-	15,081