



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

EQUAL PEOPLE MENCAP

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EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2020

Report of the Council of Management for the year ended 31 March 2020

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE menicap OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address : 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert Chair*

Mrs Emma Colverd Treasurer*

Ms Beverley Ebanks*

Mr James Smith* (resigned 28 January 2020)

Mr Nooran Solhekol*

Mr Robert Ebanks

Ms Tracey Miles

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Nicholas Walsh Chief Executive

Araceli Rodriguez Floating Support/CQC Registered Manager

Sonia Timlett Network Hope Project and Centre Manager

Sophia Ledgister Next Step Co-ordinator

1.4 Bankers

Barclays

Belgravia & Knightsbridge

Business Centre

PO Box 4578

London SW3 1 XD

1.5 Auditors

Myrus Smith Chartered Accountants

Norman House

8 Burnell Road

Sutton

Surrey SM1 4BW

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act.

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the

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Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management. At March 31st, 2019, four people with learning disabilities and three relatives of an individual with learning disabilities were Council of Management members. One Trustee has extensive managerial and leadership knowledge, experience and skills. One volunteer organisation experience, knowledge and skills. One Trustee has extensive experience within the National Health and Care Quality Commission.

Equal People mencap have a minimum of six Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by

- All Trustees (Council of Management members not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Floating support/CQC Registered Manager
- The Network Hope/Centre Manager

In addition, Equal People mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g. Barbecues, Amici Dance sessions, meditation)

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Chief Executive and Finance Manager.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 May 2018 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carers issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing, social care issues and monitoring.
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media
- Have good understanding and commitment to Equal People mencap's aims and ethos.
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

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We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities.(NCVO) .

In November 2019 the Chairman and Chief Executive attended a Trustee recruitment course at City Hall; following this they engaged in a trustee recruitment campaign from which they recruited one new Trustee with media and board experience and are hoping that another candidate with SEN education experience will feel that he can join the Council of Management when the pandemic is over. There is a further prospective Trustee with significant finance experience whom it is hoped will be able to join us in the near future.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of seven, three of whom are Trustees responsible for decisions made who meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities.
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Network Hope/centre Manager and Floating Support/CQC Registered Manager and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring

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- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National Mencap and North West London Mencap equivalents.

2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality and policy and procedure requirements and senior staff regularly attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning.

Equal People mencap are part of the North West London Mencap Consortium, a group of 7 local Mencap charities who have come together with a view to potentially sharing core services, making joint bids and running joint services.

Our major Stakeholder is the Bi- Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. As a comparison, to demonstrate growth and popularity of our service: between April 1st 2018 and March 31st 2019 EPM's Floating Support service provided 41,090 hours of support funded through Individual Budgets (people choosing us to provide their support). Between April 2019 and March 2020, the number of hours of Individual Budget funded support increased to 54,810 an increase of 33 percent.

Quarterly monitoring reports are completed for TBI Borough Social Services in relation to funds provided for core, resource centre drop-in and activities, the Thursday Club and the transport for this club. The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We received funding from the National Lottery for our Network Hope Project starting 1st April 2019 and providing wellbeing support and activities to vulnerable individuals in North Kensington. This is a three year Project with funding totalling £355,197. The first year's funding is £127,532. Six-monthly reports are submitted to the National Lottery.

Equal People mencap are registered to provide personal Care with the Care Quality Commission In the January 2019 Inspection Report the CQC awarded Equal People mencap a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe,
- Effective
- Caring
- Responsive
- Well led

Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Bi Borough Commissioning Managers
- Bi Borough Transition Care Managers
- Bi Borough Mental Health Care Managers

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- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- National Mencap
- The North West London Consortium
- Hammersmith & Fulham mencap
- Look Ahead
- The Advocacy Project
- SASH
- Certitude
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Amici Dance Theatre Company
- Opera Holland Park
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC Leisure Centres
- RBKC Volunteer Bureau

The Royal Borough of Kensington & Chelsea Borough have an agreement with The Borough of Westminster. This means that adult social care and learning disability services are commissioned and monitored by one team covering the two boroughs. Equal People Mencap will continue to work within this arrangement.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing (Management Agreement)

2.3 Risk Management

Risks:

- Financial through loss of service contracts, voids, fraud, insurance claims
 - H&S/Maintenance: Fire etc
 - Staff: maintaining, skills, experience, recruitment levels to match demand
 - Governance: COM membership & level of experience
- (a) Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two year intervals.
- (b) Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2019. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.
- (c) Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- (d) Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2019. All staff inducted and trained in relation to these procedures.
- (e) Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2019. Awareness, understanding and compliance

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with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.

- (f) Building security is maintained through a 24 hour contracted alarm & response system.
- (g) Equal People mencap's computer system was replaced in 2009. Firewalls, backup systems and anti-virus software is fully in place. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud based storage system in March 2020.
- (h) Advisory Groups, activity and individual support session feedback, the annual satisfaction survey and widely advertised complaints procedures ensure that consultation with tenants and users continues
- (i) Service Standards and Desired Outcomes, i.e person-centred individual aims and wishes alongside over-arching outcomes such as improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment are monitored annually with the aim of ensuring Equal People mencap's ethos, values and mission statement are put into practice and constantly monitored.
- (j) The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2022 by RBKC/Bi Borough Social Services. Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being). Additional funding was secured for September 2018-August 2020 from City Bridge Trust for our Next Step Activity Service (a weekly programme of activities including catering, football, golf, boccia, gardening, dance and Zumba). The Westway Trust provided funding towards our Yoga group.
- (k) Equal People mencap has increased the number of individuals buying our support and now provides 1054 hours per week. Referrals to provide health related support, transition and complex needs support are increasing, particularly with children. The Chief Executive, Network Hope/Centre Manager, Floating Support/CQC Registered Manager and Next Step Co-ordinator complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.
- (l) Finance systems are in place, e.g. dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud (Finance Procedures – Appendix 9)
- (m) Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause.
- (n) Team Meeting Day and Open Com's will be held to enable members and staff team to look at feedback about our services from users and to plan together our move, our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders.
- (o) Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. Policy updated June 2019

3. Equal People mencap's Objectives and Activities

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community (iv) Economic Well-Being (v) Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing and that 'makes

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safeguarding personal', giving individuals the information and to stay safe and secure and/or report concerns.

Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

An easy read version of our ethos and values was created by our members supported by staff and is on our website and forms part of the induction, training and expected daily practice of all staff and volunteers.

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: We recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap's Centre or out in the community through our Network Hope, Next Step and Healthy Living Services, The daily Drop-in and/or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our 'Making Food Work Project, Gardening and Baking Project'.
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution they can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- an accessible, safe and welcoming environment at our Resource Centre. The Resource Centre has been adapted to be a safe space following the COVID-19 pandemic with regular cleaning, social distancing, PPE and gels and temperature checks. All staff have the required PPE and risk assessments are in place and updated at least weekly.
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life
- support with personal care and domiciliary tasks
- supported activities/trips for carers

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3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

Our member survey from the Summer of 2018 asked:

- Do staff listen to you –100% said yes
- Do you know how to complain? 93% said yes
- Do you feel safe 98% said yes
- Have the activities helped you feel happier –100% said yes
- Have the activities helped you feel healthier –98% said yes
- Do staff treat you with dignity and respect? 100% said yes.

Actions:

- We spoke individually with the members who said they did not feel safe. This led to us hosting and co-facilitating the SASH (sex and relationship) workshops and 1:1 sessions.
- We spoke with everyone about our complaints policy and updated and reissued the easy read document.
- We completed an updated Personal Safety risk assessment with all members attending the Centre.
- We invited the community police to come and talk about community and personal safety. (Friday 7th February 2020).
- We reviewed the incidents complaints and accidents over the year, discussing them (anonymised) with members, staff and Trustees and completed an easy read report. Findings will inform our policy, procedure and staff training and recruitment going forward.
- The total number of beneficiaries (members/carers) now using or consulting our service is 300 and Equal People menCap is providing support to people from 30 different countries speaking 25 different languages.
- Floating Support includes a 24-hour emergency on-call service staffed by the Floating Support Management Team and CEO. This ensure all service users and staff have both telephone and, where necessary, in-person support 24 hours a day.

3.2.2 Quotes from members/carers 2019

Zumba –

- "I like to exercise. It's good for my back and it makes me happy."
- "I like to dance with my friends and keep fit."
- "I do it with friends. There's movement. It's challenging. Helps me be fit and healthy."
- "Zumba is very good. It keeps me active, makes me move my legs more. I don't usually do that."
- "Zumba makes me happy and excited, fit and healthy."

Gardening

- "I like to water the plants. They grow."
- "I have learned about planting different fruits and vegetables and learned the names of different plants."
- "It's nice I like it. I get to meet with my friends. I like to work with my friend A."
- "I learned how to use soil and grow sunflowers and potatoes and plant seeds."
- "I grew the potatoes people had for lunch today. They say they tasted great."

Boccia

- "I am very good at playing boccia with all my friends."
- "I learned how to take it in turns"

Trips and events

- "I like going out, it clears my head."
- "I like being around people. I like coming to the BBQ and Winter Ball."
- "I like going on the computers so much."

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"I like eating lunch with my friends."

"I like going to the Winter Ball. I like to dress up in my suit and have a lovely meal at the hotel with my friends."

"It's good to go out and mix with other people."

"Going to Queens (tennis) was a good experience. We warm up exercises and played some games. We played doubles and singles which I really enjoyed. The volunteers did a very good job."

"The trips make me feel happy and relaxed. I've liked all the trips we've been on. My favourite was the tennis because I met loads of people....I've learned how to go to new places that I had not been to before."

"I love the barbecues because I meet people and I like to try new foods."

"Winter Ball. I loved it. I like dancing, winning the prizes."

"I love the barbecues because I meet people and I like to try new foods."

"Winter Ball. I loved it. I like dancing, winning the prizes."

"I like music, karaoke and music quizzes. I learn things."

"Nice Evening, the acting, the singing and their expressions. Favourite parts were the singing and dancing...and the surroundings were beautiful in Holland Park" (Opera Holland Park).

"I am feeling happy, I did some dancing and I drank Guinness, it was nice."

"It was awesome the music, being with my friend."

"I feel that last night is was great, meeting new people new friends."

"I enjoy everything about last night at the party"

"I danced the whole night."

Going to a Play at the Finborough:

"I was laughing, you heard me laughing. When the lights went down, grabbed me it was so funny. It was fantastic, it told the story of her life and I really enjoyed it. Disabled people need to do that more. I cried throughout".

"That was fun. It was very funny, it's like a movie. It's very sad because the airport broke her wheelchair. It made me laugh when they said, "and what's he doing here?!".

"It was a very good show, they were very good actors. It was good because it demonstrates what disabled people experience in everyday life, it could be in the airport, in the workplace, anywhere".

"The theatre was brilliant, but I was upset because the lady didn't get treated well at the airport. They need to make spaces for wheelchair users on planes. It was good though I enjoyed it."

Fashion, art and performance poetry exhibition Day:

"I can't believe I performed on stage in front of people. I have never done that before I was scared but after I was so happy I did it. It made me feel more confident."

"My therapist told me not to go to the workshops because it could be too much for me. I didn't listen and still attended. I'm so glad I did because this project has been the best therapy for me. I have met some very nice people and being able to talk and be open is amazing."

"I loved the experience. it just what I needed."

"Please can we have more sessions like this I felt great. Thank you so much."

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Cooking

"I'm very good at working in the kitchen. I've learned how to prepare healthy meals for EPM members."

"I've learned how to cook with my friends. I've learned how to chop the vegetables and used the cooker."

"I learned how to cook healthy food and healthy desserts. And how to cut chicken in different ways. I learned about the different coloured chopping boards which you use for different foods like chicken and meat."

"Cooking group makes me feel healthier and happy inside."

"I learned the different steps and different temperatures to do with cooking."

"We did a meal from my country, Lebanon, today in cooking. It was fun telling everyone about it."

"I really love it. I look forward to coming here. I've learned how to whisk and how to layer a cheesecake."

Sport

"I like the activities. My favourite is swimming. Exercise is good for me."

"It's good to go out and mix with other people."

"The sports keep me fit and healthy. We meet different people, the swimming coach and cricket instructor."

"Football's really fun and really enjoyable. I've learned how to kick the ball really high and pass it to others."

"Cricket makes me feel happy and excited. It makes me feel more focussed. I've learned how to hit the ball properly and catch the ball. I've learned teamwork skills."

"Swimming is my favourite activity. It makes me feel relaxed."

"I'm a good swimmer. It's good to keep fit in the water."

"I like to score goals and I like the different competitions. My favourite part is tackling and passing the ball to my teammates."

"Cricket makes me feel happy and excited."

"The teaching is really good. He makes me laugh a lot."

"I learned how to bat and throw overarm and underarm."

Cycling:

"I want to lose weight and get healthier and this group will help me to achieve that."

"I never thought that I could ride a bike and I rode 2 km today."

"I feel like I can do more next week and I can try a different bike."

Yoga

"It makes me fall asleep in a good way because when laying on the mat I feel relaxed. I have learned how to do different stretches."

"I learned how to do poses. It makes me feel relaxed and chilled out."

"My stress just washes away after a (yoga) session with Rita (tutor)."

Health & Wellbeing groups - carers

"I liked it, made me feel relaxed"

"Good breathing exercise"

"Good to talk and discuss people's views etc"

"I liked the way it was described the bucket filling up and the 3 leg stool it really helps to visualise and I will take this on board for the future when things get on top of me"

"Could we maybe have a workshop on time management because I feel that is something that everyone struggles with"

"Thank you so much for all the support."

Relationship and Sexual Health Workshops

"A very good class – it teaches me how to treat a woman in the proper way and how to use a condom. I liked the session that explained how and what to say and ask about when going to the Doctors. Lukasz was a good teacher"

"All the things that we did and talked about were confidential, a lot came out of it I thought it was done really well. I enjoyed doing it, it went really well."

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Volunteering

"I volunteer helping to run Zumba so I learned how to help others. That makes me feel good."

I like that I have helped my friends learn about cooking."

"I wanted to learn new skills and be with others. I do not enjoy being at home alone. I was a member of Equal People mencap and really enjoyed their activities especially the cooking and the evening social club on Thursdays. I knew lots of people there. It was really friendly and I thought I could help out, learn and have fun."

I wanted to help others to have a good time at the Club like I have and to learn new skills, make new friends. In the future I will be able to look at the photos and my certificate and remember lots of good times."

"Equal People mencap is a really friendly place. Everyone mucks in together to help. I can ask Ana and the other volunteers any questions if I am not sure about something."

It's really nice to see everyone happy and laughing and having a go at the karaoke or doing some art. I meet with Ana before each club, so I know what I need to do. I had pictorial information to help me at the beginning but I know what I am doing now. I feel more confident and really look forward to Thursday evenings each week."

"I am more confident now and I know I have something to look forward to each Thursday. I am not at home every night by myself. I have learned new skills and now I want to do more volunteering and maybe paid work too. Equal People are helping me with that."

"I feel that I would not have had the opportunity to get a job had I not been a volunteer at Equal People Mencap".

"I enjoy being part of Equal People Mencap, all the service users are amazing. When I am occasionally off, I am really missed which is a really nice feeling"

"Volunteering gave me the determination to apply for jobs and at last, I have one".

3.3. Service specific Aims and Objectives

3.3.1 Resource Centre & Drop In Next Step Activities Service: Aims & Objectives

Our Resource Centre will be open as a Drop In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities.

This was jointly funded by RBKC Social Care, City Bridge Trust, Kensington & Chelsea Foundation and The Westway Trust as well as individual donations.

- Users will be able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised will be shared with the Council Of Management
- We will advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial).
- We will provide Activities that are User led.
- We will provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. These will be bought by individuals through their personal budgets.
- We will provide at least one 'out of hours' community activity each week.
- We will provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify and report concerns or abuse themselves.

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- We will seek to make our activities accessible to **all** service users. Where we cannot provide the support we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We will provide up a variety of up to date and well-maintained equipment to support the activities.
- We will offer and support a variety of activities in the local and wider community.
- We will actively seek out partnership working opportunities with other organisations and bodies.
- Activities will offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life.

3.3.2. Achievements & Performance

An Independent Living/Space To Dream Group- discussing and debating key issues of the day, e.g. personal budgets, the Grenfell fire disaster and support available, benefits and service cuts, anti-hate crime campaigning, elections, transport issues, accessing health services and how to make complaints. (average 10 members).

The IT Group. Our IT café proved popular enabling users to develop their computer skills and research and access information about community events, interests and campaign plus learning how to do emails and access social networks such as Facebook, Instagram and Whats App safely.(average 8 members)

The Harrington Club continues to be very popular with 25+ users each week. It has become one of the social hubs of each week for our members and runs 48 weeks a year. Typically the membership is older service users who do not have the opportunity to socialise with friends or go out at other times in the week. (average 25 members)

The Music Group – A weekly opportunity for members to get together and jam. Keyboards, drum machines, bongos, a xylophone, maracas, and tambourines plus a weekly music quiz.. (average 8 members)

The Zumba group. – Keeping fit and having fun together to a Latin beat (twice a week at the Equal people Resource Centre and a Community centre). (average 15 members)

Relaxation & Massage – Run by a trained tutor: a weekly session of accessible relaxation and massage exercises. (average 10 members)

Yoga – A twice weekly group enabling and teaching relaxation techniques for members, staff and the public.. (average 8 members per session)

The Music Group – Earls Court

Four individuals with more complex needs were supported to gain confidence, express themselves and to inter-act, musically with others at a weekly group based at a church in Earls Court. (£15 per session). (Average 2 members)

EQUAL PEOPLE MENCAP
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FOR THE YEAR ENDED 31 MARCH 2020

Pre-Amici Dance Therapy Group

In partnership with Amici based at the church in Earls Court. £7 per session. A Friday evening dance class for those with more complex needs enabling everyone to participate, take the lead and/or join in. (average 14 members)

The **Making Food Work & Baking Group** enabled 25+ individuals to learn and work on all aspects of catering from growing food and vegetables (second prize in the borough's annual allotment awards), preparing, cooking and serving a variety of healthy meals and cakes under the supervision of a professional chef. (20 members each week)

Gardening Group

Supported by an experienced gardening tutor members were able to grow herbs and vegetables for the Making Food Work Project in our planters at Equal People and two allotments. Members built teamwork skills, health and safety and took great pride in successfully growing all the plants. (average 10 members)

Photography

Members learned together about how to use a camera and chose themes for taking photos together in and out of the Centre, putting together exhibitions of their work. (average 5 members).

Football

Supported by a coach from Chelsea Football Club and based at the Harrow Club. Weekly coaching sessions. (Average 8 members)

Cricket

Based at Kensington Leisure Centre – adapted indoor cricket sessions (average 8 members)

Golf

Based at Kensington Leisure Centre and supported by a tutor from the Golf Trust. Adapted weekly sessions (5 members)

Boccea

Indoor accessible bowls at the leisure centre. (12 members)

Events

Members were also supported to plan, hold and participate in:

- Two Summer barbecues
- Two Workshops run by the Opera Holland Park at the Resource Centre, planning for an accessible operatic performance together, followed by an accessible performance at Holland Park
- A trip to Queens tennis club, Tennis session and tour.
- A Winter Ball held at the Copthorne Tara Hotel in Kensington W8. Attended by 80 members and carers.
- Relationship Workshops with SASH

Equal People mencap supported 10 volunteers to work alongside our members, gaining experience and contributing to community life through enabling individuals and groups to learn new skills, have fun and participate in the local and wider community. This includes individuals with learning disabilities or mental health issues recruited through RBKC Volunteer Bureau.

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3.4. Network Hope Project

3.4.1 Aims and Objectives

A three-year Project starting in April 2019 set up to support vulnerable individuals in North Kensington.

The Project has three over-arching outcome targets:

- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project is funded by the National Lottery.

The Network Hope Project, staffed by a Manager, two part time activities staff, session tutors and volunteers will provide a variety of in-person and online activities and support sessions promoting an individual's physical, mental and emotional well-being. The Project will support workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster.

- Members will be able to influence and be involved in the running and development of activities, training and courses through individual feedback.
- Ideas, decisions and complaints raised will be shared with the Council Of Management
- We will advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial).
- We will provide Activities and training that is member led.
- We will provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year.
- We will provide at least one 'out of hours' community activity each week.
- We will provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify and report concerns or abuse themselves.
- We will seek to make our activities accessible to all service users. Where we cannot provide the support we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We will provide up a variety of up to date and well-maintained equipment to support the activities.
- We will offer and support a variety of activities in the local and wider community.
- We will actively seek out partnership working opportunities with other organisations and bodies.
- Activities will offer members the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling members to move towards employment.
- Records will be kept of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

3.4.2 Achievements and Performance

Over the course of the first year of the Project we have built up network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular workshops and organised trips to lots of events and nights out. The activities have been accessed by 50+ individuals plus their families and carers and 13 new volunteers have joined our service.

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Health Activities and Events:

- Free full health check days hosted by EPm and run by Enhance twice a year
- Breast/Cervical Cancer Awareness Day
- Diabetes Awareness Day
- NHS Dental Practice Feedback Day
- Community Police – Safety at home & in the Community Workshop
- SASH (Relationship and Safe Sex) 5 week workshop
- Dental Services survey: 7 of our members were commissioned by the Central and West London CCG to review 7 local dental services reviewing their accessibility, ease of use, staff friendliness and communication. Feedback to the reviewers (all paid at the LLW) was very positive with their comments being used to improve local services.

Emotional Wellbeing/Grenfell

- MH Awareness workshop
- Grenfell Community Meetings x5
- Employment workshop
- Weekly wellbeing groups: singing, soap-making, sewing, meditation, managing the mind

Physical Wellbeing:

- Weekly All Ability cycling sessions
- Boxing sessions (community & online)
- Yoga (Community & online)

Events/Trips

- Nighclubbing x2
- Theatre x3
- Music gigs x2
- Hope Street: Our Wellbeing group did an Art Project using recycled materials to create and put on an exhibition at the local Playground Theatre on 6th December. The exhibition included fashion, art and performance poetry. The Wellbeing group had six sessions together preparing for this. Lots of photographs were taken. Artwork was put onto t-shirts and shopping bags given away at the exhibition.

3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autism and complex needs within RBKC, Westminster and Hammersmith & Fulham wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's /Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader.

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual tenant. We aim to encourage choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user.

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The Floating Support Service supports 70+ adults and children through Personal Budgets who are living independently in the community but require between 1hr per week and 24 hours per day housing related or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to a 24-hour emergency on-call Manager (One of the Floating Support Management team or the CEO). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies, staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

The Floating Support/CQC Registered Manager meets with The Disability Social work Team Leader to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments. BBC Children in Need have funded part of the Floating Support service for 3 years from June 2019 for 10 hrs of The Team Leader and 32 hours of support work each week in order to provide community group activities for children with complex needs.

3.5.1 A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People Mencap staff will support them to access and participate in the community, individually and in groups, to attend school or college and manage their daily routines in partnership with their parents and carers.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made by EPM if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.
- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training: e.g. safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act.
- Staff will keep records in partnership with service users. The records will be
 - :up to date
 - :confidential within the Service
 - :monitored monthly by Line Managers

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- Service users will be supported to take & be in control of their own lives....thus:
 - Service users will be supported and encouraged to participate in and influence their local community.
 - Service users will be fully consulted about where they want to live and who they want to live with
 - Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
 - Service users will be supported to make their space their own.
- Maintenance: Staff, with Service users will:
 - : complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - : undertake fortnightly health & safety checks /42/121e)
 - : undertake monthly health & safety checks (FS 1 bed)
 - : ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - : complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - : report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines. Monitor our response quarterly.

3.5.2 Achievements & Performance:

- Rent Arrears as at 31/03/2019 are £2,775.18
- Housing Void levels:
 - NHHT Nth Ken (12 units) 0%
 - Stoneleigh St (3 units) 0%
 - Church House: (2 units) 0%

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. The inspector talked with individuals supported and staff and looked at individual's files etc. Equal People mencap were again rated as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

Floating Support staff received, completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety.

4. Financial Review

Against the backdrop of limited resources and insecurities over funding along with a review of bad debts, it has been necessary to continue to invest funds in growing the Floating Support service alongside the expanded Activities services. Thus, Equal People mencap generated a surplus of £1,906 this year.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2020

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/Bi Borough Social care have awarded Equal People mencap £80,000 for 2019-20, £70,000 for 2020-21 and £50,000 for 2021-22 towards the activities, Drop-In and Harrington Club.

Equal People mencap continues to seek a wider range of funding to support future activity at our Resource Centre. Equal people mencap were successful with a bid to the National Lottery for £355,000 for our Network Hope Project starting 1st April 2019 and BBC Children In Need for £118,975 over 3 years.

Fundraising Expenditure

Equal People mencap have spent £26,640 in 2018-2019. In 2019-2020 we have allocated £30,000 as a percentage of the Finance Manager, Centre and Activities Manager & CEO roles assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2020-2021 is £1,563,633 and so the target for the general reserve is £390,908. At present reserves are at £208,149

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

5. Plans for Future Period

The COVID-19 pandemic meant service delivery across all of our services needed and needs to change from March 2020. Equal People mencap have and will:

- Have a regularly updated COVID-19 risk assessment and contingency action plan in place
- Ensure all members, staff and volunteers are safe and we have sufficient PPE, cleaning and social distancing regimes in place.
- Signposting and support for testing, treatment etc is available to all staff, volunteers, members and carers
- An activity and social group service is set up online using a variety of platforms (e.g zom, Whatsapp and You Tube) and community activities are continued when possible (in a safe and controlled manner).
- Floating Support services continue for all members who require this. Further services e.g. shopping etc are offered to families and carers.
- EPM will liaise with statutory and trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (Ellis Whittam) to ensure we provide appropriate support and guidance to all our staff.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2020

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.

We will ensure our Next Step Activities and training programmes funded by City Bridge Trust, The Bi-Borough and the Westway Trust are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued funding beyond contract end.

We will seek funding under the loneliness and isolation theme from The Kensington & Chelsea Foundation to run our daily drop-in, advice and support services.

Our new Network Hope Project will seek to connect to and build up local network links working together to support vulnerable individuals in North Kensington, including those affected by the Grenfell Fire Disaster. We aim to build up a team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

Equal People mencap will review our core services and have invested in updates to our IT (cloud) and database systems.

In 2019-20 RBKC, Westminster & Hammersmith & Fulham Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2020-21 and will expand our staff team to meet the demand, ensuring appropriate training. The Floating support service have increased the number of funded support hours per week by 33% over the past year. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training.

Equal People mencap have secured three years funding from Children in Need to further develop or support for disabled children, including participating together in community sporting activities and events. We are working with local agencies to provide further accessible, sensory and specialist equipment to support work with children and adults with complex needs.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised.

Equal People mencap aims to encourage more people with complex needs to use the Centre and/or access activities within the community with support and to continue to run community support directly through personal budgets.

The Floating Support service aims to continue developing the individualised person-centred support seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Hourly rates will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and carers and our Trustees.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2020

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

In Partnership with the six others local Mencap's. (Ealing Mencap, Hammersmith & Fulham Mencap, Harrow Mencap, Brent Mencap, Barnet Mencap, Richmond Mencap) & National Mencap in the North West London Consortium we will explore joint core service provision such as utilities. Equal People mencap will also support our members to be Experts By Experience offering review services to other organisations, e.g. CCGs.

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, safeguarding, positive behavioural support strategies, dignity in care building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be recorded and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety will be updated annually and shared with staff and Trustees for review.

Equal People mencap's contract of support sets out;

- The standard and type of service everyone can expect
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)
- A code of Conduct

Equal People's website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

Equal People mencap will actively explore partnership working with National mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

Partnership working with the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, Competitive Solutions, Ellis Whittam, Notting Hill Genesis, Octavia Housing, Catalyst Housing and the North West London Mencap Consortium will continue.

Auditors Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

Ms Melinda Gilbert
Chairman
DATE.....

Melinda Gilbert
22.03.21

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2020

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2020

/..Cont'd

Other information /... Cont'd

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2020

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Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditor
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

22 March 2021

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income from:					
Donations and grants	2	4,108	-	4,108	20,704
Charitable activities	3	1,258,383	228,484	1,486,867	1,154,501
Investments	4	48	-	48	170
Total		<u>1,262,539</u>	<u>228,484</u>	<u>1,491,023</u>	<u>1,175,375</u>
Expenditure on:					
Raising funds	5	45,816	-	45,816	31,622
Charitable activities	6	1,214,817	228,484	1,443,301	1,157,495
Total		<u>1,260,633</u>	<u>228,484</u>	<u>1,489,117</u>	<u>1,189,117</u>
Net income/(expenditure)	8	1,906	-	1,906	(13,742)
Transfers between funds		-	-	-	-
Net movement in funds		1,906	-	1,906	(13,742)
Reconciliation of funds:					
Total funds brought forward		206,243	-	206,243	219,985
Total funds carried forward		<u>£208,149</u>	<u>£Nil</u>	<u>£208,149</u>	<u>£206,243</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	11	10,665	3,530
CURRENT ASSETS			
Debtors	12	257,315	262,835
Cash at bank and in hand		124,481	29,895
		<u>381,796</u>	<u>292,730</u>
CREDITORS: Amounts falling due within one year	13	<u>184,312</u>	<u>90,017</u>
NET CURRENT ASSETS		<u>197,484</u>	<u>202,713</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15	<u>£208,149</u>	<u>£206,243</u>
INCOME FUNDS			
Restricted funds	14	-	-
Unrestricted funds	14	<u>208,149</u>	<u>206,243</u>
TOTAL FUNDS		<u>£208,149</u>	<u>£206,243</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 22nd March 2021.

Ms. M. Gilbert
Chair

Ms. E. Colverd
Treasurer

Melinda Gilbert
22.03.21

Emma Colverd

The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

	2020 £	2019 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	1,906	(13,742)
Adjustments for:		
Depreciation charges	7,974	4,990
(Increase)/decrease in debtors	5,520	(148,783)
Increase/(decrease) in creditors	94,295	4,978
<i>Net cash provided by/(used in) operating activities</i>	<u>109,695</u>	<u>(152,557)</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(15,109)	(1,776)
<i>Net cash provided by/(used in) investing activities</i>	<u>(15,109)</u>	<u>(1,776)</u>
Change in cash and cash equivalents in the year	94,586	(154,333)
Cash and cash equivalents brought forward	29,895	184,228
Cash and cash equivalents carried forward	<u>£124,481</u>	<u>£29,895</u>
Analysis of cash and cash equivalents	2020	2019
Cash at bank and in hand	<u>£124,481</u>	<u>£29,895</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
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EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

/contd...

1. ACCOUNTING POLICIES/contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Financial Instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations	4,108	-	4,108	12,204
Grants				
Westway Trust	-	-	-	2,500
TMF Group	-	-	-	5,000
Groundwork UK	-	-	-	1,000
	<u>£4,108</u>	<u>£Nil</u>	<u>£4,108</u>	<u>£20,704</u>

Of the £20,704 recognised in 2019, £12,204 related to unrestricted funds and £8,500 to restricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	80,000	-	80,000	98,200
The City Bridge Trust	-	47,790	47,790	30,683
Kensington and Chelsea Foundation	-	10,000	10,000	-
Children in Need	-	29,514	29,514	-
Big Lottery Fund	-	127,532	127,532	-
NHS Community Fund	-	3,700	3,700	-
National Lottery Awards for All	-	9,948	9,948	-
Housing and care charges				
Housing rents	148,642	-	148,642	144,536
Care and support fees	1,016,594	-	1,016,594	865,038
Other charitable activities				
Social activities	13,147	-	13,147	16,044
	<u>£1,258,383</u>	<u>£228,484</u>	<u>£1,486,867</u>	<u>£1,154,501</u>

Of the £1,154,501 recognised in 2019, £1,110,618 related to unrestricted funds and £43,883 to restricted funds.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

/contd...

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Bank interest	<u>£48</u>	<u>£Nil</u>	<u>£48</u>	<u>£170</u>

All of the £170 recognised in 2019 related to unrestricted funds.

5. COST OF RAISING FUNDS	2020 £	2019 £
Staff costs	4,068	1,119
Consultancy fees	27,210	26,640
Other fundraising costs	14,538	3,863
	<u>£45,779</u>	<u>£31,622</u>

All of the £31,622 recognised in 2019 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2020 £	Total 2019 £
Cost directly allocated to activities				
Staff costs	878,410	-	878,410	667,955
Recruitment and training	5,976	-	5,976	16,629
Volunteer expenses	-	2,186	2,186	533
Staff travel and subsistence	9,218	-	9,218	9,012
Housing maintenance and utilities	26,830	-	26,830	27,084
Social activities	-	19,580	19,580	19,283
Welfare	646	-	646	1,026
Support costs allocated to activities				
Staff costs	38,248	204,153	242,401	185,303
Premises costs	91,314	60,956	152,270	145,646
Communications	36,488	6,950	43,438	24,093
Legal and professional	6,157	-	6,157	7,329
Consultancy	4,886	2,687	7,573	9,345
Licences and insurance	13,801	2,629	16,430	14,989
Depreciation	-	7,974	7,974	4,990
Bank charges	370	71	441	313
Governance costs (Note 7)	13,350	2,543	15,893	12,657
Other costs	-	7,878	7,878	11,308
Total 2020	<u>£1,125,694</u>	<u>£317,607</u>	<u>£1,443,301</u>	<u>£1,157,495</u>
Total 2019	<u>£925,689</u>	<u>£231,806</u>	<u>£1,157,495</u>	

Of the £1,157,495 recognised in 2019, £1,102,112 was charged to unrestricted funds and £55,383 was charged to restricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020
/contd...

7. GOVERNANCE COSTS	2020	2019
	£	£
Staff costs	5,812	5,978
Auditor's remuneration	4,260	4,260
AGM, publications and subscriptions	5,821	2,419
	<u>£15,893</u>	<u>£12,657</u>
8. NET INCOME/(EXPENDITURE)	2020	2019
Net income/(expenditure) is stated after charging:		
Audit fees – audit services	£3,660	£3,660
– non-audit services	£600	£600
Depreciation	£7,974	£4,990
Pension costs (defined contributions schemes)	£41,752	£18,458
Operating lease rentals	£39,299	£41,815
	<u></u>	<u></u>
9. EMPLOYEES AND STAFF COSTS	2020	2019
	Number	Number
Number of employees		
The average monthly number of employees during the year was:	57.6	49.8
	<u></u>	<u></u>
	£	£
Staff Costs		
Wages and salaries	999,558	759,160
Social security costs	80,893	57,139
Agency staff	10,848	29,760
Pension costs	41,752	18,458
	<u>£1,133,051</u>	<u>£864,517</u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2019: £Nil) and no trustees (2019: none) received any reimbursement of expenses (2019: £Nil).

Total employee benefits received by key management amounted to £59,308 (2019: £60,949). Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020 /contd...

11. TANGIBLE FIXED ASSETS					Fixtures, fittings and equipment £
Cost					
At 1 April 2019					36,411
Additions					15,109
Disposals					-
					<hr/>
At 31 March 2020					51,520
Depreciation					
At 1 April 2019					32,881
Charge for the year					7,974
Eliminated in disposals					-
					<hr/>
At 31 March 2020					40,855
Net book value					
At 31 March 2020					<u>£10,665</u>
At 31 March 2019					<u>£3,530</u>
12. DEBTORS				2020 £	2019 £
Trade debtors				149,560	179,172
Other debtors and prepayments				107,755	83,663
				<hr/>	<hr/>
				£257,315	£262,835
13. CREDITORS: Amounts falling due within one year				2020 £	2019 £
Social security and other taxes				28,132	18,627
Other creditors and accruals				156,180	71,390
				<hr/>	<hr/>
				£184,312	£90,017
14. MOVEMENT IN FUNDS	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2020 £
Restricted funds					
Next Steps	-	47,790	47,790	-	-
Network Hope Project	-	131,232	131,232	-	-
Together Projects	-	10,000	10,000	-	-
Activities	-	39,462	39,462	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	228,484	228,484	-	-
Unrestricted funds					
General funds	206,243	1,262,539	1,260,633	-	208,149
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	<u>£206,243</u>	<u>£1,491,023</u>	<u>£1,489,117</u>	<u>£Nil</u>	<u>£208,149</u>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

/contd...

14. MOVEMENT IN FUNDS /contd...

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2019 £
Restricted funds					
Carers Services	-	3,500	3,500	-	-
Open House Service	-	30,683	30,683	-	-
Activities	3,000	18,200	21,200	-	-
	<u>3,000</u>	<u>52,383</u>	<u>55,383</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	<u>216,985</u>	<u>1,122,992</u>	<u>1,133,734</u>	<u>-</u>	<u>206,243</u>
Total funds	<u>£219,985</u>	<u>£1,175,375</u>	<u>£1,189,117</u>	<u>-</u>	<u>£206,243</u>

The trustees resolved to undesignate all designated funds during 2017/18. Accordingly the balances were transferred to general funds.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	10,665	-	10,665
Current assets	381,796	-	381,796
Current liabilities	(184,312)	-	(184,312)
As at 31 March 2020	<u>£208,149</u>	<u>£Nil</u>	<u>£208,149</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020
/contd...

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS/contd...

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	3,530	-	3,530
Current assets	292,730	-	292,730
Current liabilities	(90,017)	-	(90,017)
As at 31 March 2019	<u>£206,243</u>	<u>£Nil</u>	<u>£206,243</u>

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2020 £	2019 £
Within one year	39,299	39,299
Between one and five years	72,536	111,836
	<u>£111,835</u>	<u>£151,135</u>

17. GENERAL INFORMATION

Equal People mencap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2020 but not yet received and recognised as income due to the recognition criteria not being met amounts to £427,288.