



West Essex Alcohol and Drugs Service T/A ADAS

**118-124 The Stow
Harlow Essex
CM20 3AS**

☎ 01279 641347 / 438716

Registered Charity Number: 1129267

Registered Company Number: 6876508 (England & Wales)

Website: www.adasuk.org

Telephone: 01279 641347 / 438716

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SIXTH ANNUAL GENERAL MEETING

19th November 2016

10.00am – 12.00pm

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

FOR THE YEAR ENDED 31ST MARCH 2016

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THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

FOR THE YEAR ENDED 31ST MARCH 2016

LEGAL AND ADMINISTRATIVE INFORMATION

DIRECTORS	Peter French	(Appointed 9.6.2009)
	Trevor Griffiths	(Appointed 3.6.2009)
	Robert Whitaker (Chairman)	(Appointed 3.6.2009)
	Carol Leach	(Appointed 19.4.2011)
	Michele Simpson (Company Secretary)	(Appointed 17.7.2012)
	Patrick Lee	(Appointed 24.9.2013)
	Susan Cross (Vice Chairman)	(Appointed 13.11.2014)
	Beckie Connor	(Appointed 3.2.2014)
	Clare Jacob (Treasurer)	(Appointed 28.4.2014)

CHIEF EXECUTIVE	Gareth Clement	(Appointed 31.7.2014)
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CHARITY NUMBER	1129267 (297932 before incorporation)
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COMPANY NUMBER	6876508 (Incorporated 14.4.2009)
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WORKING NAME	ADAS
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REGISTERED OFFICE	118 – 124 The Stow Harlow Essex CM20 3AS
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INDEPENDENT EXAMINER	H Tacconi (FCA) 32a East Street St. Ives Cambridgeshire PE27 5PD
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BANKERS	HSBC Bank Plc 7B The Water Gardens South Gate Harlow Essex CM20 1AB
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THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

The Trustees, who are also directors of the Charity for the purposes of the Companies Act, present their annual report and the financial statements of the Charity for the period ended 31st March 2016. They have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2005 in preparing these statements. In setting our objectives and managing our organisation, the Directors have considered the Charity Commission's general guidance on public benefit.

Structure, Governance and Management

The West Essex Alcohol and Drugs Service T/A ADAS is an independent charity specialising in the treatment of substance misuse. Originally setup as ADAS it was launched more than 25 years ago as a result of community action following the closure of a unit at the Princess Alexandra Hospital, with the aim of treating local people with alcohol and drug dependency problems. ADAS has developed into a highly effective and well respected charity providing an outstanding service for the benefit of the communities of Harlow, Epping Forest and Uttlesford.

ADAS became an incorporated charitable company without share capital on 14th April 2009 and changed its name to the West Essex Alcohol and Drugs Service T/A ADAS. ADAS is now an incorporated trust, governed by a trust deed dated 13th August 1987, as amended 7th September 1987, 22nd September 1997, 29th November 2000, and 3rd June 2009 and registered with the Charity Commission with Registration Number 1129267.

The Directors, who also act as Trustees of the Charity, are appointed at the Annual General Meeting and serve for three years. The Chairman and Treasurer are appointed at the AGM for one year, after which they may stand for re-election. The Board of Directors is required to meet, with a quorum of three, six times each year and is responsible for determining the strategic objectives, management of reserves, risk management, policies and performance of the Charity in accordance with its contractual obligations. The day to day administration and operations are delegated to the Chief Executive.

The skill requirements of the Directors have been deemed as follows: knowledge and understanding of local government and, in particular, the NHS; legal and financial management and accounting (including vis the organisations' charitable status); young people's services and the Every Child Matters agenda; fundraising; criminal justice interventions; substance misuse treatment; and general business planning and marketing, policy formation and safeguarding children. New Directors are sought through either general dialogue with local community organisations or advertisement.

New Directors are provided with a comprehensive Information Pack containing full details of the Charity and their obligations and duties to implement and adhere to the Trust Deed. The Information Pack is updated annually by the Chief Executive to ensure that it adequately reflects the changing circumstances of the Charity.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

Risk Management

The Board oversees the risk management process and compliance with SORP, Companies House, Health & Safety and other statutory requirements. The implementation of these standards is delegated to the Chief Executive. The Board regularly reviews the major financial risks to which the charity is exposed and satisfies itself that all steps to mitigate and control them have been taken.

Robust systems and procedures are in place to mitigate risks. The Board also produces a risk matrix and submits recommendations to the Chief Executive to ensure that these are proactively managed. The Board regularly reviews all policies taking into account any changes in legislation. All relevant staff and volunteers are made aware of ADAS' approach to risk management and have the opportunity to provide feedback on risks that affect their area of operation. A culture of risk awareness is encouraged and any new or altered risk areas are notified to the Chief Executive and the risk register is updated accordingly.

Objectives and Activities

The charitable objectives of ADAS are:

- The relief of persons suffering from problems caused by substance misuse and, in particular, the development of counselling and complementary therapies for all people in need of health care;
- To advance the health education of the general public on all matters relating to substance misuse and, in particular, developing health education to prevent substance misuse amongst young people.

ADAS aims to work in partnership to support individuals and families affected by alcohol and drug misuse. We help people make lasting positive changes which will improve the quality of their lives.

The ADAS vision is to work towards achieving a healthy society that is free from the harmful effects of alcohol and drug misuse. In order to achieve this ADAS aims to:

- Enable and empower people to move on from substance misuse
- Support clients to realise their own self-worth and become active and contributing members of society
- Deliver innovative and client-centred services to individuals, families and children

To meet these objectives, ADAS has remained extremely committed to delivering health and social care services for substance misusers in the communities of Epping Forest, Harlow and Uttlesford. ADAS has built an excellent reputation for its effective partnership working with Social Care, Probation, Domestic Violence Police, GPs, Community Mental Health Teams and the Community Drug and Alcohol Team. Furthermore, the agency co-operates with its partners to help people who are homeless and to support people into employment.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

What we do

Over the last year ADAS provided direct support to 490 people struggling with alcohol misuse problems and our child and family team provided help to 30 children and 59 adults who have been affected by someone else's alcohol misuse. Including brief interventions conducted at the hospital, ADAS helped over 800 people across West Essex during 2015-16 and shared important messages to over 1,000 young people in school across West Essex about the dangers of alcohol.

Developing our model

During 2015-16 ADAS made a number of changes to our delivery model in-line with our organisational strategy and the new specifications outlined in our successful tender application to Essex County Council in September 2015. As a result our model has become more clearly tiered to respond to different levels of need and we have diversified the service we offer to clients.

ADAS now provides a wider range of services, including counselling, one-to-one motivational interviewing and structured group work that focuses on alcohol reduction. We run three groups that offer recovery support and employ two A&E Health Workers who provide screenings and brief interventions to patients at Princess Alexandra Hospital. ADAS also offers support for children and family members affected by someone else's alcohol misuse.

ADAS has helped me to start understanding who I am and what my purpose in life is. Beforehand, while I was using alcohol, I felt completely lost. ADAS is helping me learn more about myself and regain my identity. The counselling brings out areas for discussion that had been buried for too long and has helped me understand the reasons why I misused alcohol. The group therapies that are on offer have been great and very useful. It helps to hear other people's journeys and their coping mechanisms for staying well and sober. The staff and counsellors are so helpful and I feel confident that everything I discuss is fully confidential.

Changes to the Essex Drug and Alcohol Partnership (EDAP) - ADAS operates as a tier three provider as part of the EDAP treatment system in Essex. There have been a number of changes to the EDAP system that have needed to be considered when shaping our service delivery. During 2015/16 a 'no wrong door policy' was introduced, which has meant clients need to be assessed at whichever agency they present at and assisted to find the most appropriate support. In addition a default position has been introduced for clients drinking at physically dependent levels, that where possible, they will need to be supported by services like ADAS to safely self-reduce their alcohol intake. ADAS has worked collaboratively to embrace these changes and restructured our services so that we can offer clients the most appropriate support. We have provided additional training to staff and input from an addiction psychiatrist working within EDAP.

Structured interventions

▪ Preparation for Change group

In July 2015 ADAS launched a new Preparation for Change group in order to focus our support for service users who are drinking to physically dependent levels. These structured groups run for six weeks and are facilitated using motivational interviewing techniques; encouraging clients to

set goals and use practical tools such as drinks diaries in order to safely reduce their alcohol intake. The group also helps clients to think about their ongoing support needs and we have guest speakers from other agencies within the Essex Drug and Alcohol Partnership.

During 2015-16 ADAS ran three six-week groups between July 2015 and February 2016

- 13 out of a total of 19 attendees completed the course
- 7 service users reported reducing to zero
- 4 service users reported reducing their alcohol consumption by over 50%
- 12 service users reported some reduction in their alcohol intake

▪ **Motivational Interviewing**

“I first came here pretty much out of desperation. I'd tried to cut down drinking many times over the years, and always seemed to end up drinking more. I gave up for a short time but ended up going back to drinking again and this felt like a massive failure. I've now had four sessions and feel much more confident that I can gain control over my problem and improve my life”

In addition to the Preparation for Change group, ADAS now offers one-to-one motivational interviewing sessions to clients who are drinking alcohol to physically dependent levels. This work combines motivational interviewing techniques with practical work that help clients reduce or stop their alcohol use. This focused support helps clients to identify goals, strengthen their own motivations to change and use practical tools and techniques to safely reduce their alcohol intake.

▪ **Counselling**

“As a client I was made to feel welcome and cared for at ADAS. My counsellor has assisted me with coping strategies to cope with my acute anxiety. ADAS has been there for me, offering me assistance to aid my recovery. I remain thankful to ADAS during my recovery”

Counselling remains an integral part of the support we offer at ADAS. Clients can access up to a year of counselling and this part of the service is delivered, in the main, by a workforce of 39 volunteer counsellors. Our counsellors assist clients to work through any underlying issues and take practical steps to tackle their alcohol misuse. Our counsellors are supported by a team of four clinical supervisors who collectively have over 50 years' worth of experience working at ADAS. Our supervisors provide advice and guidance to our volunteer counsellors, helping to ensure that ADAS provides the best possible service for our clients and support to our volunteer counsellors. We consistently receive excellent feedback from our clients regarding the counselling they receive.

Hospital interventions

Our two A&E Alcohol Health Workers provide screening to identify patients with alcohol misuse problems and give general advice and information, ensuring that those patients that want to seek help are referred to appropriate services within EDAP. When appropriate our workers will complete a Brief Intervention interview with patients and provide more intensive support for patients in crisis. ADAS A&E Staff have provided a vital link between the Alcohol Liaison Nurse (ALN), the main ADAS service and other providers in the community.

During 2015/16 our A&E workers:

- Conducted 1119 screenings of patients to ascertain their alcohol use
- Conducted 458 Brief Interventions with patients, sharing information about alcohol misuse and discussing goal-setting
- Provided support for 58 patients who had been admitted to hospital due to alcohol misuse

- Provided targeted support for 55 patients that re-presented to hospital
- Completed 244 referrals for patients for appropriate support services within EDAP and other community services
- Conducted 88 awareness-raising activities and liaised with 364 hospital staff
- Set-up a weekly clinic to provide follow-up and support to patients

Group work and Recovery support

Once clients have made some progress to addressing their alcohol misuse within structured interventions they can progress into group work to help them maintain and build on their recovery. In order to assist the agency to be more recovery focused, in March 2015 ADAS launched a new recovery group that ran throughout 2015/15. ADAS currently runs the following groups:

- Stress, Anxiety and Anger Management course
- Self Esteem course
- Recovery group

We receive regular feedback and evaluations of our group work. The three groups have consistently had very high level of service user satisfaction throughout 2015/16. We also adapt groups based on the feedback that we receive. An example of this is responding to the users' feedback and extending the number of weeks of the self-esteem group from six to eight.

“This group has been an immense help to my recovery. We discuss about triggers, how to recognise them, how to deal with them. We also get goals so we can see what we have achieved on our twelve weeks. We also try to help others in the group; it's friendly and makes you feel like a little family”

ADAS also works closely with Foundation 66, which provides a mentoring service that matches volunteer mentors with people who struggle with drugs or alcohol misuse. Mentors spend regular one-to-one time with their mentees, supporting them on their path to recovery and working towards specific goals. ADAS clients can train to become mentors themselves, after successfully completing an accredited mentoring training programme. We have significantly increased the number of referrals to this service, increasing from seven in 2014 to 28 in 2015.

Impact

Making improvements to how the agency evidences provides evidence of our impact has been an organisational priority and identified as a key objective in our three year strategy. We are continuing to see improvements in this area and there has been a real team effort throughout the agency. The work we have completed to develop our services and more clearly define our counselling model, whilst developing training and step-by-step guides for assessments have all contributed to ADAS meeting and exceeding targets set by our commissioner.

The main measure used at ADAS for assessing outcomes is through Public Health England's Treatment Outcomes Profile (TOP), which is a self-reporting tool used with clients, that monitors drinking and substance misuse levels, psychological and physical health. The TOP form also allows ADAS to capture information on other key issues such as housing and employment.

2014/15 and 2015/16 Comparison

Clients exiting the service	2014/15	2015/16
Total and % of clients successfully completing treatment	262 (48.9%)	207 (86%)
Total and % of clients reporting to be alcohol free	38 (14.5%)	50 (24.2%)
Total and % of clients reporting to be an occasional user of alcohol	77 (29.4%)	121 (58.5%)

2015/16 Breakdown by Quarter

Clients exiting the service during 2015/16	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total and % of clients successfully completing treatment	39 (69.2%)	38 (73.7%)	68 (91.2%)	62 (98.4%)
Total and % of clients reporting to be alcohol free	11 (28.2%)	8 (21.1%)	13 (19.1%)	18 (29.0%)
Total and % of clients reporting to be an occasional user of alcohol	14 (35.9%)	17 (44.7%)	47 (69.1%)	43 (69.4%)

A number of factors contributed to the significant improvement in our service performance statistics for 2015/16. This included an agency-wide focus and aligned strategy on outcomes monitoring, resulting in more specific information being collated when clients exited the service.

This was supported by a number of other steps, including the introduction of a new client charter, a more defined counselling model, more stream-lined reporting and a focus on reviews with clients. The launch of specific alcohol reduction work via motivational interviewing and the introduction of Preparation for Change group have also contributed to these improvements.

Service user satisfaction

In December 2015 we completed our annual service user satisfaction survey, which continued to show a high level of satisfaction. We surveyed a third of clients in service, who reported the following:

1. Support received at ADAS

- 75% rated as Excellent
- 25% rated as Good

2. Controlling alcohol use

- 60% a lot more in control
- 28% a little more control
- 12% no change

3. Improvements in confidence and self-esteem

- 57% had improved a lot
- 33% observed some changed
- Only 10% reported no change

4. Psychological well-being/ mental health

- 46% had improved a lot
- 22% observed some change
- 32% reported no change

Additional comments included:

- *“Excellent service very empathetic and client centred”*
- *“Great experience so far, very friendly people. Can't thank you enough!!!”*
- *“I am finding the one to one sessions very helpful. I also enjoyed the stress and anxiety course”*

- *“I felt that the service was invaluable to me moving toward and progressing in my recovery”*
- *“Wonderful team, always welcoming!! My counsellor is amazing!! Thank you”*
- *“I always believed that I could stop myself from drinking and finally accepted that some people just can’t do it alone. ADAS have pointed me in the right direction and now I can finally see the light”*

Child and Family Team

“I think my time is well spent and I have lots of fun. It makes me feel happy. I do like the activities and toys in the playroom. I think there’s lots on offer” - B aged 9

Thanks to funding provided by BBC Children in Need and the Henry Smith Charity, ADAS continues to provide support for family members affected by substance misuse, through family therapy, couples work and child play therapy. During 2015/16 ADAS supported 30 children and young people, and 59 parents/ carers affected by someone else’s substance misuse. Our family therapist also provided couples therapy for 14 people. In a survey of schools in May 2015, ADAS received the following encouraging feedback about our service:

- 70% of the teachers felt that attending therapy at ADAS had a positive impact on the child, such as improving their concentration, lessening their anxiety and improving emotional functioning.
- 76% of the school representatives reported there were positive changes in the child’s emotional presentation, like the ability to regulate emotions and an improvement in the child’s general mood
- 80% of the conversations with the ADAS team helped school representatives to think about and meet the emotional needs of the child
- 100% of the school representatives who contacted ADAS in the past were very likely or quite likely to contact us if they were concerned about a change in the child’s presentation

Comments from teachers included:

“D finds lunchtime, play time and social time difficult. He finds change difficult...Now there are rarely incidents involving D during lunchtime play”

“There has been a recent improvement of him dealing with anger and frustration”

We also gathered feedback from children we worked with and were really pleased to see the positive feedback about the support they received at ADAS. We took on board their comments and re-stocked the toys for the play therapy room.

Strategy

After a period of consultation with the ADAS board of trustees, our three-year strategy was launched at the 2015 AGM. Our strategy focuses the agency on working towards the following key objectives:

1. Helping clients to make lasting positive change and progress into recovery

2. Ensuring the services we provide are always client-centred and innovative
3. Working effectively with partnering agencies to provide the most appropriate support
4. Evidencing our impact
5. Responding directly to local needs
6. Developing our workforce to support the delivery of effective services and interventions

At the 2015 AGM staff took part in a brainstorming session to generate ideas of how ADAS could best deliver this strategy. Staff made pledges about ways they could contribute towards the strategy and during 2015/16 we have made good progress towards achieving our goals, including:

- The percentage of clients successfully completing treatment has increased from 48.9% in 2014/15 to 86% in 2015/16
- The development of our service offer; launching two new groups and providing one-to-one motivational interviewing for physically dependent clients
- An increase in service users accessing recovery support via our group work
- A significant increase in referrals to other partnering agencies within the Essex Drug and Alcohol Partnership:
 - An increase in referrals to Foundation 66, increasing from a total of seven in 2014 to 28 in 2015
 - An increase in referrals to Open Road increasing, which rose from zero in 2014 to 16 in 2015
- The establishment of a corporate training programme to assist staff to work effectively at the agency
- The development of materials that explain the ADAS model and step-by-step guides on how to complete key assessments
- The launch of a clinic at the local hospital
- The introduction of guidance for clients on drink driving limits
- A leading role in re-designing EDAP assessment paperwork

Fundraising

86% of our funding was in its final year during 2015/16 and applications were submitted throughout the year in order to secure ongoing income. All three applications were successful, securing the following funding for ADAS for the next 2-3 years:

- Essex County Council - £207,000 p.a. for a minimum of two years to provide structured intervention services for adults in West Essex
- BBC Children in Need - £21,000 p.a. for three years for child play therapy services
- Henry Smith - £20,000 p.a. for three years for the provision of our child and family services

These bids required input from across the team, including our trustees, in order to collate all the necessary information and evidence, develop relevant case studies and build compelling and thorough applications. One of our former service users also met representatives from the Essex Community Foundation to support our bid to the Henry Smith Charity and explain how ADAS had supported her two daughters.

Awareness raising

ADAS reached over 1000 children in five local schools in 2015/16. As part of the Reality Roadshow initiative, students were informed about dangers of substance misuse, how addiction develops and where they can find help. Particular emphasis was placed on “legal highs” and the

risks associated with these substances. Our two A&E Health workers also made a significant contribution to awareness raising, reaching over 364 staff and professionals at the hospital and sharing important information about the services provided and alcohol awareness.

Training and Development

“I have already used what I have learned from this training in completing risk assessment reviews, and I found that it helped me feel more confident around managing risks”- ADAS staff member

Our Volunteer and Training Manager post is 95% funded by the Lloyds Bank Foundation grant, which is now in its second year of three years funding. This year the Volunteer and Training Manager developed ADAS training materials for our key assessments and a corporate training programme.

▪ Safeguarding Training

One of the key focuses for the agency over the last two years has been to ensure that all staff are appropriately trained in safeguarding. During 2015/16 our Volunteer and Training Manager ensured that all members of staff completed a minimum of level one of the safeguarding children training course. Those team members working with children all completed level two training and our designated lead completed advanced level training. To ensure we are offering the best support to our high risk clients, the Volunteer and Training Manager coordinated the in-house delivery of the level one and two of adult safeguarding training. This was attended by ten members of the core staff, including our clinical supervisors and the Recovery Worker.

In addition to safeguarding training, the Volunteer and Training Manager sourced relevant training providers for our staff in order to support the many developments at the service. In 2015/26 the following training was delivered:

▪ Blue Light Training

ADAS' Alcohol Recovery Worker attended the Blue Light Training – ‘Working with Change Resistant Drinkers’, delivered by Alcohol Concern. The training focused on managing risks associated with clients who are resistant to change, assessing the “barriers to change” and developing appropriate action plans.

▪ Hidden Sentence

The Chief Executive together with one of ADAS' Play Therapists took part in the Hidden Sentence training as part of Barnardo's Children Affected by Parental Imprisonment (CAPI) Engagement Service. This course gives an overview of the issues that affect prisoners' families and provides a range of strategies and resources to help professionals to support them.

▪ Supervision skills training

Approved by British Psychological Society, The Essential Supervision Skills training was attended by the Chief Executive. This course provided a useful theoretical framework and provided practical skills around clinical and casework supervision.

▪ Train the Trainer

In order to improve the quality of training sessions delivered at ADAS, the Volunteer and Training Manager successfully completed the City and Guilds Level Three Award in Education and Training in February 2016.

▪ Risk Assessment

At the end of March 2016, Finlay Carlson who is an accredited security management specialist at STARS delivered a training session on Risk Assessments for ADAS. This was attended by ten staff members.

▪ **ADAS Induction programme**

Our four day induction programme was delivered in March 2016 by the Chief Executive together with the Volunteer and Training Manager. The topics presented to three new counsellors included:

- Initial Assessments and Risk Assessments
- Mental Health Awareness
- Motivational Interviewing
- Drugs and Alcohol awareness
- Child safeguarding
- Vulnerable adults safeguarding

Human Resources

Volunteer workforce

ADAS has a team of 42 dedicated volunteers that help the charity to maintain an excellent service and support the smooth running of the agency. Our volunteers are hugely valued by everyone connected to the agency for all their hard-work and commitment.

During 2015/16 ADAS had a total of 39 volunteer counsellors working at the agency, who collectively gave over 3,700 hours of time to the charity. Our 39 volunteer counsellors, include 18 student counsellors and 21 Associate Counsellors. Our student counsellors come to ADAS as part of their studies and to gain direct experience of working with clients. Once counsellors have completed their studies and achieved a recognised qualification they become an Associate Counsellor in recognition of their achievements and ongoing commitment to ADAS.

I've been with ADAS for almost two years. This is the most supportive and pleasant environment to work in. There is an aura of warmth throughout the place! I always wanted to work in substance misuse. This is a great experience and helped me to develop as a counsellor and to increase my skills. I like the uniqueness of each client and that I can support them to make positive changes in their lives. It's important to make clients feel safe enough to share their story. There have been challenges, but together with my supervisor, who shed a different light on the issue, I was able to find different alternatives - Associate Counsellor

Our administration team of Jackie Seymour, Mick O'Connell and Pat Sealey support the manager with office functions, business processes, compilation of reports and help to maintain good communication with our clients regarding their appointments. The team has been crucial in helping the agency to improve our recording of outcomes and monitor new ways of working. Together the team gives over 2,000 hours of their time to ADAS. Our long standing volunteer Mick O'Connell provides reception cover in the evenings, which means we can offer late appointments across three evenings every week.

Outgoing staff

Our manager Denise Mulligan left ADAS in March 2016 after giving over eight and a half years of service. On behalf of all the clients, staff and volunteers at ADAS, the Board of Trustees would like to place on record their thanks to Denise and best wishes for her future endeavours.

Staff departing ADAS in 2015/16:

- Denise Mulligan - Manager

Appointments

New team members joining ADAS in 2015/16:

- Susan Warren - Recovery Worker

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

Financial Review

ADAS is grateful to receive funding from a number of organisations and individual sources. During the period from the 1st April 2015 to 31st March 2016 ADAS received funding from the following sources:

- Essex Public Health Authority
- Henry Smith Charitable Trust
- Lloyds Bank Foundation
- BBC Children in Need
- Fowler Smith & Jones Trust
- The Anglia Ruskin University
- Fundraising by staff and volunteers

The financial statements for the year end are attached and show a deficit for the year of £13,762 compared to a surplus in 2015 of £6,675. During the year had additional legal expenses, the board of trustees also approved for investments to be made to upgrade IT equipment and additional consultancy support for the tender application to Essex County Council.

The Trustees have decided that the organisation will hold reserves appropriate to its level of activity and to enhance the importance that benefactors may place on the on-going viability of the organisation. To reflect this, the reserves policy has been set giving due consideration to the risks and opportunities that the Charity currently faces or may face in the future. Action relating to the management of the reserves position takes place when and where appropriate to ensure compliance with the accounting and reporting regulations and to promote best practice.

The Charity has a General Fund of £149,461 which the Trustees are free to use in accordance with the charitable objectives. The ideal target is to maintain the General Fund reserves to not less than £80,000 to ensure that the total reserves across all funds comprise sufficient resources to meet contractual and statutory expenditure commitments. The present level is therefore more than adequate to meet all known future financial commitments and eventualities.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees, who are also Directors of The West Alcohol and Drug Service for the purposes of company law are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant accounting information of which the charitable company's independent examiner is unaware; and
- the Trustees have taken all the steps that they ought to have taken to make them aware of any relevant accounting information and to establish that the independent examiner is aware of that information.

INDEPENDENT EXAMINER

The Independent Examiner, H Tacconi, will be proposed for re-appointed at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD

Signature



Date

14.11.16

Robert Whitaker
Chairman and Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
THE WEST ESSEX ALCOHOL AND DRUG SERVICE**

I report on the accounts for the year ended 31st March 2016 which are set out on pages 17 to 24.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

H Tacconi (FCA)
32a East Street
St. Ives
Cambs PE27 5PD



Date: 16-11-16

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	12,161	-	12,161	17,290
Activities for generating funds	3	218,920	65,618	284,538	279,237
Investment income	4	133	-	133	152
		-----	-----	-----	-----
Total incoming resources		231,214	65,618	296,832	296,679
RESOURCES EXPENDED					
Charitable activities	5				
Adult Alcohol Services		191,064	20,000	211,064	137,828
Child and Family service		15,569	41,618	57,187	82,512
Supervision		16,395	4,000	20,395	13,579
Governance costs	7	21,948	-	21,948	56,085
		-----	-----	-----	-----
Total resources expended		244,976	65,618	310,594	290,004
		-----	-----	-----	-----
NET INCOMING RESOURCES		(13,762)	-	(13,762)	6,675
RECONCILIATION OF FUNDS					
Total funds brought forward		195,223	-	195,223	188,548
		-----	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD		181,461	-	181,461	195,223
		=====	=====	=====	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

BALANCE SHEET
AT 31ST MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	11	-	-	-	-
CURRENT ASSETS					
Debtors: amounts falling due within one year	12	57,783	7,721	65,504	5,572
Cash at bank		185,988	(2,721)	183,267	271,244
		-----	-----	-----	-----
		243,771	5,000	248,771	276,816
CREDITORS					
Amounts falling due within one year	13	(62,310)	(5,000)	(67,310)	(81,593)
		-----	-----	-----	-----
NET CURRENT ASSETS		181,461	-	181,461	195,223
		-----	-----	-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		181,461	-	181,461	195,223
		-----	-----	-----	-----
NET ASSETS		181,461	-	181,461	195,223
		=====	=====	=====	=====
FUNDS	14				
Unrestricted funds				181,461	195,223
Restricted funds				-	-
				-----	-----
TOTAL FUNDS				181,461	195,223
				=====	=====

For the financial year ended 31st March 2016 the charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charitable company to obtain an audit of its accounts for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 14-11-16 and were signed on its behalf by:

gacob
Clare Jacob
Treasurer and Trustee

SME
Susan Cross
Trustee

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST MARCH 2016**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and the Financial Reporting Standard for Smaller Entities (effective January 2015).

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Incoming resources

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

Resources expended

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost
Other equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

2. VOLUNTARY INCOME

	2016	2015
	£	£
Voluntary income - donations	12,161	17,290
	=====	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

3. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Anglia Ruskin University	820	6,440
Henry Smith	20,000	20,000
Lloyds Bank Foundation	24,000	6,000
BBC Children In Need	21,618	21,172
Loughton Town Council	-	2,500
ECC Public Health Authority	216,100	216,100
Fowler Smith & Jones Trust	2,000	-
Santander	-	7,025
	-----	-----
	284,538	279,237
	=====	=====

4. INVESTMENT INCOME

	2016	2015
	£	£
Investment income - interest	133	152
	====	====

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (Note 6)	Totals
	£	£	£
Adult Alcohol Services	164,946	46,118	211,064
Child and Family Service	48,750	8,437	57,187
Supervision	18,708	1,687	20,395
	-----	-----	-----
	232,404	56,242	288,646
	=====	=====	=====

6. SUPPORT COSTS

	Management £
Adult Alcohol Services	46,118
Child and Family Service	8,437
Supervision	1,687

	56,242
	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

7. GOVERNANCE COSTS

	2016	2015
	£	£
Senior management	6,535	53,013
Legal & professional fees	15,413	3,072
	-----	-----
	21,948	56,085
	=====	=====

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2016	2015
	£	£
Depreciation - owned assets	-	1,936
	=====	=====

9. TRUSTEES' REMUNERATION AND BENEFITS

No expenses were paid to trustees.

10. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	208,027	211,269
Social security costs	14,815	14,263
	-----	-----
	222,842	225,532
	=====	=====

The average monthly number of employees during the year was as follows:

	2016	2015
Governance management	1	2
Service management and administration	3	3
Counsellors and therapy personnel	10	10
	---	---
	14	15
	==	==

No employees received salary in excess of £60,000.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

11. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Other equipment £	Totals £
COST				
At 1st April 2015	67,766	50,322	36,859	154,947
Charge for year	-	-	-	-
	-----	-----	-----	-----
31st March 2016	67,766	50,322	36,859	154,947
	-----	-----	-----	-----
DEPRECIATION				
At 1st April 2015	67,766	50,322	36,859	154,947
Charge for year	-	-	-	-
	-----	-----	-----	-----
At 31st March 2016	67,766	50,322	36,859	154,947
	-----	-----	-----	-----
NET BOOK VALUE				
At 31st March 2016	-	-	-	-
	=====	=====	=====	=====
At 31st March 2015	-	-	-	-
	=====	=====	=====	=====

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Grants receivable	61,746	1,809
Prepayments	3,758	3,763
	-----	-----
	65,504	5,572
	=====	=====

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Accruals	62,310	58,593
Deferred grants	5,000	23,000
	-----	-----
	67,310	81,593
	=====	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

14. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfer balance Fund £	At 31.3.16 £
Unrestricted funds				
General fund	163,223	(13,762)	-	149,461
Designated fund	32,000	-	-	32,000
	-----	-----	-----	-----
	195,223	(13,762)	-	181,461
 Restricted fund	 -	 -	 -	 -
	-----	-----	-----	-----
TOTAL FUNDS	195,223	(13,762)	-	181,461
	=====	=====	=====	=====

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	231,214	(244,976)	(13,762)
Designated fund	-	-	-
	-----	-----	-----
	231,214	(244,976)	(13,792)
 Restricted funds			
Restricted fund	65,618	(65,618)	-
	-----	-----	-----
TOTAL FUNDS	296,832	(310,594)	(13,792)
	=====	=====	=====

15. ULTIMATE CONTROLLING PARTY

There is no overall controlling party.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

16. FUND ACCOUNTING

Unrestricted funds

General fund comprise resources which the Trustees are free to use in accordance with the charitable objects.

Designated fund comprises of £21,000 Contingency Fund established by the trustees to meet unexpected expenditure as it arises; a Training Fund of £5,000 established on the authority of the trustees to ensure the charity has sufficient funds available to address the needs identified in the ADAS Training Strategy'; and a Service Development Fund of £6,000 to ensure the charity has the necessary funds to meet its legal obligations for the lease of the ADAS premises in The Stow, Harlow.

Restricted funds

Restricted fund comprises of the following; £20,000 from Henry Smith for Child and Family Services to be spent on a family therapist, senior therapist and recovery practitioner. £21,618 from BBC Children in Need for Child and Family Services to fund two specific child therapist posts. £24,000 from Lloyds Bank Foundation for Adult Services to spend on a Volunteer & Training Manager post and also makes a contribution to the costs of clinical supervision. All restricted funds have been fully expended during the year in accordance with specified terms.

17. GIFTS OF SERVICE

Harlow District Council does not collect rates from the charity and as such the rates are considered a gift of service to the charity. No estimated value of the notional rates charge was available at the balance sheet date.

18. TRUSTEES INDEMNITY INSURANCE

Included in the cost of insurance is the Trustees Indemnity Insurance which the charity pays on behalf of the Trustees.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016

	2016	2015
	£	£
INCOMING RESOURCES		
Voluntary income		
Voluntary income - donations	12,161	17,290
Activities for generating funds		
Anglia Ruskin University	820	6,440
Henry Smith	20,000	20,000
Lloyds Bank Foundation	24,000	6,000
BBC Children In Need	21,618	21,172
Loughton Town Council	-	2,500
ECC Public Health Authority	216,100	216,100
Fowler Smith & Jones Trust	2,000	-
Santander	-	7,025
	-----	-----
	284,538	279,237
Investment income		
Investment income - interest	133	152
	-----	-----
Total incoming resources	296,832	296,679
RESOURCES EXPENDED		
Charitable activities		
Frontline staff salaries	215,447	172,519
Supervision	4,129	3,358
Counselling	6,369	2,106
Travel expenses	4,600	6,042
Catering	1,709	1,670
Children's therapy equipment	150	119
	-----	-----
	232,404	185,814
Governance costs		
Senior management	6,535	53,013
Legal & professional fees	15,413	3,072
	-----	-----
	21,948	56,085

This page does not form part of the statutory financial statements

THE WEST ESSEX ALCOHOL AND DRUG SERVICE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016

	2016	2015
	£	£
Support Costs (Note 6)		
Management		
Rent	12,000	12,000
Utilities	5,214	5,740
Security & cleaning	6,131	1,919
Premises development & renewals	573	2,518
Training	3,125	1,175
Affiliation fees	864	292
Publicity	853	1,070
Insurance	2,465	2,147
Phones, fax & postage	8,074	8,312
Photocopy, stationery & IT	10,714	8,788
Sundries	4,749	728
Payroll sundries	1,480	1,480
Amortisation of intangible fixed assets	-	1,936
	-----	-----
	56,242	48,105
	-----	-----
Total resources expended	310,594	290,004
	-----	-----
Net income	(13,762)	6,675
	=====	=====

This page does not form part of the statutory financial statements

