

EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

EQUAL PEOPLE MENCAP

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EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

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

Council of management membership

Mr Arun Mistry*^	Chair
Mrs Amanda Kinsman*^	
Ms Jeltje Pollock-Heevel*^	
Mrs Mary Paleologo*^	
Mr Nooran Solhekol^	
Mr John Harrington	
Mr Robert Ebanks	
Ms Anadil Khan*^	Treasurer
Ms Reshma Biring*^	Vice Chair

* = Trustee

^ = Director

Senior Management Team

Nicholas Walsh	Chief Executive
Yvonne Ndifor	Finance & Facilities Manager
Araceli Rodriguez	Floating Support/CQC Registered Manager

Bankers

Barclays
Belgravia & Knightsbridge
Business Centre
PO Box 4578
London SW3 1 XD

Auditors

Myrus Smith Chartered Accountants
Norman House
8 Burnell Road
Sutton
Surrey SM1 4BW

Solicitors

Russell-Cooke LLP
2 Putney Hill
London SW15 6AB

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REPORT OF THE COUNCIL OF MANAGEMENT
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STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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 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 2017, three people with learning disabilities and one parent of an individual with learning disabilities were Council of Management members. Two Trustees have extensive financial, knowledge, experience and skills. One Trustee has extensive media, multi-media and volunteer organisation experience, knowledge and skills. In addition Equal People mencap, through networking actively seeks people with social care and experience to join the Council of Management.

Equal People have a minimum of six Council of Management meetings a year. 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 Finance & Facilities Manager
- The Floating support/CQC Registered Manager

Two meetings a year, in addition to the Annual General Meeting will be Open Council of Management Meetings, where all service users, family members, carers, advocates, Equal People mencap staff and interested professionals are invited and can meet and discuss and raise issues with Council of Management members and staff.

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 & Facilities Manager.

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The Recruitment & Induction of Trustees.

In line with RS1 – Trustee Recruitment, and Induction and CC3 The Essential Trustee: What You need to Know 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/carer issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing and care issues.
- Have good experience of media, multi-media and volunteering
- 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).

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 Plan and by reference to documents RS1 & CC3 from the Charities Commission. Equal people mencap are members of the North West London mencap Consortium (7 local mencaps) and joint Trustee training and information sessions, for all members run by Russell-Cooke will take place in 2017.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures.

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.

Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of 8, five of whom are Trustees responsible for decisions made who meet 6 weekly 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.

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 benefit through providing services that offer to our beneficiaries, families, carers and the public:

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- 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.

Decisions & actions delegated to the Chief Executive, Finance and Facilities 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
- 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 the National mencap and North West London mencap equivalents with consideration given to comparative size of organisation and turnover. Trustees will also review salaries using current NJC and NICVA salary scales as a guide. The Chief Executive will be between scales PO7 & PO9 and Finance & Facilities Manager & Floating Support Manager between scales PO3 and PO5.

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 within the Tri Borough. 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. In March 2013 the Consortium won a tender to provide a 'Peer Quality Checking Service called Expect the Best. The service hosted a successful National Peer Quality Checking Conference in March 2016, including speakers from the Care Quality Commission and has secured funding from Kensington & Chelsea, Westminster and Ealing Social services and local Health Authorities to continue completing checks as well as funds to devise surveys at St Charles Health & Wellbeing Centre W10 throughout 2017.

Our major Stakeholder is RBKC Social Services. We also have an increasing number of individuals (and their families) who are buying our support services directly. As a comparison, to demonstrate growth and popularity of our service : between April 1st 2015 and March 31st 2016 EPM's Floating Support service provided 23,778 hours of support funded through Individual Budgets (people choosing us to provide their support). Between April 2016 and March 2017 the number of hours of Individual Budget funded support had increased to 31,917. An increase of 34 per cent. Of the 31,917 hours of support, 8,252 were provided to individuals with complex needs an increase of 36 percent on the previous year.

Quarterly monitoring reports are completed for RBKC 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 RBKC representatives throughout the year promoting and developing services.

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Equal People mencap are on the RBKC Supporting People Framework and were successful in winning a place on the Floating Support Supporting People Framework across 8 West London Boroughs. However most boroughs are not actively using this Framework at present.

Equal People mencap are registered to provide personal Care with the Care Quality Commission (April 2016 Inspection 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:

- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Tri Borough Commissioning Managers
- Tri Borough Transition Care Managers
- Tri Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- National Mencap
- The North west London Consortium
- Hammersmith & Fulham mencap
- The Westminster Society
- The Advocacy Project
- ADKC
- Pure Innovations/Prospectus
- Tri Borough LD Day Services
- Carers organisations in RBKC
- The Dalgarno Community Trust
- The Challenge
- Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- Stepping Stones
- Parents & Carers

The Royal Borough of Kensington & Chelsea has entered into a Tri-Borough agreement with The Boroughs of Westminster and Hammersmith & Fulham. This means that adult social care and learning disability services are commissioned and monitored by one team covering the three boroughs. This may change in 2018 with Hammersmith & Fulham reporting their intention to withdraw from the Tri Borough.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Housing Trust (Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing & Care (Management Agreement)

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Risk Management

Risks:

- Governance: COM membership & level of experience
 - Financial through loss of service contracts, voids, fraud, insurance claims
 - H&S/Maintenance: Fire etc
 - Staff: maintaining, skills, experience, recruitment levels to match demand
-
- (a) Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers at three-year intervals.
 - (b) Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in May 2016. 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 May 2016. 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 May 2016. Awareness, understanding and compliance 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. The contract was renewed for 1 year in March 2016.
 - (h) Advisory Groups, activity and individual support session feedback, along with the Open Council of Management meetings 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 economic well-being, community participation and contribution, safety, health awareness and enjoyment and achievement, are monitored annually with the aim of ensuring Equal People mencap's ethos, values, 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 June 2017 by RBKC Social Services. Equal People mencap whilst we develop our Personal Budget funded service Equal People mencap's Healthy Living Service which covers training in life-skills, employment skills, health & well-being). Additional funding has been secured for 2017-2018 from RBKC and the Kensington & Chelsea Foundation for the daily drop0in and from a variety of trusts and the West London Clinical Commissioning group for activities and training groups within the Healthy Living Service.
 - (k) Equal People mencap has increased the number of individuals buying our support and now provides over 650 hours per week. Referrals to provide health related support, transition and complex needs support are increasing, particularly with children. The Chief Executive and Floating Support/CQC Registered Manager and Finance and Facilities Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC 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)

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- (m) Equal People mencap's lease is in place for a further three years until February 2019 before a rent increase is possible.
- (n) A series of Full Staff Meeting Days will be throughout the year to enable the staff team as a whole 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.

EQUAL PEOPLE MENCAP'S OBJECTIVES AND ACTIVITIES

Public Benefit

In line with RBKC and The Tri 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) Economic Well-Being (ii) Enjoying & Achieving (iii) Staying Safe (iv) Staying Healthy (v) Meaningful contribution and participation. We aim to enable everyone to access, participate in, contribute to and influence the life of the local and the wider community as much as they wish.

Our Mission Statement, chosen by our members is

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

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 at Equal People mencap's Centre or out in the community through our Healthy Living Service, 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'.
- 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.

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We provide :

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well trained staff and volunteers
- a CQC registered personal care and floating support service
- paid employment opportunities
- an accessible, safe and welcoming environment at our Resource Centre
- a variety of supported activities promoting physical and mental well-being
- 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

HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT

Service specific Aims and Objectives

Resource Centre & Drop In 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 people with learning disabilities, 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.

- 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 passed on to the Council Of Management
- We will advertise our activities, training and courses well in advance and in an accessible way.
- We will provide Activities that are User led.
- We will provide a full week programme of activities, 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' activity each week.
- 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, leisure 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.

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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.

Achievements & Performance

Statistical information relating to Activities run through the year to meet these aims and objectives can be found in the RBKC Monitoring Report. The Centre is used by 120 people each year..

The Activities service worked closely in partnership with the Volunteer Bureau, Health Service Dieticians, RBKC LD Day Opportunities Service, The Dalgarno Trust, Pure Innovations/Prospects, The Challenge. An increasing number of individuals with more complex needs were able to use the centre, (with support staff) participating in activities to the level they wished.

The Resource Centre Drop-In was open Mon-Friday. A Christmas/New Year Drop- In ran every day, except Christmas Day between December 24th & January 3rd

A Current Affairs Group - discussing and debating key issues of the day, e.g. benefits and service cuts, anti-hate crime campaigning, elections, transport issues, accessing health services and how to make complaints. (average 6 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 5 members)

The Thursday 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. (average 5 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 11 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 3 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 3 members)

Pre-Amici Dance Therapy Group

In partnership with Amici based at the church in Earls Court. £5 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 10 members)

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Out & About

Trips chosen by users throughout the year included Elvis at the O2, a variety of restaurants with menus from different cultures, theatre trips, Kew Gardens. (average 8 members)

The **Making Food Work/ Project** enabled 18+ 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. (10-12 members each week)

Events

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

- A Summer barbecue
- A Winter Ball held at the Copthorne Tara Hotel in Kensington W8.

Equal People mencap supported 12 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 Stepping Stones.

Floating Support Aims & Objectives

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

0. 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 & Senior Support Worker.

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.

The Floating Support Service supports 50+ people 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.

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

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

1. 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
2. Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.

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3. 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.
 4. Service users will have a named link worker but will have met and agreed support from all staff within their support team.
 5. 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.
 6. 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.
 7. 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.
 8. 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
- 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 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.

Achievements & Performance:

- Rent Arrears as at 31//03/2017 are £1,281.61 (Housing Benefit to be paid) Housing Void levels:
 - NHHT Nth Ken (12 units) 0% (down from 7.5% from last year) (No units void as at 31.03.17)
 - Stoneleigh St (3 units) 0% (0 units void at at 31.03.17)
 - Church House (2 units) (redeveloped to 2 bed flat. Re-opened May 2016. No voids.

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Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from April 2016 gave very positive feedback. The inspector talked with individuals supported and staff and looked at individual's files etc. Equal People mencap were 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, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety.

Carers Activity Service Aims & Objectives

Equal People mencap secured £3,400 funding from RBKC to provide 8 events between April 2016 and March 2017 (renewed to Mar 2018) for carers, along with linking carers up to other support services with RBKC and assessment services for the people for whom they are carers.

- We will provide 8 supported activities for carers of people with learning disabilities in Kensington & Chelsea
- We will provide advice and/or information to at least 30 individuals
- At least 20 different individuals will attend activities.
- 20% of the carers will be from the South of the borough

Achievements & Performance

Equal People mencap supported 10 activities over the year including, trips to music and the theatre, kew gardens & LD information days.

58 carers were supported with advice and information, 35 individuals took part in the activity

Feedback from the carers was very positive with individuals particularly enjoying the theatre performances, the summer barbecues and the Winter Ball,

FINANCIAL REVIEW

Income:

The floating support service generates the largest part of Equal People Mencap's income; at £583,044 it is 66% of total income and a growth of 35% on the previous year.

Income from housing services at £158,550 is 18% of total income and a growth of 28.6 % on the previous year. We have maintained a 100% occupancy rate with no voids. The growth in housing income is as a result of an increased need for one bed accommodation to foster and encourage independent living within the transition team at RBKC learning disability service.

The Royal Borough of Kensington and Chelsea grant funding for the running of the drop in resource centre at £85,000 is 10% of total income and a drop of 15% on the previous year.

Expenditure:

Expenditure on providing charitable activities grew by £117,456 during the year (15.5%). The increasing need to provide high quality support services to our clients has put added pressure on the floating support team and the management. This has involved a great deal of management time, agency staffing and legal advice that has led to increase cost during the year.

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Against the backdrop of limited resources and insecurities over funding, it has been necessary to develop a sound business plan and to continue to invest funds in growing the floating support service. As a result Equal People Mencap generated a surplus of £9,747 this year.

The expansion of the floating support service to include children's services towards the end of the financial year came with increased financial cost in recruiting quality staff with specialist skills and experience in supporting children with learning disabilities, autism other complex needs; continuous training and specialist equipment needed to provide the appropriate and high quality support.

The Royal Borough of Kensington and Chelsea funding towards the core drop-in activities will be decommissioned from April 2017.

The move by the RBKC from core funding to 'Individual Service Fund' is not only disappointing for us due to loss of guaranteed funding but a loss of a valued local drop-in facility service for vulnerable individuals within Kensington and Chelsea, Hammersmith and Fulham, Westminster and individuals from wider North West London community.

Service users interested in joining and taking part in any activities within Equal People Mencap 'Day Opportunities Service' will have to purchase such activities through their Individual Service Fund.

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.

Equal People mencap continues to seek a wider range of funding to support future activity at our Resource Centre.

The trustees confirm that they have reviewed the major risks to which the charity is exposed and that systems and procedures have been established to mitigate those risks.

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.

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 protect the projects and operations of Equal People Mencap from the loss of short term funding, a target for a minimum level of free reserves has been set by the trustees at three months' of budgeted operational expenditure. Budgeted expenditure for 2017-2018 is £889,942 and so target for the general reserves is £222,485. Unrestricted free reserves at 31 March 2017 amount to £223,737. The charity held no restricted funds at 31 March 2017.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

PLANS FOR FUTURE PERIOD

Activities:

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 as part of the drop-in service.

We will and ensure out of hours activities are maintained as part of the programme of life-skills and well-being training. The Making Food Work Project, Health & Wellbeing groups (yoga, Zumba etc) and IT/Life-Skills training will form the basis of the offered training courses seeking personal budget funded applicants at the Resource Centre and in the community. We will seek additional funding from Trusts, Health services, corporate sponsorships etc to enable costs to individuals to be minimised in partnership with The North West London Mencap Consortium, national mencap, specialist fundraising agencies and The Kensington & Chelsea Foundation.

Increasingly throughout 2016-2017 RBKC, Westminster & Hammersmith & Fulham Care Managers approached Equal People mencap to provide support for individuals 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 2017-2018 and will expand our staff team to meet the demand. We will work with local agencies to provide accessible, sensory and specialist equipment to support work with children and adults with complex needs.

Equal People mencap successfully tendered to be included on the West London Supporting People Framework to support people with learning disabilities across 8 west London boroughs including K&C. We remain on this Framework.

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 childrens, 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.

Floating Support

The 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 while adequately covering all associated core costs.

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 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.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

In Partnership with the six other 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 and office costs, joint tendering and service provision opportunities, campaigning and Trustee training. The 'Expect The Best' Peer Quality Checking Service will involve employment as quality checkers for people with learning disabilities from Kensington & Chelsea and on-going monitoring of support services across the Tri-Borough and beyond.

General

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 carers. Full staff meetings will focus on organisational development building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring by Expect The Best, internal monitoring though using the 'Driving Up Quality' annual assessment. 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 communicated to all staff.

Equal People mencap offers a membership for all service users who visit the Resource Centre. The membership agreement sets out:

- The standard and type of service each individual can expect
- The rules for using the Resource Centre and Equal People mencap Services
- A code of Conduct

Equal People's website will be regularly updated to 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 ADKC, Yarrow Housing, the Advocacy Project, RBKC Social Services, Healthwatch K&C, The Westway Trust, Notting Hill Housing, Octavia Housing, Catalyst Housing and the North West London Mencap Consortium will continue.

Trustees' responsibilities statement

The trustees (who are also directors of Equal People Mencap 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).

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

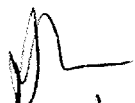
Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on

2017 and signed on its behalf, by:

Mr Arun Mistry
Chair


16/10/17

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2017

We have audited the financial statements of Equal People Mencap for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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.

Respective responsibilities of trustees and auditor

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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Council of Management to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2017 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.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

Opinion on other matter 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 Report of the Council of Management for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Council of Management has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the 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 Report of the Council of Management.

We have nothing to report in respect of the following matters where 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 trustees' 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 exemption from the requirement to prepare a strategic report or in preparing the directors' report.

K.C. Fisher (Senior Statutory Auditor)
For and on behalf of Myrus Smith,
Chartered Accountants and Statutory Auditors



Norman House,
8 Burnell Road,
Sutton, Surrey,
SM1 4BW

25-10 — 2017

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income from:					
Donations and grants	2	12,032	14,500	26,532	18,460
Charitable activities	3	839,235	19,724	858,959	684,665
Investments	4	194	-	194	379
Total		<u>851,461</u>	<u>34,224</u>	<u>885,685</u>	<u>703,504</u>
Expenditure on:					
Charitable activities	5	841,714	34,224	875,938	758,482
Total		<u>841,714</u>	<u>34,224</u>	<u>875,938</u>	<u>758,482</u>
Net income/(expenditure)	7	9,747	-	9,747	(54,978)
Transfers between funds		-	-	-	-
Net movement in funds		9,747	-	9,747	(54,978)
Reconciliation of funds:					
Total funds brought forward		220,608	-	220,608	275,586
Total funds carried forward		<u>£230,355</u>	<u>£Nil</u>	<u>£230,355</u>	<u>£220,608</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

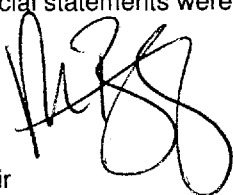
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	£	2017 £	£	2016 £
FIXED ASSETS					
Tangible assets	10		6,618		7,762
CURRENT ASSETS					
Debtors	11	95,771		165,296	
Cash at bank and in hand		195,814		110,646	
		<u>291,585</u>		<u>275,942</u>	
CREDITORS: Amounts falling due within one year	12	<u>67,848</u>		<u>63,096</u>	
NET CURRENT ASSETS			<u>223,737</u>		<u>212,846</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>£230,355</u>		<u>£220,608</u>
INCOME FUNDS					
Restricted funds	13		-		-
Unrestricted funds					
Designated funds	14		-		108,515
General Funds	14		<u>230,355</u>		<u>112,093</u>
TOTAL FUNDS			<u>£230,355</u>		<u>£220,608</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 16 October 2017.

R. Biring
Vice Chair



A. Khan
Treasurer



The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2017

	2017 £	2016 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	9,747	(54,978)
Adjustments for:		
Depreciation charges	7,300	7,670
(Increase)/decrease in debtors	69,525	(104,222)
Increase/(decrease) in creditors	4,752	1,319
<i>Net cash provided by/(used in) operating activities</i>	<u>91,324</u>	<u>(150,211)</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(6,156)	(7,542)
<i>Net cash provided by/(used in) investing activities</i>	<u>(6,156)</u>	<u>(7,542)</u>
Change in cash and cash equivalents in the year	85,168	(157,753)
Cash and cash equivalents brought forward	110,646	268,399
Cash and cash equivalents carried forward	<u>£195,814</u>	<u>£110,646</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

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 (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), 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 Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis and under the historical cost convention. 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 2017
/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.

2. Donations and grants	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Donations	10,237	-	10,237	5,960
Grants				
Savoy Educational Trust	-	-	-	10,000
Westway Trust	-	2,500	2,500	2,500
Kensington and Chelsea Foundation	1,795	2,000	3,795	-
The Bailey Thomas Charitable Fund	-	10,000	10,000	-
	<u>£12,032</u>	<u>£14,500</u>	<u>£26,532</u>	<u>£18,460</u>

Of the £18,460 received in 2016, £5,960 was unrestricted funds and £12,500 was restricted funds.

3. Incoming from charitable activities	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	82,797	10,675	93,472	105,600
John Lyon's Charity	-	833	833	7,500
Kensington and Chelsea Social Council	-	8,216	8,216	-
Housing and care charges				
Housing rents	158,550	-	158,550	123,275
Care and support fees	583,044	-	583,044	432,120
Other charitable activities				
Social activities	14,844	-	14,844	10,492
Project management	-	-	-	5,678
	<u>£839,235</u>	<u>£19,724</u>	<u>£858,959</u>	<u>£684,665</u>

Of the £684,665 received in 2016, £664,065 was unrestricted funds and £20,600 was restricted funds.

4. Investment income	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
Bank interest	<u>£194</u>	<u>£Nil</u>	<u>£194</u>	<u>£379</u>

All of the £379 received in 2016 was unrestricted funds.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

/contd...

5. Expenditure on charitable activities	Residential and Care £	Social Activities £	Total 2017 £	Total 2016 £
Cost directly allocated to activities				
Staff costs	442,263	-	442,263	350,557
Recruitment and training	7,598	-	7,598	12,115
Volunteer expenses	-	1,482	1,482	615
Staff travel and subsistence	7,084	-	7,084	7,651
Housing maintenance and utilities	28,210	-	28,210	27,125
Social activities	-	19,685	19,685	20,967
Welfare	432	-	432	-
Bad debts	230	-	230	(5,969)
Support costs allocated to activities				
Staff costs	78,157	84,719	162,876	144,226
Premises costs	91,966	47,820	139,786	131,339
Communications	15,969	2,818	18,787	16,809
Legal and professional	4,238	-	4,238	4,912
Licences and insurance	11,577	1,885	13,462	19,531
Depreciation	-	7,300	7,300	7,670
Bank charges	327	53	380	300
Governance costs (Note 6)	10,807	1,759	12,566	11,578
Other costs	-	9,559	9,559	9,056
Total 2017	£698,858	£177,080	£875,938	£758,482
Total 2016	£597,347	£161,135	£758,482	

Of the £758,482 expenditure in 2016, £693,715 was charged to unrestricted funds and £64,767 was charged to restricted funds.

6. Governance costs	2017 £	2016 £
Staff costs	6,015	5,692
Auditor's remuneration	4,200	4,200
AGM, publications and subscriptions	2,351	1,686
	<u>£12,566</u>	<u>£11,578</u>

7. Net income/(expenditure)	2017	2016
Net expenditure for the year is stated after charging:		
Audit fees – audit services	£3,600	£3,600
– non-audit services	£600	£600
Depreciation	£7,300	£7,670
Pension costs (defined contributions schemes)	£4,598	£3,702
Operating lease rentals	<u>£36,163</u>	<u>£35,711</u>

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

/contd...

8. Employees

Number of employees

The average monthly number of employees during the year was:

	2017 Number	2016 Number
Housing and activity services	20	14
Direct services	4	7
Support services	4	2
Management, administration and fundraising	5	5
	<u>33</u>	<u>28</u>
	£	£
Wages and salaries	556,347	437,948
Termination payments	1,580	-
Social security costs	41,026	30,103
Agency staff	10,212	31,573
Pension costs	4,598	3,702
	<u>£613,763</u>	<u>£503,326</u>

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

No remuneration was paid to trustees (2016: £Nil) and no trustees (2016: none) received any reimbursement of expenses (2016: £Nil).

Total employee benefits received by key management amounted to £53,906 (2016: £51,068).

9. Taxation

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

10. Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
At 1 April 2016	31,823
Additions	6,156
Disposals	(3,890)
At 31 March 2017	<u>34,089</u>
Depreciation	
At 1 April 2016	24,061
Charge for the year	7,300
Eliminated on disposal	(3,890)
At 31 March 2017	<u>27,471</u>
Net book value	
At 31 March 2017	<u>£6,618</u>
At 31 March 2016	<u>£7,762</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

11. Debtors				2017 £	2016 £
Trade debtors				88,296	142,056
Other debtors and prepayments				7,475	23,240
				<u>£95,771</u>	<u>£165,296</u>
12. Creditors: Amounts falling due within one year				2017 £	2016 £
Social security and other taxes				15,362	10,748
Other creditors				52,486	52,348
				<u>£67,848</u>	<u>£63,096</u>
13. Restricted funds					
	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2017 £
Carers activity	-	3,400	3,400	-	-
Open House Service	-	10,000	10,000	-	-
Activities	-	19,991	19,991	-	-
Gateway Award	-	833	833	-	-
	<u>£Nil</u>	<u>£34,224</u>	<u>£34,224</u>	<u>£Nil</u>	<u>£Nil</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 2017

/contd...

14. Unrestricted funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes in the next five years:

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2017 £
General funds	112,093	851,461	841,714	108,515	230,355
Designated funds					
Housing liabilities	25,110	-	-	(25,110)	-
New housing development	18,908	-	-	(18,908)	-
Staffing contingencies	18,547	-	-	(18,547)	-
High risk contingencies	26,360	-	-	(26,360)	-
Training bursary fund	4,338	-	-	(4,338)	-
SAD 2011/12 expenditure	15,252	-	-	(15,252)	-
	108,515	-	-	(108,515)	-
	<u>£220,608</u>	<u>£851,461</u>	<u>£841,714</u>	<u>£Nil</u>	<u>£230,355</u>

The trustees resolved to undesignate all designated funds during the year. Accordingly the balances have been transferred to general funds.

15. Analysis of net assets between funds

	General funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible fixed assets	6,618	-	6,618
Current assets	286,585	5,000	291,585
Current liabilities	(62,848)	(5,000)	(67,848)
	<u>£230,355</u>	<u>£Nil</u>	<u>£230,355</u>

16. Leases

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

	2017 £	2016 £
Within one year	36,163	36,163
Between one and five years	28,629	64,792
	<u>£64,792</u>	<u>£100,955</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
/contd...

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.