



**EQUAL PEOPLE MENCAP**  
Company No. 02150599  
Charlty No. 298609

**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**EQUAL PEOPLE MENCAP**  
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**EQUAL PEOPLE MENCAP**  
**REPORT OF THE COUNCIL OF MANAGEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**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**

Mrs Amanda Kinsman\* Chair

Ms Jeltje Pollock-Heevel\*

Mr Nooran Solhekol

Mr John Harrington

Mr Robert Ebanks

Ms Anadil Khan\*

Ms Reshma Biring\*

Mr James Smith\*

Treasurer

Hon Secretary/Vice Chair

\* = Trustee /Director

**Senior Management Team**

Nicholas Walsh

Yvonne Ndifor

Araceli Rodriguez

Chief Executive

Finance & Facilities Manager

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

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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 27<sup>th</sup> July 1987 and registered as a Charity on 23<sup>rd</sup> 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 13<sup>th</sup> 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 31<sup>st</sup> 2018, three people with learning disabilities and one parent of an individual with learning disabilities were Council of Management members. One Trustee has extensive financial, knowledge, experience and skills. One Trustee has extensive media, multi-media and volunteer organisation experience, knowledge and skills. One trustee has extensive experience within the National Health and Care Quality Commission. In addition Equal People mencap is actively seeking more people with experience of social care to join the Council of Management.

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

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

In addition Equal people Mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, awareness raising and information sharing functions (e.g. Dignity In Care Tea Dance)

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 (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 2018 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities 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, social care issues and monitoring.
- 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 and the Charity Governance Code for larger charities.(NCVO) . 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 took 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.

**2. 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 every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

**Council Of Management Decisions & Consultation**

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment
- Policies and Procedures

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

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

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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 National Mencap and North West London Mencap equivalents.

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

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster and Hammersmith and Fulham. 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 has secured funding from Kensington & Chelsea, Westminster and Ealing Social services and local Health Authorities to continue completing checks.

Our major Stakeholder is RBKC Social Services. We also have an increasing number of individuals, including children who, through their families are buying our support services directly. As a comparison, to demonstrate growth and popularity of our service : between April 1st 2016 and March 31st 2017 EPm's Floating Support service provided 31,917 hours of support funded through Individual Budgets (people choosing us to provide their support). Between April 2017 and March 2018 the number of hours of Individual Budget funded support increased to 38,140.5 an increase of 16 percent. Of the 38,140.5 hours of support, 14,259 were provided to individuals with complex needs an increase of 42 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 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:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Tri/Bi Borough Commissioning Managers
- Tri/Bi Borough Transition Care Managers
- Tri/Bi 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
- Right At Home
- Look Ahead
- The Advocacy Project
- Certitude
- ADKC
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- The Challenge
- Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- Stepping Stones

The Royal Borough of Kensington & Chelsea entered into a Tri-Borough agreement with The Boroughs of Westminster and Hammersmith & Fulham until 31st March 2018. This means that adult social care and learning disability services are commissioned and monitored by one team covering the three boroughs. Hammersmith & Fulham withdrew from the Tri Borough as of 31st March 2018. Equal People Mencap will continue to work with both the Bi Borough and Hammersmith & Fulham.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing (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 2017. 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 2017. 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 2017. 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 2017.
- (h) Advisory Groups, activity and individual support session feedback, the annual satisfaction survey and widely advertised complaints procedures ensure that consultation with tenants and users continues
- (i) Service Standards and Desired Outcomes, i.e person-centred individual aims and wishes alongside over-arching outcomes such as 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 March 2018 (and subsequently to March 2019) by RBKC Social Services. Equal People mencap continue to develop our Personal Budget funded Healthy Living Service which covers training in life-skills, employment skills, health & well-being). Additional funding was secured for 2017-2018 from RBKC and the Kensington & Chelsea Foundation for the daily drop-in 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 700 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.



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- (l) Finance systems are in place, e.g. dual entry passwords, Council Of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud (Finance Procedures – Appendix 9)
- (m) Equal People mencap's lease is in place for a further three years until January 2019 before a rent increase is possible. Our Landlords (Catholic Children Society have confirmed in writing that a further 8 year lease will be offered.
- (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 and is consulting and ensuring our practice will be in line with the General Data Protection Legislation (GDPR) from May 25th 2018.

**3. Equal People mencap's Objectives and Activities**

**PUBLIC BENEFITS**

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

**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 (e.g easy read/pictorial).
- 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.

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.

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**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 over 100 different vulnerable people each year plus their families and carers

The Activities service worked closely in partnership with the Volunteer Bureau, Health Service Dieticians, RBKC LD Day Opportunities Service, Balance (employment agency), 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 24<sup>th</sup> & January 2<sup>nd</sup>

**An Independent Living/Space To Dream 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). This included a visit to parliament to speak at the All Party Learning Disability group about enabling voting to be more accessible and attending the Game4Grenfell and a suffragette exhibition.

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

**The 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 plus a weekly music quiz. (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 6 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. £7 per session. A Friday evening dance class for those with more complex needs enabling everyone to participate, take the lead and/or join in. (average 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 & Baking Group** enabled 25+ individuals to learn and work on all aspects of catering from growing food and vegetables (second prize in the borough's annual allotment awards), preparing, cooking and serving a variety of healthy meals and cakes under the supervision of a professional chef. (20 members each week)

**Gardening Group**

Supported by an experienced gardening tutor members were able to grow herbs and vegetables for the Making Food Work Project in our planters at Equal People and two allotments. The group was successful in winning first prize for community gardens in Kensington & Chelsea. Members built teamwork skills, health and safety and took great pride in successfully growing all the plants. (average 10 members)

**The Outdoor Gym**

Members used a local outdoor gym area to exercise under the supervision of a trained gym tutor, keeping fit and having fun. (average 5 members).

**Photography**

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

**Events**

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

- Two Summer barbecues
- A Tea dance (with swing dance tutors) in aid of 'Dignity in Care'
- A Winter Ball held at the Copthorne Tara Hotel in Kensington W8.

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

**Floating Support Aims & Objectives**

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

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

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

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The Floating Support Service supports 60+ adults and children through Personal Budgets who are living independently in the community but require between 1hr per week and 24 hours per day housing related or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans.

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:

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

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- Maintenance: Staff, with Service users will:
  - : complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
  - : undertake fortnightly health & safety checks (/42/121e)
  - : undertake monthly health & safety checks (FS 1 bed)
  - : ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
  - : complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
  - : report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines. Monitor our response quarterly.

#### **Achievements & Performance:**

- Rent Arrears as at 31/03/2018 are £2,039
- Housing Void levels:
  - NHHT Nth Ken (12 units) 0% Stoneleigh St (3 units) 0% (0 units void as at 31.03.18)
  - Church House: 0%

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 contract funding from RBKC to provide 10 events between April 2017 and March 2018 (renewed to Mar 2019) 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 10 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

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**Achievements & Performance**

Equal People mencap supported 11 activities over the year including, trips to music and the theatre, barbecues, a tea Dance and winter Ball.

49 families were supported with advice and information, 40 families from RBKC took part in activities.

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

**4. Financial Review**

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 so we provided for and anticipated a deficit over the year. Thus Equal People mencap generated a deficit of £10,370 this year.

**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.

**Fundraising Expenditure**

Equal People mencap have spent £23,115 in 2017-2018. In 2018-2019 we have allocated £3,700 as a percentage of the Finance Manager & CEO roles assigned to the fundraising task.

**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 ideally to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2018-2019 is £1,227,815 and so the target for the general reserve is £306,954. At present unrestricted reserves are at £216,985.

**Asset cover for funds**

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

**EQUAL PEOPLE MENCAP**  
**REPORT OF THE COUNCIL OF MANAGEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
/contd...

**5. 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 and the drop-in service.

We will 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. We will seek to access funding and provide services to children and young adults and vulnerable individuals affected by the Grenfell Tower fire.

Increasingly throughout 2017-2018 RBKC, Westminster & Hammersmith & Fulham Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2018-2019 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 children's, transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised.

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

**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 whilst 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 2018**  
/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 2018**  
/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:

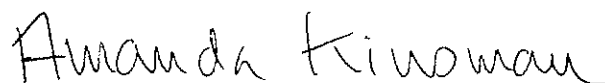
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**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 21st Nov . 2018 and signed on its behalf, by:



Mrs Amanda Kinsman  
Chair

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**EQUAL PEOPLE MENCAP**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Opinion**

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

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

**Conclusions relating to going concern**

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

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

**Other information**

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

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**EQUAL PEOPLE MENCAP**  
**FOR THE YEAR ENDED 31 MARCH 2018**

/..Cont'd

**Other information /...Cont'd**

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

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

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

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

**Matters on which we are required to report by exception**

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

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

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

**Responsibilities of trustees**

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

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

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**EQUAL PEOPLE MENCAP**  
**FOR THE YEAR ENDED 31 MARCH 2018**

/..Cont'd

**Auditor's responsibilities for the audit of the financial statements**

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

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

**Use of our report**

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



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

6 December 2018

**EQUAL PEOPLE MENCAP**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**

**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Income from:</b>					
Donations and grants	2	4,810	27,594	32,404	26,532
Charitable activities	3	913,971	21,383	935,354	858,959
Investments	4	120	-	120	194
<b>Total</b>		<u>918,901</u>	<u>48,977</u>	<u>967,878</u>	<u>885,685</u>
<b>Expenditure on:</b>					
Raising funds	5	23,115	-	23,115	3,670
Charitable activities	6	909,156	45,977	955,133	872,268
<b>Total</b>		<u>932,271</u>	<u>45,977</u>	<u>978,248</u>	<u>875,938</u>
<b>Net Income/(expenditure)</b>	8	(13,370)	3,000	(10,370)	9,747
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<u>(13,370)</u>	<u>3,000</u>	<u>(10,370)</u>	<u>9,747</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		230,355	-	230,355	220,608
<b>Total funds carried forward</b>		<u>£216,985</u>	<u>£3,000</u>	<u>£219,985</u>	<u>£230,355</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**

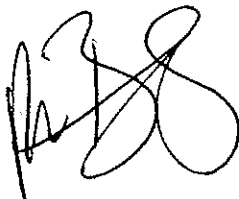
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	2018 £	2017 £
<b>FIXED ASSETS</b>			
Tangible assets	11	6,744	6,618
<b>CURRENT ASSETS</b>			
Debtors	12	114,052	95,771
Cash at bank and in hand		184,228	195,814
		<u>298,280</u>	<u>291,585</u>
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>85,039</u>	<u>67,848</u>
<b>NET CURRENT ASSETS</b>		<u>213,241</u>	<u>223,737</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	15	<u>£219,985</u>	<u>£230,355</u>
<b>INCOME FUNDS</b>			
Restricted funds	14	3,000	-
Unrestricted funds	14	216,985	230,355
<b>TOTAL FUNDS</b>		<u>£219,985</u>	<u>£230,355</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 21 November 2018.

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 2018**

	2018 £	2017 £
<b>Cash flows from operating activities</b>		
Net movement in funds per statement of financial activities	(10,370)	9,747
Adjustments for:		
Depreciation charges	6,912	7,300
(Increase)/decrease in debtors	(18,281)	69,525
Increase/(decrease) in creditors	17,191	4,752
<b><i>Net cash provided by/(used in) operating activities</i></b>	<b><u>(4,548)</u></b>	<b><u>91,324</u></b>
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(7,038)	(6,156)
<b><i>Net cash provided by/(used in) Investing activities</i></b>	<b><u>(7,038)</u></b>	<b><u>(6,156)</u></b>
<b>Change in cash and cash equivalents in the year</b>	<b>(11,586)</b>	<b>85,168</b>
Cash and cash equivalents brought forward	195,814	110,646
<b>Cash and cash equivalents carried forward</b>	<b><u>£184,228</u></b>	<b><u>£195,814</u></b>
<b>Analysis of cash and cash equivalents</b>	2018	2017
Cash at bank and in hand	<u>£184,228</u>	<u>£195,814</u>



**EQUAL PEOPLE MENCAP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**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 2018

/contd...

### 1. ACCOUNTING POLICIES/contd...

#### Leases

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

#### Pensions

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

#### Financial Instruments

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

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Donations	4,810	-	4,810	10,237
Grants				
The London Community Foundation	-	17,094	17,094	-
Westway Trust	-	2,500	2,500	2,500
Kensington and Chelsea Foundation	-	5,000	5,000	3,795
The Bailey Thomas Charitable Fund	-	-	-	10,000
Groundwork UK	-	3,000	3,000	-
	<u>£4,810</u>	<u>£27,594</u>	<u>£32,404</u>	<u>£26,532</u>

Of the £26,532 recognised in 2017, £12,032 related to unrestricted funds and £14,500 to restricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	85,000	13,167	98,167	93,472
John Lyon's Charity	-	-	-	833
Kensington and Chelsea Social Council	-	8,216	8,216	8,216
Housing and care charges				
Housing rents	156,170	-	156,170	158,550
Care and support fees	658,382	-	658,382	583,044
Other charitable activities				
Social activities	14,419	-	14,419	14,844
	<u>£913,971</u>	<u>£21,383</u>	<u>£935,354</u>	<u>£858,959</u>

Of the £858,959 recognised in 2017, £839,235 related to unrestricted funds and £19,724 to restricted funds.

# EQUAL PEOPLE MENCAP

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2018

/contd...

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Bank interest	<u>£120</u>	<u>£Nil</u>	<u>£120</u>	<u>£194</u>

All of the £194 recognised in 2017 related to unrestricted funds.

5. COST OF RAISING FUNDS	2018 £	2017 £
Staff costs	3,674	-
Consultancy fees	16,000	-
Other fundraising costs	3,441	3,670
	<u>£23,115</u>	<u>£3,670</u>

All of the £3,670 recognised in 2017 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2018 £	Total 2017 £
<b>Cost directly allocated to activities</b>				
Staff costs	502,742	-	502,742	442,263
Recruitment and training	16,902	-	16,902	7,598
Volunteer expenses	-	633	633	1,482
Staff travel and subsistence	7,076	-	7,076	7,084
Housing maintenance and utilities	22,753	-	22,753	28,210
Social activities	-	18,339	18,339	19,685
Welfare	906	-	906	432
Bad debts	-	-	-	230
<b>Support costs allocated to activities</b>				
Staff costs	74,171	107,336	181,507	162,876
Premises costs	94,040	51,348	145,388	139,786
Communications	17,324	3,300	20,624	18,787
Legal and professional	1,111	-	1,111	4,238
Licences and insurance	10,521	2,004	12,525	13,462
Depreciation	-	6,912	6,912	7,300
Bank charges	252	48	300	380
Governance costs (Note 7)	10,198	1,943	12,141	12,566
Other costs	-	5,274	5,274	5,889
Total 2018	<u>£757,996</u>	<u>£197,137</u>	<u>£955,133</u>	<u>£872,268</u>
Total 2017	<u>£698,858</u>	<u>£173,410</u>	<u>£872,268</u>	

Of the £872,268 recognised in 2017, £838,044 was charged to unrestricted funds and £34,224 was charged to restricted funds.

**EQUAL PEOPLE MENCAP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
/contd...

<b>7. GOVERNANCE COSTS</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Staff costs	5,977	6,015
Auditor's remuneration	4,260	4,200
AGM, publications and subscriptions	1,904	2,351
	<u>£12,141</u>	<u>£12,566</u>
<b>8. NET INCOME/(EXPENDITURE)</b>	<b>2018</b>	<b>2017</b>
Net income/(expenditure) is stated after charging:		
Audit fees – audit services	£3,660	£3,600
– non-audit services	£600	£600
Depreciation	£6,912	£7,300
Pension costs (defined contributions schemes)	£5,624	£4,598
Operating lease rentals	£36,163	£36,163
	<u>£698,191</u>	<u>£618,700</u>
<b>9. EMPLOYEES AND STAFF COSTS</b>	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
<b>Number of employees</b>		
The average monthly number of employees during the year was:	42	36
	<u>42</u>	<u>36</u>
	<b>£</b>	<b>£</b>
<b>Staff Costs</b>		
Wages and salaries	631,932	561,284
Termination payments	-	1,580
Social security costs	48,977	41,026
Agency staff	11,658	10,212
Pension costs	5,624	4,598
	<u>£698,191</u>	<u>£618,700</u>

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

No remuneration was paid to trustees (2017: £Nil) and no trustees (2017: none) received any reimbursement of expenses (2017: £Nil).

Total employee benefits received by key management amounted to £53,573 (2017: £53,906).

**10. TAXATION**

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

**EQUAL PEOPLE MENCAP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
/contd...

<b>11. TANGIBLE FIXED ASSETS</b>			Fixtures, fittings and equipment	
<b>Cost</b>			£	
At 1 April 2017			34,089	
Additions			7,038	
At 31 March 2018			<u>41,127</u>	
<b>Depreciation</b>				
At 1 April 2017			27,471	
Charge for the year			6,912	
At 31 March 2018			<u>34,383</u>	
<b>Net book value</b>				
At 31 March 2018			<u>£6,744</u>	
At 31 March 2017			<u>£6,618</u>	
<b>12. DEBTORS</b>			2018	2017
			£	£
Trade debtors			105,624	88,296
Other debtors and prepayments			8,428	7,475
			<u>£114,052</u>	<u>£95,771</u>
<b>13. CREDITORS: Amounts falling due within one year</b>			2018	2017
			£	£
Social security and other taxes			16,026	15,362
Other creditors and accruals			69,013	52,486
			<u>£85,039</u>	<u>£67,848</u>
<b>14. MOVEMENT IN FUNDS</b>			Transfers between funds	Balance at 31 March 2018
	Balance at 1 April 2017	Income	Expenditure	
	£	£	£	£
<b>Restricted funds</b>				
Carers Services	-	3,400	3,400	-
Open House Service	-	5,000	5,000	-
Activities	-	40,577	37,577	3,000
	<u>-</u>	<u>£48,977</u>	<u>45,977</u>	<u>3,000</u>
<b>Unrestricted funds</b>				
General funds	230,355	918,901	932,271	216,985
<b>Total funds</b>	<u>£230,355</u>	<u>£967,878</u>	<u>£978,248</u>	<u>£219,985</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 2018

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#### 14. MOVEMENT IN FUNDS /contd...

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

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2017 £
<b>Restricted funds</b>					
Carers activity	-	3,400	3,400	-	-
Open House service	-	10,000	10,000	-	-
Activities	-	19,991	19,991	-	-
Gateway Award	-	833	833	-	-
	<u>-</u>	<u>34,224</u>	<u>34,224</u>	<u>-</u>	<u>-</u>
<b>Unrestricted funds</b>					
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)	-
	<u>220,608</u>	<u>851,461</u>	<u>841,714</u>	<u>-</u>	<u>230,355</u>
<b>Total funds</b>	<u>£220,608</u>	<u>£885,685</u>	<u>£875,938</u>	<u>£Nil</u>	<u>£230,355</u>

The trustees resolved to undesignate all designated funds during 2016/17. Accordingly the balances were transferred to general funds.

#### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	6,744	-	6,744
Current assets	295,280	3,000	298,280
Current liabilities	(85,039)	-	(85,039)
As at 31 March 2018	<u>£216,985</u>	<u>£3,000</u>	<u>£219,985</u>

**EQUAL PEOPLE MENCAP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
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**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS/contd...**

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

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	6,618	-	6,618
Current assets	291,585	-	291,585
Current liabilities	(67,848)	-	(67,848)
As at 31 March 2017	<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:

	2018 £	2017 £
Within one year	28,629	36,163
Between one and five years	-	28,629
	<u>£28,629</u>	<u>£64,792</u>

**17. GENERAL INFORMATION**

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

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

**18. RELATED PARTY TRANSACTIONS**

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

