

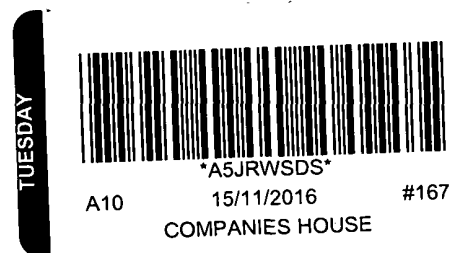
# Groundswell Network Support UK

Company number: 4151312

Charity number: 1089987

## Report and Financial Statements

31 March 2016



SAYER | VINCENT  
OOOOO | OOOOOOOO  
OOOOO | OOOOOOOO  
OOOOO | OOOOOOOO

<b>Contents</b>	<b>Pages</b>
Reference and administrative details	1
Report of the Trustees	2-8
Independent examiners' report	9
Statement of Financial Activities (incorporating an income and expenditure account)	10
Balance sheet	11
Statement of Cash Flows	12
Notes to the financial statements	13-20

## Reference and Administrative Details

<b>Company number</b>	4151312	
<b>Charity number</b>	1089987	
<b>Registered office and operational address</b>	3 <sup>rd</sup> Floor 55 Bondway Vauxhall London SW8 1SJ	
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:	
	Terry Hitchcock	Chair
	Gaby Glaesener-Cipollone	Treasurer
	Laura Austin Croft	
	Effie Blythe (Francesca Stoddart)	(resigned 28 April 2016)
	Andrew Campbell	
	Jimmy Carlson OBE	
	Matthew Harrison	
	Martyn Robson	
	Dr Michael Seal	(resigned 28 July 2016)
	Dr Alistair Story	
	Steve Wyler OBE	
	Lynn Young	
<b>Principal staff</b>	Chief Executive Officer Director of Resources Director of Advocacy Insight & Action Project Manager Volunteer Progression Manager	Athol Hallé Kaye Savage Kate Bowgett Martin Burrows Adam Marshall
<b>Bankers</b>	Unity Trust Bank 4 Oozells Square Birmingham B1 2HB	CAF Cash Limited West Malling Kent ME19 4TA
<b>Solicitors</b>	Bates Wells & Braithwaite Cheapside House 138 Cheapside London EC2V 6BB	
<b>Independent Examiner</b>	Sayer Vincent LLP Chartered Accountants and Registered Auditors Invicta House 108-114 Golden Lane London EC1Y0TL	

## Report of the Trustees

The Trustees present their report and the financial statements for the year ended 31 March 2016.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2015).

### Structure, Governance and Management

2016 marks the 20<sup>th</sup> anniversary of the creation of Groundswell – originally as a project within CHAR (the Campaign for Homeless and Rootless). CHAR later became the National Homeless Alliance, from which Groundswell gained independence by registering as a charitable company limited by guarantee in January 2001.

The management of the Company is the responsibility of the Board Members who are appointed and co-opted under the terms of the Articles of Association. They perform the role of directors in company law and of Trustees in charity law. There are three routes to become a Groundswell Board Member. Firstly the Forum, which is made up of current and former Groundswell volunteers, all with personal experience of homelessness, elects two representatives. Secondly the sole Member may nominate up to two Trustees. Thirdly the remaining Trustees are recruited openly. All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 to the accounts. The minimum number of Trustees is four, with a maximum of 12. Those who served during the period are listed on page 1.

New Board Members are required to sign and return a declaration of willingness to serve, which sets out the duties of charity trustees and Groundswell's core beliefs. They are also given a copy of:

- The Memorandum and Articles of Association
- Groundswell's Strategic Plan
- Most recent internal reports, including the Chief Executive's quarterly report and Board minutes

Soon after appointment, new Board Members are invited to meet the staff and attend appropriate activities in order to promote their understanding of what Groundswell does and how it does it.

Board Meetings are held quarterly to provide an appropriate balance of scrutiny and support to the staff team and to ensure the charity is operating effectively and within its aims. The formal link between volunteers and the Board is central to Groundswell's governance, with each Board Meeting commencing with feedback from the Forum to the Board and concluding with feedback from the Board back to the Forum. The Board also operate two standing sub-committees: a Finance Committee which maintains a consistent framework for financial control in Groundswell and a People Committee, which supports Groundswell to be a healthy, safe and enabling organisation for its staff and volunteers. During 2015-16 Groundswell also operated short-term an Income Generation Working Group whose role was to focus the organisation on long-term sustainable income streams.

In April 2012, Groundswell entered into a formal partnership with Thames Reach, a London based charity offering housing, health and employment advice and support, which was appointed to be the sole Member of the charity.

This report looks at what the charity has achieved and the outcomes of its work for the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016. The Board Members report the success of each key activity and the benefits the charity has brought to its beneficiaries.

### Remuneration Policy

Groundswell aims to ensure that all staff are appropriately remunerated for their work. We intend to achieve a fair balance which takes into account the following factors: our ability to attract highly qualified and dedicated staff; the external fundraising environment; the organisational financial position; pay levels in the voluntary and community sector generally and the homelessness sector specifically; considerations of our beneficiaries. To achieve this end we engage an external consultant to conduct a benchmarking exercise which proposes a range of salaries, this occurs once every three years - most recently in August 2015. The default position is for Groundswell to offer the Median Point pay level for each role – with small variations on individual circumstances, such as length of service, variation in tasks between roles, achieving appropriate parity across and within teams etc. This process is as overseen by the People Committee. Additionally Groundswell offer cost of living increases on an annual basis - these are calculated at the

## Report of the Trustees (cont'd)

mean rate between Retail Price Index and Consumer Price Index and come into effect at the beginning of each financial year.

### Achievements and Performance in the Delivery of Public Benefit

The Groundswell Trustees have taken account of Section 17 (5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 which requires us to have regard to the guidance on public benefit issued by the Charity Commission when exercising our duties. We state that the activities delivered by Groundswell during 2015-16, described below, directly further Groundswell's charitable objects and that these activities have been undertaken for the public benefit.

### Risk Management

The Groundswell Trustees recognise that the Charity's work inevitably involves taking some risk, in particular as much of our work with vulnerable people is delivered by people who are themselves in receipt of support services. This approach is integral to our core beliefs (detailed below). Additionally much of our work is innovative and does not yet have clear established funding streams. We take these risks consciously as we believe that innovative solutions that empower people experiencing homelessness are essential to tackle the growing societal concern of homelessness. This approach requires us to ensure that thorough and sound risk review practice is central to Groundswell's management, governance, decision-making, operational delivery and strategic planning. We run a detailed Annual Risk Register - reviewed regularly by Board and Senior Management to assess ongoing and emerging risks; run risk assessment measures on all projects; and operate a thorough system of incident reporting and review.

### Objectives and Activities

**Our Mission:** Groundswell exists to enable homeless and vulnerable people to take more control of their lives, have a greater influence on services and to play a fuller role in our community.

#### Our Core Beliefs:

- **Inclusive solutions!** The only way to genuinely tackle homelessness and social exclusion is by utilising the knowledge and expertise of people affected by these issues.
- **There is no 'Them & Us' – only Us!** Groundswell brings everyone together to create effective solutions.
- **Involvement works!** When everyone is involved, the process creates more effective services and enables people to regain their independence.
- **We believe in people!** People are society's most valuable resource, and everyone has the capacity to make a contribution.
- **The whole community benefits when we effectively tackle homelessness and social exclusion.**

#### Our Strategic Vision:

**Health First!** For Groundswell to create peer-led solutions to homelessness, with health at the heart of our work. With three strategic priorities:

1. To grow Groundswell's Peer Support Programme.
2. To create an Insight & Action Programme of on-going participatory research - making positive social change as a result of findings.
3. To develop Groundswell as a healthier and more sustainable organisation.

#### Activities 2015-16:

This was an exceptional year for Groundswell: our Homeless Health Peer Advocacy service delivered over 3,000 engagements supporting homeless people to access health services; with an independent evaluation showing clear health and cost saving outcomes; we launched our Insight and Action Programme of participatory action research including an in-depth study highlighting extreme health inequalities experienced by homeless people in respiratory health; and Groundswell was declared Overall Winner of the 2016 Kings Fund GSK Impact Award.

## Report of the Trustees (cont'd)

### Peer Support Programme

**Homeless Health Peer Advocacy - HHPA** is our highly impactful service providing practical support for homeless people to attend physical healthcare appointments; reducing use of A&E, missed appointments and unplanned admissions; resulting in improved health and public savings. Key to HHPA's success is its delivery by formerly homeless volunteers – whose shared connection allows meaningful engagement with vulnerable homeless people who professionals can find 'hard to reach'.

In 2015-16 we delivered the core HHPA service of supporting people experiencing homelessness to attend health appointments and delivering Health Promotion In-Reach sessions within hostels and day centres in eight London boroughs: Camden, Hackney, Hammersmith and Fulham, Hounslow, Kensington and Chelsea, Lambeth, Wandsworth and Westminster.

Through HHPA and the additional peer support projects listed below a total of 3,128 engagements were delivered with homeless people including accompanying people to appointments, health promotion sessions, hospital ward rounds and screening support visits.

*"It is a huge benefit that Groundswell Peers come into our service and speak to clients directly. I think that this approach definitely makes engaging with clients easier and is more effective. The Peer Advocates have facilitated better engagement with clients which has contributed to our service as a whole."* British Red Cross

**HHPA Independent Evaluation. Saving Lives, Saving Money - How Homeless Health Peer Advocacy Reduces Health Inequalities**, an independent evaluation into the impact of HHPA, was launched at a Parliamentary event hosted by Baroness Thornton of Manningham and Seema Malhotra MP, Shadow Chief Secretary to the Treasury in March 2016.

The report was produced by the Young Foundation following a year-long investigation. Key findings included a 42 per cent reduction in unplanned care activity costs - leading to an indicative saving of £2.43 for every £1 spent; between 50 and 70 per cent reduction in missed appointments bringing the number of appointments missed by homeless people supported by a Groundswell Peer Advocate down to the same as those missed by the general population, resulting in further cost savings; and potential future lifetime savings through better health leading to reduction in service use.

*"The HHPA programme is an effective bridge to increased access of these services and is an effective form of increasing Patient Activation, which helps overcome many of the barriers to healthcare faced by those experiencing homelessness"*. Young Foundation

**Kings Health Partners Pathway.** Groundswell peer advocates play a central role in the multi-disciplinary Kings Health Partners Pathway homeless team, which works with homeless patients attending or admitted to Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts.

**TB Peer Support.** Groundswell peers supported over 250 visits of the Find & Treat Mobile Health Unit to screen people for tuberculosis at homelessness services. The service expanded the range of health needs being screened and also became a distribution point for vaccines. Additionally Peers supported people to attend follow up health appointments. This successful service has been secured to expand into a seventh delivery year.

**UCL Medical Students Training.** Our peers again trained over 200 fourth year Medical Students at University College London to give a deeper understanding of the barriers people experiencing homelessness face in getting their health needs met and how they can develop their professional practice to enable people to overcome these barriers.

*"Honest and eye opening discussion from the peer advocates - it really brings the point home, one of the best educational events I have ever attended - Thank you!!"* Medical Student, UCL

**Imperial Homeless Health Exchange Project.** We continued our project supporting homeless people to gain access to Imperial College Healthcare NHS Trust services and utilise them more effectively - improving homeless people's health outcomes and Imperial staff's understanding and skills to work effectively with this group.

**HALT Research Study:** Groundswell's peer advocates completed their contribution to University College London's 'HALT Study' - a randomised control trial study to evaluate the cost-effectiveness of peer support to improve treatment in hard-to-reach groups for Hepatitis B and C virus infection. The findings of the study, which was funded by National Institute of Health Research, show a considerable positive impact for patients who received peer support.

## Report of the Trustees (cont'd)

**Partnership Working.** Bringing organisations and individuals together to more effectively tackle homelessness is central to Groundswell's core beliefs. In addition to the day to day project delivery - which involves linking homelessness and health services together - Groundswell also delivered presentations and facilitated workshops with Care Quality Commission, Central London CCG Patient Participation Group, Freedom From Torture, Homeless Link, Hounslow CCG, London Borough of Lewisham, London Voluntary Service Council, NHS England, Queen's Nursing Institute, Sitra, SOLACE and Westminster Homeless Service Users.

Groundswell had a prominent role at the Faculty for Homeless and Inclusion Health Annual Symposium, with involvement in the organising committee, a plenary speaker, a workshop and involvement in the Experts by Experience group. Our Chief Executive continues to participate as a member of the National Advisory Council of Homeless Link. Groundswell co-produced the London Nurses and Midwives Homelessness Group's Annual Conference, where our most senior Case Worker, Dennis Rogers, who graduated in the first tranche of peer advocates in 2010, received a Special Award in recognition of his exemplary work supporting homeless nursing teams.

### **Overall Winner - Kings Fund GSK Impact Award.**

Groundswell was declared Overall Winner of the GSK IMPACT Award, a national award run in partnership with The King's Fund that recognises excellence in charities improving health and wellbeing in their communities.

Groundswell was selected from over 400 charities from across the UK that entered the Award, by a judging panel of health and charity experts including the Head of UK Grants at Comic Relief, the Chief Executive of Big Lottery, the Chief Executive of MS Society; along with the Chairs of GSK and of The King's Fund.

*"Groundswell is a reflective, thoughtful organisation. By putting people touched by homelessness at the centre of its decision making it fully understands the challenges and can respond sensitively and effectively. Its impact is tangible and hugely impressive, responding to the complex needs of homeless people with energy and innovation. We congratulate them on a well-deserved win".* The King's Fund

### **Insight & Action Programme – Groundswell's Participatory Action Research Work**

**Insight & Action Project.** Groundswell received funding from Trust for London to pilot Insight & Action – a radical new grassroots approach to discover and share cutting-edge insight into the health inequalities faced by people experiencing homelessness in London; and crucially, to develop achievable solutions to reduce health inequalities for homeless people and make vital savings to public money.

We delivered *Room to Breathe*, in-depth research in engaging over 330 homeless people across London to explore their respiratory health. This revealed shocking health inequalities with the rate of asthma being twice that in the general population; COPD two and a half times; 85% of participants are current smokers - compared to 18% across the UK; 11% of participants reported as having suffered from pneumonia and 90% of these had been admitted to hospital for this condition.

A full report was produced, widely distributed amongst health and homeless professionals, resulting in follow up projects with Action on Smoking Health London Respiratory Health Network and the British Lung Foundation. Additionally we produced self-help **Action Guide** - for homeless people to use to improve their respiratory health.

*"Groundswell bring their special touch and go the extra mile in everything they do."* Public Health England

This work also produced and widely distributed nine separate **Action Updates** highlighting relevant health issues affecting homeless people and offering practical advice – targeted at people who are currently using homelessness services. The success of this pilot led to a continuation grant being awarded.

### **Emmaus Vision to End Homelessness Peer Research Project**

Groundswell were commissioned by Emmaus UK to deliver a peer research project to find out more about their companions' (clients') experiences to understand what would make the difference in helping people to avoid and overcome homelessness. We trained eight companions in research skills, who, with the Groundswell team, visited 23 communities across the UK involving over 171 people in the project – over a quarter of all UK companions. This has supported Emmaus to develop their campaigning – with companions at the heart of the work.

*"Emmaus has had a very positive first experience of peer research through our work with Groundswell. The Emmaus peer researchers found taking part in the project thoroughly rewarding and gave excellent feedback about the training and*

## Report of the Trustees (cont'd)

*support that they received from the Groundswell team. The research that Groundswell and the peers produced has given us a wealth of very rich information that will provide a strong platform for Emmaus's future campaigns to overcome homelessness and social exclusion."* Emmaus UK

### Becoming a Healthy and Sustainable Organisation

**Volunteer Progression Programme:** Groundswell's VPP work progress our volunteers towards employment by providing a cohesive, person-centred programme of support and coaching that builds self-reliance and self-determination. Since 2010, 101 Volunteers have begun the HHPA training, 84 of whom completed it. Of the 70 people who have concluded their volunteering over 40 have gained employment.

*"I just wanted to send you a message to let you know how great J. was today. W. was determined to discharge himself from hospital which would have put him at massive risk of death and J. was absolutely instrumental in getting W. to change his mind and stay. So he was literally a life saver."* Hostel Support Worker

**Our Team.** Through the year Groundswell were able to double the number of paid Case Worker roles we offer former volunteers to four; whilst additionally maintaining three Project Worker roles which utilise the Supported Permitted Work scheme.

Groundswell's Chief Executive was awarded a place on the 2016 Clore Social Leadership Programme - a multi-faceted, holistic approach to developing leadership which includes coaching, residentials, a 360 degree review, a secondment and a grant to Groundswell to invest in staffing cover – we have utilised this to strengthen our central team with a new Director of Resources role.

Basil Turner was presented with an Outstanding Achievement Award in October 2015. In the preceding 18 months Baz completed 153 HHPA appointments and facilitated 215 health promotion sessions in hostels – the single biggest output of any volunteer during this time.

*"I just wanted to send an email to say what a wonderful job Baz does in his role at Groundswell here at Hope Gardens; he is incredibly supportive, patient, kind and helpful with all of the clients he sees here. I cannot express enough how brilliant he is at his role and how much his on-going work means to our project."* Assistant Project Manager

**Management Group and Staffing Costs:** Groundswell's Departmental Management Team (DMT) is focused on supporting Groundswell to be a healthier and more sustainable organisation and ensuring effective coordination between programmes. The DMT consists of the most senior member of staff in each programme and includes:

Chair of DMT:	Chief Executive
for the Central Team:	Director of Resources
for the Peer Support Programme:	Director of Advocacy
for the Insight & Action Programme:	Project Manager
for the Volunteer Progression:	Volunteer Progression Manager

### Financial Review

Building on the achievements of the previous year, income for the year rose by over 30% to £734.7k (2015: £558.7k). This was largely as a result of extended HHPA activity, development of the Insight & Action programme and investment in strategic development. These expanded activities of course brought higher expenses and further investment was made towards the end of the year to reinforce the management team. Total expenses therefore rose to £730.2k (2015: £543.7k), leaving a surplus for the year of £4.5k (2015: £15.0k). Total expenses include £3.8k written off against income booked in previous years.

At year-end total reserves have risen to £116.3k, all of which is in unrestricted funds. Groundswell's reserves policy is to achieve a target of four months of running costs, including overheads and salaries. We have currently achieved reserves of around 3 months of running costs and we will seek to further build reserves in 2016-17, which is on course to be another year of significant growth.

### Thanks to Our Supporters

The Trustees would like to thank all those funders, commissioners, partners, individuals and companies who generously gave their time and money to support our work. This includes those listed below:



## Report of the Trustees (cont'd)

29<sup>th</sup> May 1961 Charitable Trust, Alma Jean Henry Charitable Trust, The Albert Hunt Trust, Camden Clinical Commissioning Group (CCG), Central London CCG, Emmaus UK, Garfield Weston Foundation, Greater London Authority, Greenhouse, Grosvenor Chapel, Guy's and St Thomas' NHS Foundation Trust, Hammersmith and Fulham CCG, Hammersmith and Fulham Local Authority, Hounslow Local Authority, Imperial College Healthcare Charity, JP Getty Jnr Charitable Trust, Lazard, Kingsley Napley, Marsh Christian Trust, Mrs Smith and Mount Trust, Oak Foundation, Rayne Foundation, Segro, Social Investment Business, Streetsmart, Trust for London, Tudor Trust, University College London, University College London Hospital, Wandsworth Local Authority, West London CCG and the Westminster Foundation.

### Plans for the Future

Groundswell's strategic vision - **Health First!** - to create peer-led solutions to homelessness, with health at the heart of our work, continues to guide our future.

We received a grant from the Social Investment Business 'Big Potential' Programme to explore strategies for expanding our impact, conduct financial modelling on paths to achieve our goals and to examine the opportunities for social investment. With the goal of making our HHPA service available to all people experiencing homelessness who need it, we examined a range of social replication methods to support the national growth of the HHPA service.

We were then awarded a place on the International Centre for Social Franchising's Scale Accelerator Programme, delivered in partnership with The Social Innovation Partnership and The School for Social Entrepreneurs, through funding from the Tudor Trust. We are now seeking to build partnerships with local agencies across the UK, to replicate the HHPA model. Groundswell hope to enable 5,000 people experiencing homelessness to access services to improve their health through receiving peer support, over the next five years.

We continue to grow HHPA delivery in London and have secured a contract with Tower Hamlets CCG to bring delivery of the HHPA service into a ninth borough in 2016-17. Additionally we are exploring adaptations of the HHPA model, looking at a wider scope of health issues and a broader range of client groups. We will be expanding our work in Hepatitis and tuberculosis; continuing to bring about change as a result of the findings of our respiratory health; and launch new research focusing on oral health. Additionally we have secured funding from the City Bridge Trust and the Bupa Foundation to test a pilot programme expanding the HHPA model to support people experiencing homelessness with mental health issues. Through this work we are undergoing a process to support Groundswell to become a more Psychologically Informed Environment.

Groundswell are continuing to build our Insight & Action Programme. We have been commissioned by Crisis to deliver a Peer Research element to their research on 'enforcement' practices around rough sleeping and by the London Homeless Health Programme to deliver service user engagement to gather feedback around their commissioning intentions and to support people with personal experience to engage in the Programme Board. We have also been awarded a grant by Comic Relief to deliver the From the Ground Up project – a three year partnership with The Pavement Magazine – which will involve people with experience of homelessness in research, journalism and campaigning to support society to more effectively tackle homelessness.

## Report of the Trustees (cont'd)

### Statement of Responsibilities of the Trustees

The Trustees (who are also directors of Groundswell Network Support UK for the purposes of company law) are responsible for preparing the report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The sole Member of the charity guarantees to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The Trustees have no beneficial interest in the charity.

### Independent Examiner

Sayer Vincent LLP acted as the company's Independent Examiner for the year and have expressed willingness to continue in that capacity.

The report of the Trustees has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees on 20 October 2016 and signed on their behalf by



Terry Hitchcock  
Chair

## Independent Examiner's Report

### Independent examiner's report to the trustees of Groundswell Support Network UK

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 10 to 20.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

### Respective responsibilities of trustees and examiner

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

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

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention

### Basis of independent examiner's report

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

### Independent examiner's statement

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

- which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 have not been met or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Catherine Sayer  
Chartered Accountant  
Sayer Vincent LLP  
Invicta House  
108-114 Golden Lane  
London EC1Y 0TL

DATE 11 November 2016

Year ended 31 March 2016

## Statement of Financial Activities

		2016			2015		
	Note	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
<b>Income from:</b>							
Donations and legacies	2	126,059	-	<b>126,059</b>	97,509	-	97,509
Charitable activities	3						
Homeless Health Peer Advocacy		300,265	110,315	<b>410,580</b>	154,300	236,832	391,132
Insight & Action		30,000	84,368	<b>114,368</b>	21,634	-	21,634
Volunteer Progression		500	31,690	<b>32,190</b>	-	25,750	25,750
Oak Foundation Service Evaluation		-	-	-	-	15,000	15,000
Supported Core Projects		-	51,200	<b>51,200</b>	-	7,500	7,500
Investments	4	216	-	<b>216</b>	158	-	158
Other		43	-	<b>43</b>	-	-	-
<b>Total Income</b>		<b>457,083</b>	<b>277,573</b>	<b>734,656</b>	<b>273,601</b>	<b>285,082</b>	<b>558,683</b>
<b>Expenditure on:</b>							
Raising funds		50,399	-	<b>50,399</b>	2,301	-	2,301
Charitable activities							
Homeless Health Peer Advocacy		312,466	110,315	<b>422,781</b>	189,942	236,832	426,774
Insight & Action		49,882	85,688	<b>135,570</b>	51,151	-	51,151
Volunteer Progression		38,522	31,690	<b>70,212</b>	-	25,750	25,750
Oak Foundation Service Evaluation		-	-	-	-	13,680	13,680
Supported Core Projects		-	51,200	<b>51,200</b>	-	24,063	24,063
	5	<b>451,269</b>	<b>278,893</b>	<b>730,162</b>	<b>243,394</b>	<b>300,325</b>	<b>543,719</b>
<b>Net income / (expenditure) before net gains / (losses) on investments</b>		<b>5,814</b>	<b>(1,320)</b>	<b>4,494</b>	<b>30,207</b>	<b>(15,243)</b>	<b>14,964</b>
Net gains / (losses) on investments		-	-	-	-	-	-
<b>Net income / (expenditure) for the year</b>	6	<b>5,814</b>	<b>(1,320)</b>	<b>4,494</b>	<b>30,207</b>	<b>(15,243)</b>	<b>14,964</b>
Transfer between funds		-	-	-	(15,643)	15,643	-
<b>Net income / (expenditure) before other recognised gains and losses</b>		<b>5,814</b>	<b>(1,320)</b>	<b>4,494</b>	<b>14,564</b>	<b>400</b>	<b>14,964</b>
Other gains / (losses)		-	-	-	-	-	-
<b>Net movement in funds</b>		<b>5,814</b>	<b>(1,320)</b>	<b>4,494</b>	<b>14,564</b>	<b>400</b>	<b>14,964</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		110,484	1,320	<b>111,804</b>	95,920	920	96,840
<b>Total funds carried forward</b>		<b>116,298</b>	<b>-</b>	<b>116,298</b>	<b>110,484</b>	<b>1,320</b>	<b>111,804</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 13 to the financial statements.

**Balance Sheet****At 31 March**

		<b>2016</b>		<b>2015</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>				
Tangible fixed assets	11	<b>12,700</b>		15,144
<b>Current assets</b>				
Debtors	12	<b>69,997</b>		62,343
Cash at bank and in hand		<b>61,026</b>		158,850
		<b>131,023</b>		221,193
<b>Liabilities</b>				
Creditors: amounts falling due within one year	13	<b>27,425</b>		124,533
<b>Net current assets</b>		<b>103,598</b>		96,660
<b>Net assets</b>	15	<b>116,298</b>		111,804
<b>The funds of the charity</b>				
Restricted funds		-		1,320
Unrestricted funds		<b>116,298</b>		110,484
<b>Total charity funds</b>	16	<b>116,298</b>		111,804

For the year ending 31 March 2016 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Directors have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Trustees on 20 October 2016 and signed on their behalf by



Terry Hitchcock  
Chair

Company number: 4151312

**Statement of Cash Flows**

	<b>2016</b>		<b>2015</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Net cash provided by / (used in) operating activities</b>		<b>(94,219)</b>		<b>56,950</b>
<b>Cash flows from investing activities:</b>				
Purchase of fixed assets	(3,605)		(9,555)	
<b>Net cash provided by / (used in) investing activities</b>		<b>(3,605)</b>		<b>(9,555)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(97,824)</b>		<b>47,395</b>
Cash and cash equivalents at the beginning of the year		<b>158,850</b>		<b>111,455</b>
<b>Cash and cash equivalents at the end of the year</b>		<b>61,026</b>		<b>158,850</b>

## Notes to the Accounts

### 1. Accounting policies

#### a) Basis of preparation

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) (effective 1 January 2015) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

#### b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 1 April 2014. No restatement of previous year accounts was required.

#### c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

#### d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

#### f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### g) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

#### i) Expenditure and irrecoverable VAT

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

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of delivering services and conducting research undertaken to further the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading.

Year ended 31 March 2016

## Notes to the Accounts (cont'd)

Groundswell is not registered for VAT and all Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) **Allocation of support costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. The cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, together with governance costs, is apportioned on the basis of the direct costs attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

k) **Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

l) **Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

- Computer equipment 4 years
- Furniture, fixtures and fittings 4 years

m) **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

n) **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Cash balances exclude any funds held on behalf of service users.

o) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

p) **Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

## 2. Income from donations and legacies

	2016			2015
	Unrestricted £	Restricted £	Total £	Total £
Gift Aid	10,101	-	10,101	10,006
Personal donations	22,311	-	22,311	24,700
Donations from foundations, trusts and other corporate bodies	93,647	-	93,647	62,803
	<u>126,059</u>	<u>-</u>	<u>126,059</u>	<u>97,509</u>



Year ended 31 March 2016

Notes to the Accounts (cont'd)

3. Incoming resources from charitable activities

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
<b>Homeless Health Peer Advocacy:</b>				
Greater London Authority	-	50,000	50,000	50,000
Guy's & St Thomas' NHS Foundation Trust	35,000	-	35,000	22,500
Imperial College Healthcare Charity	-	21,000	21,000	33,000
London Borough of Hackney	-	20,000	20,000	-
London Borough of Hammersmith and Fulham	40,000	-	40,000	40,000
London Borough of Hounslow	-	13,315	13,315	-
London Borough of Wandsworth	-	6,000	6,000	-
London Clinical Commissioning Groups	170,082	-	170,082	132,632
University College London	20,183	-	20,183	44,000
University College London Hospital	35,000	-	35,000	35,000
Broadway Homelessness and Support	-	-	-	34,000
<b>Subtotal Homeless Health Peer Advocacy</b>	<b>300,265</b>	<b>110,315</b>	<b>410,580</b>	<b>391,132</b>
<b>Insight &amp; Action:</b>				
Emmaus UK	30,000	-	30,000	5,000
Oak Foundation	-	44,668	44,668	15,000
Trust for London	-	39,700	39,700	-
Lemos & Crane	-	-	-	14,634
UCL	-	-	-	2,000
<b>Subtotal Insight &amp; Action</b>	<b>30,000</b>	<b>84,368</b>	<b>114,368</b>	<b>36,634</b>
<b>Volunteer Progression:</b>				
Westminster Foundation	-	15,000	15,000	15,000
Streetsmart	-	10,000	10,000	10,000
Mrs Smith & Mount	-	2,250	2,250	750
London Community Foundation	-	4,140	4,140	-
Marsh Christian Trust	-	300	300	-
The Alma Jean Henry Trust	500	-	500	-
<b>Subtotal Volunteer Progression</b>	<b>500</b>	<b>31,690</b>	<b>32,190</b>	<b>25,750</b>
<b>Supported Core Projects:</b>				
ICSF Scale Accelerator Programme - The Tudor Trust	-	21,350	21,350	-
Big Potential Fund	-	29,850	29,850	-
HTF - Homeless Link	-	-	-	7,500
<b>Subtotal Supported Core Projects</b>	<b>-</b>	<b>51,200</b>	<b>51,200</b>	<b>7,500</b>
<b>Total</b>	<b>330,765</b>	<b>277,573</b>	<b>608,338</b>	<b>461,016</b>

4. Investment income

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
Bank interest	216	-	216	158

## Notes to the Accounts (cont'd)

## 5. Analysis of expenditure

	Cost of raising funds	Charitable activities				Governance Costs	Support Costs	2016 Total	2015 Total
		Homeless Health Peer Advocacy	Insight and Action	Volunteer Progression	Supported Core Projects				
	£	£	£	£	£	£	£	£	£
Staff costs	38,173	197,638	57,512	52,454	-	8	108,056	453,841	381,742
Staff travel	-	8,066	310	-	-	-	1,098	9,474	10,051
Volunteer expenses	-	69,296	2,118	827	-	997	1,362	74,600	68,360
Client support costs	-	13,021	-	-	-	-	-	13,021	7,958
Project incentives	-	-	2,470	-	-	-	-	2,470	1,145
Professional support	-	12,600	39,951	-	44,450	-	6,192	103,193	20,499
Facilities	102	210	-	-	-	-	168	480	2,690
Accommodation expenses	-	-	-	-	-	-	32,895	32,895	38,326
Office expenses	-	2,407	400	40	-	-	10,153	13,000	(9,445)
IT and system expenses	-	-	196	-	-	144	12,283	12,623	9,460
External professional expenses	-	-	-	-	-	13	-	13	13
Depreciation	-	-	-	-	-	-	6,049	6,049	3,609
Finance charges	-	-	-	-	-	-	255	255	236
Trustee expenses (incl. insurance)	-	-	-	-	-	758	-	758	630
Audit and accountancy costs	-	-	-	-	-	3,654	-	3,654	8,444
Bad debts written off	-	-	-	-	-	-	3,836	3,836	-
	<b>38,275</b>	<b>303,238</b>	<b>102,957</b>	<b>53,321</b>	<b>44,450</b>	<b>5,574</b>	<b>182,347</b>	<b>730,162</b>	543,719
Support and governance costs	12,124	119,543	32,613	16,891	6,750	(5,574)	(182,347)	-	-
<b>Total expenditure 2016</b>	<b>50,399</b>	<b>422,781</b>	<b>135,570</b>	<b>70,212</b>	<b>51,200</b>	<b>-</b>	<b>-</b>	<b>730,162</b>	
Total expenditure 2015	2,185	417,202	62,253	25,750	24,063	12,266	-		543,719

Year ended 31 March 2016

**Notes to the Accounts (cont'd)****6. Net incoming resources for the year**

This is stated after charging / crediting:

	2016	2015
	£	£
Depreciation	6,049	3,609
Operating lease rentals	1,372	1,360
Independent examination	3,000	3,000
	<u>10,421</u>	<u>7,969</u>

**7. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2016	2015
	£	£
Salaries and wages	381,995	328,349
Social security costs	33,652	30,260
Pension contributions	16,598	11,809
Staff welfare	9,677	5,584
Recruitment costs	7,672	259
Other (incl. training)	4,247	5,482
	<u>453,841</u>	<u>381,742</u>

No employee earned more than £60,000 during the year (2015: nil).

The key management personnel of the charitable company comprise the Departmental Management Team, listed on Page 1 as the Principal Staff. Total employee benefits including pension contributions of this group were £162,938 (2015: £144,163).

The charity Trustees were not paid or received any other benefits from employment with the charity in the year (2015: £nil). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil). Expenses totalling £1,117 (2015: £704) for the year were paid to 2 Trustees (2015: 2). Additionally trustee indemnity insurance premiums totalling £758 were paid (2015: £630).

**8. Staff numbers**

The average number of employees during the year (head count based on number of staff employed, 2015 figures re-stated to align with new SORP regulations) was as follows:

	2016	2015
	No.	No.
Homeless Health Peer Advocacy	8.6	9.3
Insight & Action	2.4	2.0
Volunteer Progression	1.4	1.0
Fundraising	1.0	1.0
Support	2.5	1.8
	<u>15.9</u>	<u>15.1</u>

**9. Related party transactions**

Aggregate donations from related parties were £20,000 (2015: £20,000). There were no other related party transactions for 2016 (2015: £nil).

Year ended 31 March 2016

**Notes to the Accounts (cont'd)****10. Taxation**

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**11. Tangible fixed assets**

	Furniture, fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>			
At the start of the year	-	37,238	<b>37,238</b>
Additions in year	1,666	1,939	<b>3,605</b>
Disposals in year	-	-	-
At the end of the year	<b>1,666</b>	<b>39,177</b>	<b>40,843</b>
<b>Depreciation</b>			
At the start of the year	-	22,094	<b>22,094</b>
Charge for the year	208	5,841	<b>6,049</b>
Eliminated on disposal	-	-	-
At the end of the year	<b>208</b>	<b>27,935</b>	<b>28,143</b>
<b>Net book value</b>			
At the end of the year	<b>1,458</b>	<b>11,242</b>	<b>12,700</b>
At the start of the year	-	15,144	15,144

All of the above assets are used for charitable purposes.

**12. Debtors**

	2016 £	2015 £
Trade debtors	<b>63,667</b>	53,074
Prepayments	<b>6,330</b>	453
Accrued income	-	8,817
	<b>69,997</b>	<b>62,343</b>

**13. Creditors: amounts falling due within one year**

	2016 £	2015 £
Trade creditors	<b>6,961</b>	1,546
Taxation and social security	<b>9,561</b>	-
Other creditors	<b>4,508</b>	1,222
Accruals	<b>5,395</b>	5,347
Deferred income	<b>1,000</b>	116,418
	<b>27,425</b>	<b>124,533</b>

**Notes to the Accounts (cont'd)****14. Deferred income**

Deferred income comprises income received before the period to which it relates.

	2016	2015
	£	£
Balance at the beginning of the year	116,418	-
Amount released to income in the year	(116,418)	-
Amount deferred in the year	1,000	116,418
	<u>1,000</u>	<u>116,418</u>

**15. Analysis of net assets between funds**

	General Unrestricted	Designated	Restricted	Total funds
	£	£	£	
Tangible fixed assets	12,700	-	-	12,700
Net current assets	103,598	-	-	103,598
<b>Net assets at the end of the year</b>	<b>116,298</b>	<b>-</b>	<b>-</b>	<b>116,298</b>

**16. Movements in funds**

	At the start of the year	Incoming resources & gains	Outgoing resources & losses	Transfers	At the end of the year
	£	£	£	£	£
<b>Restricted funds:</b>					
Homeless Health Peer Advocacy	-	110,315	(110,315)	-	-
Insight and Action	1,320	84,368	(85,688)	-	-
Volunteer Progression	-	31,690	(31,690)	-	-
Supported Core Projects	-	51,200	(51,200)	-	-
<b>Total restricted funds</b>	<b>1,320</b>	<b>277,573</b>	<b>(278,893)</b>	<b>-</b>	<b>-</b>
<b>Unrestricted funds:</b>					
Designated funds	-	-	-	-	-
General funds	110,484	457,083	(451,269)	-	116,298
<b>Total unrestricted funds</b>	<b>110,484</b>	<b>457,083</b>	<b>(451,269)</b>	<b>-</b>	<b>116,298</b>
<b>Total funds</b>	<b>111,804</b>	<b>734,655</b>	<b>(730,162)</b>	<b>-</b>	<b>116,298</b>

**Purposes of restricted funds**

**Homeless Health Peer Advocacy:** This service provides practical support for homeless people to access healthcare.

**Insight and Action:** Groundswell's participatory action research work investigating and providing insight into health related issues which affect people experiencing homelessness.

**Volunteer Progression:** This programme provides support and coaching to Groundswell volunteers to enable them to progress - with a focus on securing paid employment.

**Supported Core Projects:** Various projects to support the long term sustainability of Groundswell as an organisation.

Year ended 31 March 2016

**Notes to the Accounts (cont'd)****17. Reconciliation of net income / (expenditure) to net cash flow from operating activities**

	2016	2015
	£	£
Net income / (expenditure) for the reporting period	4,493	14,964
Depreciation charges	6,049	3,609
(Increase)/decrease in debtors	(7,654)	60,893
Increase/(decrease) in creditors	(97,108)	(22,516)
Net cash provided by / (used in) operating activities	<u>(94,219)</u>	<u>56,950</u>

**18. Analysis of cash and cash equivalents**

	At 1 April 2015	Cash flows	Other changes	At 31 March 2016
	£	£	£	
Cash in hand	158,850	(97,824)	-	61,026
Net assets at the end of the year	<u>158,850</u>	<u>(97,824)</u>	<u>-</u>	<u>61,026</u>

**19. Operating lease commitments**

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	2016	2015
	£	£
Equipment:		
Less than one year	1,372	1,360
One to five years	1,705	3,077
Over five years	-	-
	<u>3,077</u>	<u>4,437</u>

**20. Capital commitments**

None.

**21. Contingent assets or liabilities**

None.

**22. Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.