

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Annual Report and Financial Statements for the year ended 31 March 2021

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Greater Merseyside Community
Accountancy Service

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Halton Disability Partnership

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by the Greater Merseyside Community Accountancy Service

Halton Disability Partnership

Trustees' report continued

Chairmans Opening Remarks

2020 has been to say the least a hectic year. Our founder and chair Tom Baker retired and our huge thanks to him. I took over as chair and then Covid hit. Our CEO John Abbott radically reconstructed HDP service and structure, and we have not only survived but flourished. 2020 was the 10th anniversary of the founding of HDP, we have much to be proud of and lots to look forward to .

As it has been since HDP was founded in 2010 the overriding priority for HDP over the last year had been to continue to support people in Halton who have a disability or mental health issues to access real care via personal budgets and thus enjoy full citizenship.

In order to achieve this fundamental objective HDP has been required to become "sustainable" as the lottery funding will end in July 2021.

HDP has established an agency to support those service users who are unable to carry out the employer role for PA's which generate income . HDP has further developed welfare rights service into the area of Power Of Attorney support which also generates income.

This work has helped sustain HDP and to certain extent replaced the former funding. The public benefit of these developments is that an increasing number of people with mental health needs as well as people with a disability can now access real, safe choice in their care in Halton.

This significant development in HDP has been monitored and supported by the trustees. There are regular board meetings to discuss a wide range of topics. HDP is strictly monitored and evaluated by "Big Lottery" who have just accepted our second annual report.

After our 2nd year of lottery funding, HDP is ahead in all areas of performance outcome. The CEO is leading activities focused on HDP's "agency" and Power Of Attorney service that meet local unmet need. This is hoped, will ensure financial stability beyond 2021. The founding goals and values of HDP are adhered to whilst the service develops and expands and sustains itself in place of the unreliable funding via the local authority or NHS. The board has recorded appreciation for all the fine hard work of John Abbott and the whole team over this period.

Key Goals

In our 2nd year the key targets of maximizing choice in care for more clients, providing a safeguarding follow up service and expanding welfare rights provision have been achieved (See RAG report).

HDP has:-

- Improved help and well being
- Improved choice for people
- Enhanced independence / quality of life
- Increased social inclusion

HDP has established firm partnerships with key stakeholders including the local authority adult safeguarding and complex care teams, the VCA (Voluntary and Community Action) and across the third sector. This has led to a steady increase in referrals and co working.

Social workers had been reluctant to promote personal budgets, and full choice in care to vulnerable clients due to concerns about "capacity". The establishment of an agency within HDP to provide the employer/ co-ordinator role for clients means that people now have the full choice and control in their care without the stress of managing and recruiting personal assistants (PA's). This has meant that a number of previously excluded clients are now included in the option of choosing their care. The agency also generates income for HDP so is contributing to our long – term sustainability.

Halton Disability Partnership

Trustees' report continued

People Involvement

HDP is a DPULO (Disable people user led organization) organisation where many of our employee's and trustees are people with disability challenges.

Employees, trustees and clients played a significant role in formulating our Reaching Communities bid. The goals and aspirations we set out reflected the priorities of the people who use our services, and the core values of HDP.

We will establish and develop the "HDP Consultative Group". This group is involved in policy development, setting of priorities and review of our performance. Due to safety concerns input by volunteers, this was put on hold during covid lockdowns. Resumption is a priority for 2021.

We also undertake written consultation/feedback with every client about the service they receive, their experience of the service and what we might change or develop. During the Covid period, 400+ current and former clients were contacted and feedback was received.

Building on strengths

Through our website, Facebook and Twitter resources, we have been able to significantly enhance our communication and shared learning. This e communication is two way and clients and carers can now input views and ideas in a way that some people prefer to the traditional face-to-face or formal meeting system.

Our trustees have received training about the key expectations on the role and are fully briefed by our CEO about developments and trends within the third sector.

We have a very motivated staff group. All have had formal annual appraisal with very positive outcomes and ideas/opportunities identified for professional development.

Training to be resumed in 2021 post covid includes;

- Suicide prevention
- Adult Safeguarding
- Mental Health awareness
- Autism/Asperger's awareness
- Self-harm presentation
- Defibulator training
- Equality and inclusion
- Mental Capacity
- Self-neglect

Our CEO has also undertaken training with "Disability Rights UK" with an emphasis on the equality/social inclusion agenda and this has been reflected in service developments.

Volunteers

We are planning to rebuild our volunteers.

People now using HDP

The primary focus of HDP, as our name suggests, is people with disabilities. However, as we have further developed our preventative adult safeguarding service and our "Agency" to manage people's care packages; and an increasing number of people with mental health needs have been signposted to and accepted by HDP.

Halton Disability Partnership

Trustees' report continued

Other Organisations

We are the lead voice for disability locally in any service development e.g. the NHS "Engagement and Involvement" group (EIG).

HDP co works with the local authority Adult Safeguarding , Complex Care and Mental Health teams. We work with Nightstop (homeless charity), and the Health Improvement team. We are also members of the Halton Adult Safeguarding Consultative Committee. Through the consortium HDP has established relationships with CAB, VCA , Wellbeing Enterprises and Age UK. We are also commissioned to provide Welfare rights advice to Halton Carers.

HDP is a member of the "National Suicide Prevention Alliance" as its aims overlap with our values and work

HDP events and activities

Due to covid all events and activities have been postponed, including our 10th anniversary celebration. Other plans including "Party In The Park" and "Disability Awareness Day" are anticipated for 2021.

Achievements

Firstly in spite of the challenges of Covid the further development of a significant much needed, preventative adult safeguarding service. Secondly the creation of an "agency" to manage care for vulnerable people so they can now be sociably included and choose / control their care without this anxiety and responsibility that can put people off. These developments chime with our core value of accessing full citizenship to people previously excluded. The "agency" also generates income to support our long term sustainability and continue and develop our much needed work locally.

HDP Safeguarding Service

The safeguarding service that we provide at HDP is extremely important. It provides a great amount of reassurance to our service users. It ensures that our service users have choice in accessing their own personal assistant. Any concerns that do arise are dealt with in a professional and timely manner, which gives the service user confidence that their opinion and choice matters and that they are kept safe. At times when a safeguarding concern has arisen, we have been able to deal with this in the correct efficient way ensuring that the service user is not at risk.

Financial Review

Income generated by HDP Agency and banked/invested currently stands at £98,000.

Halton Disability Partnership

Financial Review

The surplus of the charity for the year amounted to £43,369 (£22,956 ~ 2020)

Reserves Policy

The aim of the charity is to maintain a level of reserves that is equivalent to 3 months of the centre's running costs. Current reserves more than cover this.

Risk Management

The trustees actively review the major strategic, business and operational risks that the charity faces on a regular basis and acknowledge that the key risks relate to education in room hire and any major building issues.

Statement of Directors' responsibilities

Company law requires the directors to prepare financial accounts for each 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 charity for that period. In preparing those financial statements, the trustees are required to:

select suitable accounting policies and 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 have been followed, subject to any material departures disclosed and explained in the financial statements.

prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business;

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

Approved by the Board on 14th October 2021 and signed on behalf of the directors by:



Terri Kearney
Trustee / Director

Reference and Administrative Details

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2021.

Name	Position	Dates
Tom Baker	Chair	Till 19 August 2020
Alison Forrester		
Terri Kearney		
John Forrester		appointed 11 February 2019
Frances Stewart		appointed 1 July 2019
Claire Dawes		appointed 1 December 2020

Members of the board of trustees, who are the directors for the purpose of company law and trustees for the purpose of charity law who served during the year are set out above. The trustees meet monthly and receive reports from management to manage their charity's affairs.

Method of appointment

Trustees are elected by the members at the AGM

Registered address

Sefton House
Public Hall Street
Runcorn
WA7 1NG

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Governing document

The organisation is a company limited by guarantee, incorporated on 4th August 2010 in the name of Halton Disability Partnership. The Company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

Objects of the organisation

The relief of people with disabilities or long-term conditions in the Halton and adjoining areas.

Accountant

on behalf of:

Greater Merseyside Community Accountancy Service

St Maries
Lugsdale Road
Widnes
WA8 6DB

Independent Examiner's report to the trustees of Halton Disability Partnership

I report on the accounts of the charity for the year ended 31st March 2021 set out on pages 8 to 17

Respective responsibilities of the Trustees and examiner

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

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

Basis of Independent examiner's statement

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

Independent examiner's statement

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

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

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

have not been met; or

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



Jane Williams
MAAT
Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

14th October 2021

Halton Disability Partnership
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Income from donations	(4)	753	133,979	134,732	135,645
Income from charitable activities	(5)	146,939	-	146,939	51,448
Other incoming resources	(6)	-	-	-	1,992
Bank interest		-	-	-	-
Total incoming resources		147,692	133,979	281,671	189,085
Resources expended					
Charitable activities	(7)	104,823	133,979	238,802	166,129
Net incoming / (outgoing) resources		42,869	-	42,869	22,956
Transfers between funds		159,212	(159,212)	-	-
Net movement in funds		202,081	(159,212)	42,869	22,956
Reconciliation of funds					
Total funds as at 01 April 2020		(108,356)	159,212	50,856	27,900
Total funds as at 31 March 2021	(7a)	93,724	-	93,724	50,856

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 13.
The Notes on pages 10 to 16 form an integral part of these accounts.

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) 93,724	-	93,724	50,856
Total current assets	<u>93,724</u>	<u>-</u>	<u>93,724</u>	<u>50,856</u>
Current liabilities:				
amounts falling due within one year				
Creditors (due within one year)	(8) -	-	-	-
Total current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Assets	<u>93,724</u>	<u>-</u>	<u>93,724</u>	<u>50,856</u>
Funds of the charity				
Restricted Funds	-	-	-	159,212
Unrestricted funds	93,724	-	93,724	(108,356)
Total Funds	<u>93,724</u>	<u>-</u>	<u>93,724</u>	<u>50,856</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2021

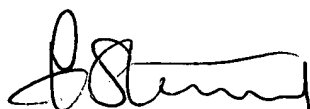
the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

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

The notes on pages 10 to 16 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 14 October 2021 and signed on their behalf by:



Frances Stewart
Director / Trustee

Halton Disability Partnership
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 March 2021

	2021	2020
	Total	Total
	£	£
Cash flows from operating activities:		
Net income/(expenditure) per SOFA	42,869	22,956
Investment income	-	-
(Increase)/decrease in debtors (9)	-	-
Increase/(decrease) in creditors (11)	-	-
	<u>42,869</u>	<u>22,956</u>
Cash flows from investing activities		
Investment income	-	-
Net increase/(decrease) in cash:	42,869	22,956
Total cash as at 01 April 2020	<u>50,856</u>	<u>27,900</u>
Total cash as at 31 March 2021	<u>93,724</u>	<u>50,856</u>

The notes on pages 11 to 17 form an integral part of these accounts.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2021

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

- 1.1** with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities Act 2011
- (b) The Companies Act 2006
- (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
- (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)

- 1.2** The charity meets the definition of a public benefit entity as defined by FRS 102

- 1.3** The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 7a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. project), the income and related expenditure are reported gross in the SOFA.
- (c) Bank interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2021

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Building Improvements: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors 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 are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

No trustees received any expenses during the year.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2021

4 Income from donations

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Halton Borough Council	-	-	-	2,995
Lottery	-	-	-	-
The Big Lottery Reaching Communities	-	133,979	133,979	132,650
Donations	753	-	753	-
	<u>753</u>	<u>133,979</u>	<u>134,732</u>	<u>135,645</u>

5 Income from charitable activities

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Project Income	146,939	-	146,939	51,448
	<u>146,939</u>	<u>-</u>	<u>146,939</u>	<u>51,448</u>

6 Other Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Other Incoming Resources	-	-	-	1,992
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,992</u>

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2021

7 Expenditure of charitable activities

	2021 Unrestricted funds	2021 Restricted funds	2021 Total funds	2020 Total funds
<i>Direct Costs</i>	£	£	£	£
Salaries & NI	86,050	133,979	220,029	141,227
Payroll Costs	556	-	556	747
Training	-	-	-	2,349
Premises	6,502	-	6,502	8,580
Telephone, postage & Stationery	2,305	-	2,305	3,338
Travel expenses	784	-	784	788
Volunteer Expenses	-	-	-	174
Bank Charges	106	-	106	472
Events	-	-	-	1,105
Membership	2,963	-	2,963	62
Computers & IT	-	-	-	930
PR & Marketing	-	-	-	474
Repairs & Renewals	2,510	-	2,510	1,250
Insurance	1,082	-	1,082	435
Food and Drink Expense	1,837	-	1,837	229
DBS Checks	128	-	128	557
Professional fees	-	-	-	2,724
Governance Costs	-	-	-	688
Total resources expended	104,823	133,979	238,802	166,129

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2021

7a Movements in funds

	As at 01/04/2020	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2021
	£	£	£	£	£
Unrestricted funds					
General funds	(108,356)	147,692	104,823	159,212	93,724
Restricted funds					
The Big Lottery Reach Com	139,543	133,979	133,979	139,543	-
HBC: Mental Health Services	7,975	-	-	7,975	-
HBC: DPS Services	439	-	-	439	-
HBC: Co-Production	205	-	-	205	-
NHS Halton CCG	6,796	-	-	6,796	-
NHS England	3,551	-	-	3,551	-
Care Act Information Portal	1,548	-	-	1,548	-
Halton People into Jobs Project	(6,596) (1,209)	-	-	(6,596) (1,209)	-
Carers Centre	6,960	-	-	6,960	-
	<u>159,212</u>	<u>133,979</u>	<u>133,979</u>	<u>159,212</u>	<u>-</u>
Total funds	50,856	281,671	238,802	-	93,724

Purpose of restricted funds

On 26th March 2018 The Big Lottery fund approved a grant of £413,952 towards the funding of our project.
At 31st March 2021 total funding remained £nil.

8 Governance Costs

	2021 £	2020 £
Independent Examiners' fee	-	675
Administration	-	13
Trustee Expenses	-	-
	<u>-</u>	<u>688</u>

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2021

9 Debtors and prepayments

	£	£
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

10 Cash at bank and in hand

	£	£
Current Account: Unity Trust	14,501	24,345
Current Account: Natwest	79,165	26,508
Cash in hand	59	3
	<u>93,724</u>	<u>50,856</u>

11 Creditors and accruals

	£	£
Creditors	-	-
	<u>-</u>	<u>-</u>

12 Staff costs and numbers

	£	£
Gross salaries	208,924	136,017
Social security costs	3,139	2,641
Other wages	6,430	1,520
Pensions	1,536	1,050
	<u>220,029</u>	<u>141,227</u>

No employee earned £60,000 per annum or more in the current accounting period

The average number of employees during the year was 16.8 FTE (2020: 9.8)

The charity operates defined contribution pension schemes in respect of its employees. These contributions are made to externally administered pension schemes. The pension cost represents the contributions payable by the organisation to the fund.

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2021

13 Comparative income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2021	2020	2021	2020
	£	£	£	£
Income from:				
Income from donations	753	-	133,979	135,645
Income from charitable activities	146,939	51,448	-	-
Other incoming resources	-	1,992	-	-
Bank interest	-	-	-	-
Total incoming resources	147,692	53,440	133,979	135,645
Expenditure on:				
Charitable activities	104,823	166,129	133,979	-
Net incoming / (outgoing) resources	42,869	(112,689)	-	135,645
Transfers between funds	159,212	-	(159,212)	-
Net movement in funds	202,081	(112,689)	(159,212)	135,645
Reconciliation of funds				
Total funds as at 01 April 2020	(108,356)	4,333	159,212	23,567
Total funds as at 31 March 2021	(7a) 93,725	(108,356)	-	159,212