

# **DEVELOPING A CARING WALES LIMITED**

## **DATBLYGU CYMRU GOFALGAR CYFYNGEDIG**

(A Company Limited by Guarantee/Cwmni Cyfyngedig drwy Warant)



### **Report and Financial Statements**

**For the Year Ended  
31<sup>st</sup> March 2018**

Company Registration Number: 7235103  
Charity Registration Number: 1135895

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## **TRUSTEES' ANNUAL REPORT**

### **Legal and Administrative Information**

Registered Charity Number:	1135895
Registered Company Number:	7235103 (England & Wales)
Registered Office & Principal Address:	12 Trinity Square, Llandudno, Conwy, LL30 2RA
Independent Examiner:	Sandra Ackers Chartered Institute of Management Accountants (ACMA)
Bankers:	National Westminster Bank Plc, 14/16a Oxford Street, Swansea, SA1 3AG

### **Directors and Trustees:**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the period and since the period were as follows:

Mr. Clive Wolfendale  
Mrs. Karen J. Ozzati  
Mrs. Caroline Phipps  
Rev. Martin O. Blakebrough  
Mrs. Jean M. Harrington MBE  
Mr. Alun Thomas  
Ms. Lindsay Cordery-Bruce  
Mr. John Lowes  
Ms. Bernadette Bowen-Thompson

The Company is limited by guarantee and does not have a share capital. The limit of the Trustees' guarantee is £10 per person.

### **Chairpersons:**

Mrs. Jean Harrington (appointed 8 December 2016, resigned on 30 November 2017) with Mr. Alun Thomas appointed as Chair from 1 December 2017.

### **Company Secretary:**

Mr. Clive E. Wolfendale

### **Treasurer:**

Mrs. Karen J. Ozzati

## **Structure, Governance and Management**

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **Constitution and Governing Document**

DACW (Developing a Caring Wales, formerly known as Drug and Alcohol Charities Wales) Limited was formerly constituted on 26<sup>th</sup> April 2010 when it was incorporated under the Companies Act 2006. The Charity was later registered with the Charity Commission on 12<sup>th</sup> May 2010. DACW is governed by its Memorandum and Articles of Association, for Charitable Companies.

### **Appointment of Trustees**

Trustees may invite representatives from charitable organisations who are based in Wales to join the board. Organisations will have substance misuse and/or mental health services as part of their key purpose. All invitations are made through the Chairperson and appointments made through ordinary resolution, in accordance with the Articles of Association.

### **Induction and Training**

Trustees are entitled to induction and training, which will enable them to carry out all reasonable duties and obligations as board members.

### **Objectives and Activities**

The objects of the charity are to promote good health in Wales for the public benefit, in particular but not exclusively by:

- (a) developing and delivering good practice amongst members with regard to treatment provision for those with substance misuse and mental health issues, in performance management and in workforce development & training;
- (b) procurement, tendering and contract management of pan-Wales services on behalf of its members;
- (c) working with and promoting the rights of individuals with substance misuse and mental health issues and to ensure an active and effective service user involvement in planning and in delivering services;
- (d) undertaking and promoting research and publishing the useful results of such research; and
- (e) by promoting innovation for the benefit of those with substance misuse and mental health issues.

During the year, DACW's aims were to continue promoting the objects of the charity. These aims were met through the following activities:

- Development of a corporate image through public awareness
- Developing proposals for all-Wales services

The Trustees have paid regard to the guidance on Public Benefit, issued by the Charity Commission and are satisfied that the requirements have been met in carrying out the Charity's aims and activities.

### **Achievements and Performance**

DACW is governed by its Memorandum and Articles of Association for Charitable Companies and is now a consortium of eight providers: BAROD, CAIS, Kaleidoscope, TEDS, WCADA, Hafal, NewLink Wales and Safer Wales.

Initially developed by CAIS, Change Step received support from the Ministry of Defence Libor Fund to expand across the country with delivery undertaken by DACW partners. This funding expired on 31<sup>st</sup> March, 2017 and the service continued for a short while supported by fundraising activities.

During 2017/2018 Betsi Cadwaladr University Health Board funded a 12-month pilot for two Change Step Peer Mentors working alongside Veterans NHS Wales. Dr. Nikki Lloyd-Jones from Glyndwr University agreed to lead on the evaluation and Mantell Gwynedd were engaged to undertake a Social Return on Investment evaluation which found that for every £1 invested, £7.19 savings were achieved.

The RBL (Royal British Legion) bid for three crisis intervention/management peer mentors was successful, one for north and two for south (Cardiff and Swansea). SToMP funding was also acquired to support the transition of military personnel in the criminal justice system. An application to Help for Heroes for five Change Step peer mentors to work in partnership with the five Veterans NHS Wales therapists in mid and south Wales was also successful and now includes all veterans. Success was also achieved in our application to the Armed Forces Covenant Aged Veterans Fund, jointly with RBL, for the next two years in partnership with Age Connect, DACW partners (Hafal and Kaleidoscope) to provide a befriending service in Conwy, Denbighshire and Cardiff.

The Drink Wise Age Well programme aims to influence and inform policy and practice in raising awareness and preventing alcohol misuse amongst adults aged 50 and over. The programme outcomes are:

- Better informed policy and practice about preventing alcohol dependency in later life.
- Improved health and well-being for people age 50 and over who are at risk of developing alcohol dependency.
- The delivery of more effective services to prevent alcohol dependency amongst the ageing population.

Led by Addaction, the programme is being delivered in five demonstration areas across the UK: Cwm Taf, Western Health and Social Care Trust North Ireland, Devon County, Sheffield City and Glasgow City. Implemented during the first quarter of 2015-2016, this project is making a significant contribution to raising awareness on alcohol related issues in people over 50 as the programme progresses and the contract length gives us an excellent opportunity to achieve our aims. Drink Wise, Age Well have produced a number of reports focusing on some of the most crucial aspects of alcohol and ageing. The four reports include 'Easing the transition: older adults and the labour market', 'Drink Wise, Age Well Impact Report 2016',

'Drink Wise, Age Well: Alcohol use and the over 50s in the UK' and 'Calling Time: addressing ageism and age discrimination in alcohol policy, practice and research' can be accessed at the following link: <https://drinkwiseagewell.org.uk/research/>

A Drink Wise Age Well staff conference was held on 15<sup>th</sup>/16<sup>th</sup> November, 2017, an excellent event celebrating the achievements of the project at the half way point. This event coincided with the publishing of a research report by DWAU and the International Longevity Centre on stigma and ageism in older people alcohol policy and practice, launched in the House of Lords by Baroness Greengross.

A DACW/Drink Wise Age Well Conference was held at Cardiff City Stadium on 24<sup>th</sup> January, 2018: '**Do not go gentle... Substance Misuse & Ageing**', opened by Tracey Breheny, Deputy Director Substance Misuse Government and Corporate Business, Welsh Government. The conference was a successful event, extremely well attended with valuable and interesting contributions from David Liddell (CEO Scottish Drugs Forum), Dr. Andy Towers (Senior Lecturer in Public Health, Massey University, New Zealand), Dr. Martyn Hyde (Associate Professor, Centre for Innovative Ageing, University of Swansea), Dr. Sarah Wadd (Substance Misuse and Ageing Research Team, University of Bedfordshire), Dr. Julia Lewis (Consultant Addiction Psychiatrist, Aneurin Bevan Health Board) and Julie Breslin (Head of Programme, Drink Wise Age Well).

Wales is ahead of its UK counterparts – but we know there is more to be done including tackling ageism and stigma in this population where substance misuse is increasing.

Partners continue to deliver the Cyfle Cymru service across 5 of the 7 regional lots in Wales. An ESF Project, Welsh Government sponsored pan Wales 'Out-of-Work' mentoring service to help individuals affected by substance misuse and mental health improve prospects for the future through education, training and employment. By the end of March, 2018, we had engaged with **4521** participants, a significant achievement in the first 20 months of the project. We look forward to working with our participants to achieve their recovery goals and aspirations during 2018-2019.

In 2017, the Advisory Panel on Substance Misuse (APoSM) report 'Substance Misuse in an Ageing Population in Wales' highlighted growing concerns relating to substance misuse among older adults (over 50s), particularly alcohol. The report identified that not only are older adults more likely to exceed the Chief Medical Officers recommended drink limits than younger adults, but more than 87% of people in Wales aged 65 plus report regularly taking prescribed medication for a year or more. In response, APoSM recommended that specialist training was needed across Wales for services who support older adults. The recommendation led to the development of Think Wise, Age Well. Think Wise, Age Well provides tailor-made Train-the-Trainer courses for specialist and non-specialist services that support older adults. The training provides awareness and information about the causes and effects of substance misuse by older clients, the impact this may have, and how to intervene, as well as strengthening referral pathways to substance misuse services. We are currently preparing for the delivery of this training during the next financial year. More information is available at the following link: <http://dacw.co.uk/en/think-wise-age-well/>

We welcomed two new members to the consortium during the year: NewLink Wales on 8<sup>th</sup> June, 2017 and Safer Wales on 30<sup>th</sup> November, 2017, both organisations bringing broader skills and expertise to the consortium.

Kaleidoscope celebrated its 50<sup>th</sup> Anniversary during the year with special events held at Newport Cathedral on 7<sup>th</sup> March, 2017 and at the House of Lords on 5<sup>th</sup> June, 2017. WCADA is preparing for celebrating its 40<sup>th</sup> Anniversary during 2019.

## **Financial Review**

The Charity has reported incoming resources of £6,000 for the year, derived from members' subscriptions. There was no requirement to request additional subscription fees from the existing members this year. Subscription fees received during the year will be utilised to fund the continuing activities of the charity.

Resources expended included £1,328 for charitable activities in relation to promoting DACW through our website and promotional materials. Governance costs amounted to £272 mostly relating to reimbursement of costs associated with strategic management meetings. There were no restricted funded activities during the year.

Governance costs incurred by the trustees have been provided free of charge by their related member organisations. The Independent examination has also been provided free of charge.

This is the seventh year of operation for the Charity.

## **Reserves Policy**

The trustees of the Charity recognise the need to ensure funds are available to cover unforeseen circumstances such as variations in working capital, acquisitions of fixed assets and responding to emergencies. Our aims are to achieve reserves levels representing 3 to 6 months' operating costs. With a surplus of £4,400 gained this year the unrestricted reserves amount is £12,393.

## **Plans for the Future**

To work together to ensure the successful delivery of the Cyfle Cymru Out-of-Work Service encouraging and motivating our participants to achieve the best outcomes. A significant amount of resources have been devoted to seeking sources of funding to ensure the continuation of the Change Step Service across Wales, a valuable and effective mentoring service for our military personnel returning to civilian life. Gratitude is extended to Geraint Jones of CAIS for his commitment to this continuing task. This will continue to be a priority for DACW.

To consolidate the membership and prepare for further development by reviewing existing articles of association and broadening scope in light of the new members to the consortium. We must continue to meet the needs of people affected by substance misuse and mental health across Wales.

Members of DACW continue to meet quarterly in promoting the objectives of the Charity. We plan to continue representing DACW in the public and third sector. The members are also mindful of the Welsh Government's commitment to achieve economies of scale through shared services.

Certain services such as those funded by the Ministry of Justice and Department of Work and Pensions are often tendered on an all-Wales basis with large prime contractors involved.



DACW will continue to seek close working relationships with both commissioners and primes in pursuit of its members' objectives.

### **Statement of Trustees Responsibilities**

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the financial year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the 'going concern' basis unless it is inappropriate to presume that the charitable company will continue in business.

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

### **Disclosure of Information to the Independent Examiner**

So far as the trustees are aware, there is no relevant information (as defined by section 418 of the Companies Act 2006) of which the charitable company's independent examiner is unaware and each trustee has taken all steps they ought to have taken as trustees in order to make them aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

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

### **On Behalf of the Board**



Clive Wolfendale, Company Secretary

Date: 13 September 2018

### **Independent examiner's report to the trustees of DACW (Development a Caring Wales)**

I report on the accounts of the company for the year ended 31 March 2018, which are set out on pages 10 to 16.

### **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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 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:

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

Independent Examiner.....

Date.....13/01/18.....

Name: Sandra Ackers (Finance Manager), Chartered Institute of Management Accountants (ACMA)

Address:

**Statement of Financial Activities for Year Ending 31<sup>st</sup> March 2018**  
**(Incorporating the Income & Expenditure Account)**

	<u>Notes</u>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>Prior</u> <u>Year</u> £
<b><u>Incoming Resources from Charitable Activities</u></b>					
Subscriptions		6,000		6,000	5,284
Grants			0	0	0
Other Income		0		0	1,198
<b>Total Incoming Resources</b>	<b>2</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>6,481</b>
<b><u>Resources Expended</u></b>					
Charitable Activities		1,328	0	1,328	192
Governance		272		272	607
<b>Total Resources Expended</b>	<b>3</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>	<b>799</b>
<b>Net Incoming / Outgoing Resources</b>	<b>5</b>	<b>4,400</b>	<b>0</b>	<b>4,400</b>	<b>5,682</b>
Gross Transfers Between Funds		0	0	0	0
<b>Net Movement In Funds</b>		<b>4,400</b>	<b>0</b>	<b>4,400</b>	<b>5,682</b>
Total Funds Brought Forward		7,993	0	7,993	2,311
<b>Total Funds Carried Forward</b>		<b>12,393</b>	<b>0</b>	<b>12,393</b>	<b>7,993</b>

**Continuing Operations**

All incoming resources and resources expended were derived from continuing activities.

**Total Recognised Gains and Losses**

There were no recognised gains and losses other than those contained within the Statement of Financial Activities.

**Balance Sheet as at 31<sup>st</sup> March 2018**

	<u>Notes</u>	<u>At 31 March 2018</u>	
		£	£
<b><u>Fixed Assets</u></b>	6	0	0
<b><u>Current Assets</u></b>			
Cash		12,393	7,993
Debtors and Accrued Income		0	0
<b><u>Liabilities</u></b>			
Deferred Income: Due within one year	7	0	0
Net Current Assets		12,393	7,993
<b>Net Assets</b>		<u>12,393</u>	<u>7,993</u>
<b><u>The Funds of the Charity</u></b>			
Unrestricted Income Funds		12,393	7,993
<b>Total Funds</b>		<u>12,393</u>	<u>7,993</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31<sup>st</sup> March 2018.

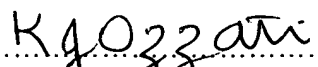
The trustees have not required the company to obtain an audit of its financial statements for the year ending 31<sup>st</sup> March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- a) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as is applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board on 13 September 2018 and signed on its behalf by:

  
Name: Karen Ozzati, Treasurer

## **Notes to the Financial Statements**

### **1. Accounting Policies**

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005), the Financial Reporting Standards for Smaller Entities (2008) and the Companies Act 2006.

#### **Going Concern**

The financial statements have been prepared on the assumption that adequate funding will be available in the future and therefore the trustees consider it appropriate to prepare the financial statements on a going concern basis.

#### **Incoming Resources**

Income from service level agreements, grants, fees and rents, including capital grants are included in incoming resources when these become receivable, except as follows:

- When it is specified that income received by the charitable company is to be used in future periods, then the income is deferred until that period.
- When conditions are imposed which have to be fulfilled before the charitable company becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When specified, income including capital grants is for a particular restricted purpose, which does not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Subscribing members are entitled to services and benefits of membership, which is currently not designated to a particular period. The associated income is recognised in the Statement of Financial Activities as the benefit or service is provided.

Donations are recognised as they are received unless they have a specific purpose.

#### **Investment Income**

Investment income is included as an incoming resource when receivable by the charitable company.

#### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any unrecoverable VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include examiner fees and costs linked to the strategic management of the charity.

Where expenditure is being incurred as a direct result of a particular activity then those costs are attributed to those specific activities and cost categories. Where expenditure is shared between activities then a fair and reasonable approach is adopted to allocate those costs between activities.

#### Fund Accounting

Funds held by the Charity are either:

- Unrestricted general funds - These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### Fixed Assets

Tangible fixed assets for use by the charity would be stated at cost, less depreciation, which would be over the useful life of the asset using the straight line method.

## 2. Grants

	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total Funds</u> £	<u>Prior Year</u> £
Subscriptions	6,000		6,000	5,284
Grants	0		0	0
Other Income	0		0	1,198
<b>Total Incoming Resources</b>	<b>6,000</b>		<b>6,000</b>	<b>6,481</b>

## 3. Total Resources Expended

	<u>Charitable Activities</u> £	<u>Governance</u> £	<u>Total</u> £	<u>Prior Year</u> £
Travel & Accommodation including Room Hire		259	259	607
Marketing	1,268		1,268	120
Legal & Professional		13	13	0
Bank Charges	60		60	72
<b>Total Resources Expended</b>	<b>1,328</b>	<b>272</b>	<b>1,600</b>	<b>799</b>

## 4. Staff Costs

There were no employees during the year. Activities requiring staff were provided for by the eight member organisations and chairperson on a voluntary basis.

Trustees of DACW received no remuneration from the Charity during the year.

## 5. Net Outgoing / Incoming Resources for the Period

There were no expenses for audit fees, leases or trustees' remuneration within the net outgoing/incoming resources for the period.

## 6. Tangible Fixed Assets

There were no fixed asset transactions during the year.

**7. Creditors: Falling Due Within One Year**

	<u>31 March 2018</u>	<u>31 March 2017</u>
	£	£
Accruals	0	0
Deferred Income (Subscriptions)	0	0
Creditors	0	0
	<u>0</u>	<u>0</u>

**8. Related Parties**

All eight trustees of the Charity are senior representatives of their respective DACW member organisations as follows:

<u>Trustees</u>	<u>Members</u>
Mr. Clive Wolfendale	CAIS
Mrs. Karen J. Ozzati	WCADA
Mrs. Caroline Phipps	BAROD
Rev. Martin O. Blakebrough	Kaleidoscope Project
Mrs. Jean M. Harrington MBE	TEDS
Mr. Alun Thomas	Hafal
Mr. John Lowes	NewLink Wales
Ms. Bernadette Bowen-Thompson	Safer Wales