

Charity Number 1087319

# **People First Tameside**

## **Annual Report and Accounts**

**Year Ended 31 March 2023**

## **People First Tameside**

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## **People First Tameside**

### **Legal and Administrative Details**

**Name:** People First Tameside

**Status:** Unincorporated association established 2001. Registered as a charity.  
Charity number 1087319

**Principal Address:** St. Michael's Court  
St. Michael's Square  
Stamford Street  
Ashton-under-Lyne  
Tameside  
OL6 6XN

**Charity Objects:** To promote any charitable purpose for the benefit of persons who have a learning disability in Tameside or the surrounding areas.

**Charity Trustees:** Katie Horrocks  
Emily Ashe  
Elise Sheridan  
Samara Campbell  
Rosalind Harding  
Andrew Barbour Chair  
Jennifer Threadgold  
Eleanor Woosey  
Haylea Morrissey  
Jean Quinn  
Jim Battle  
Alex Glover

**Accountants:** J A Simpson & Co Ltd.  
48 Bredbury Green  
Romiley  
Stockport  
SK6 3DN

**Bankers:** Unit Trust Bank  
Nine Brindley Place  
Birmingham  
B1 2HB

## **Activities Report for Accounts 01.04.22 - 31.03.2023**

### **Report of the Trustees**

The Trustees of People First Tameside submit the Annual Report and Accounts for the year ended 31 March 2023.

The purposes of the charity are to:

Provide a place to talk about concerns and issues about the lives of people labelled as having a "learning disability" in Tameside.

Uphold the rights of people with learning disabilities.

Let services and other people know that people with learning disabilities have thoughts and feelings and ideas and have a right to be heard and have a say in the services they use.

Raise awareness and educate the general public about the issues people with learning disabilities have.

Provide training opportunities for people with learning disabilities.

Network with other People First groups and advocacy groups throughout the UK and Europe.

### **Activities and Review of the Period**

2022/23 has been a productive year, reviewing, refreshing and redeveloping services at People First. Following on from the previous year of recovering from the COVID-19 pandemic, services were brought back to our physical base. Families and people with learning disabilities continue to be cautious and some people chose to have a reduced service, but very few people remain at home generally only those due to health conditions.

People First have introduced new and exciting activities particularly where we can be outside in the fresh air promoting good health, belonging, independence and advocacy. The organisation has been working in partnership using a community space to develop a shared allotment. People First members have been learning gardening skills and growing vegetables and fruit, which will be harvested in the summer of 2023; hopefully we will enjoy cooking up vegetable dishes, super salads and fruity desserts. Outdoor activities such as tennis at the Priory Tennis Club, picnics in local parks, outdoor community events and cycling have all featured on our varied timetable supporting people to be outside in nature, to be physically active and mindful.

In April 2022, a new partnership with five other organisation was established, commissioned by Tameside Borough Council. The aim was to enable people with learning disabilities and their families to navigate an easier route to choosing and brokering commission day services in line with Tameside Council. The partners are all well-established organisations which have started to work together to ensure people have a smooth transition from children to adult services.

People First continue to offer privately paid for services which are popular with those people who wish to be in control of their budgets and choices. The number of places has increased despite some people being cautious after the pandemic.

The organisation has offered the local college a number of placements to Health and Social Care students, this has been really good fun, lots of young people with fantastic ideas coming in to meet with our members. Students have brought a new and lively atmosphere with some funky new ways of working including social media and videos, music and song, dancing and sports. People First is intending to interview students once they have qualified in order to ensure there is a young workforce moving forwards.

The organisation continues to be grateful to the staff team and volunteers who have been flexible and dedicated during these changing times. We would like to thank everyone for all their enthusiasm and hard work.

The support of families has been amazing, People First prides itself on offering a bespoke service which is individualised and inclusive of family values and opinions. It is always appreciated when family members and friends attend events like our coffee morning, barbeques, reviews and fundraising events.

The Manchester Mayoral Panel has continued to meet, developing a second board to enable adults with learning disabilities to be fully engaged within accessible meetings, five of our members now sit on this board. The ten Greater Manchester Boroughs also each have representatives including Trafford, Bury, and Oldham, they discuss and review strategies and plans including public transport, pavements, health and social care services.

People First have been commissioned each year since 2001 to facilitate the Shadow Partnership Board which feeds into the Learning Disabilities Partnership Board bi-monthly. The Shadow board has been a great success inviting guest speakers from the Ambulance Service, Education, Employment and Health care professionals. The board continues to meet each month with the objective of making a difference in areas of Advocacy, Belonging and Good Health.

People First also attend other meetings including the Equality and Diversity Reference Group within Tameside, Confirm and Challenge in partnership with Pathways, and the Autism strategy group to mention a few.

### **Staffing**

Policies and Procedures are in place for staff and are continually reviewed and updated. Staff are supervised by senior staff and there is a weekly team meeting.

### **Recruitment and Appointment of Management Committee**

Members had an AGM on the 21st of December 2022. Full membership of the Charity shall be open to any person over the age of 18 years who has a learning disability and is interested in furthering the objects of the charity.

### **Governance Document**

The charity's governing document is a constitution which was adopted on 26th September 2000. This sets out what the charity's objects are and how it should be run. The format of the Constitution

has been adapted by the charity to make it more accessible; however, none of the provisions in it have been changed.

### **Public Benefit**

The charity raises public awareness of matters concerning people with learning difficulties; this is one of the main aims of the charity. The opportunity to benefit from the work of the charity is open to all people with learning disabilities in Tameside and there is no membership fee charged, so people on low income are not excluded.

### **Honorary Officers.**

At the annual general meeting of the Charity the full members shall elect from amongst themselves a chair, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

### **Reserves Policy**

The organisation carries sufficient reserves to enable the organisation to carry on for six months and to be restructured in the event of cessation of grant funding. We have an accessible policy for members.

### **Committee.**

The Committee shall consist of not less than 3 members nor more than 12 members.

### **Induction of trustees**

People First have an Induction pack for new trustees on the committee.

### **Conflicts of Interest**

There is an accessible conflict of interest policy for trustees.

### **Trustee benefits**

Although none of the trustees receive any benefit by way of payment from the charity, they do use the services provided by it.

### **COVID-19**

A new risk assessment was developed and shared within the organisation, supporting the protection on members, volunteers, staff and the general public.

### **Risk Management**

A number of our paid workers have completed a Level 3 Award in Risk Assessment Principles and Practice through Groundwork. The following policies have been made accessible and are now available to our members. Policies include health and safety, compliments, comments and complaints, fire safety, confidentiality, our rules and code of practice, risk assessment, use of computers, internet and e-mail policies. We have ensured that People First Tameside is complying with the Health and Safety Act 1974 and have carried out risk assessments on our offices and the

outside of the building. We have also designed health and safety sheets, COSHH assessments and a health and safety policy. We also operate a robust Business Continuity Plan that aims to set out the procedures and strategies to be followed in the event of a business disruption affecting the ability of the organisation to deliver services as usual.

### **Financial Risks Policy**

An updated risk assessment of financial procedures has been developed.

Presently, the Charity's financial statements are prepared by Rick Seccombe and then passed to accountant John Simpson for Independent Examination.

Rick currently supports the committee and project manager in managing their accounts, preparing budget and financial reports.

### **Trustees Responsibilities in respect of the Financial Statements**

Under the Charities Act 2011, the trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:


- select suitable accounting policies and apply them consistently
- make judgments' and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the trustees to ensure that any statement of account prepared by them complies with the regulations under section 132 of the Charities Act 2011. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees at their meeting on 22-9-23 and signed on their behalf by

(Trustee)

Andrew Barbour

  
Chairperson

**Report of the Independent Examiner to the Trustees of**  
**People First Tameside**

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 8 to 13.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:

examine the accounts under section 145 of the Act;

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 report**

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 for disclosures in the accounts, and seeking explanations from you as trustees concerning 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 record in accordance with the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act 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

John A Simpson  
Chartered Accountant

*JA Simpson* 27/11/23

48 Bredbury Green, Romiley, Stockport, SK6 3DN



**People First Tameside**

**Statement of Financial  
Activities  
for the year ended  
31 March 2023**

	Notes	Unrestricted £	Restricted £	Year Ended 31 Mar 2023 £	Year Ended 31 Mar 2022 £
<b>Incoming Resources</b>					
<b>Incoming Resources from charitable activities:</b>					
Grants	2	0	36,673	36,673	74,900
Donations		710		710	516
Fees		169,125		169,125	152,027
Other Income		6,222		6,222	5,107
Bank Interest		2,973		2,973	177
				0	
<b>Total Incoming Resources</b>		<u>179,030</u>	<u>36,673</u>	<u>215,703</u>	<u>232,727</u>
<b>Resources Expended</b>					
<b>Charitable activities</b>	3	192,739	57,248	249,987	224,111
<b>Governance costs</b>	3	800		800	750
<b>Total resources expended</b>		<u>193,539</u>	<u>57,248</u>	<u>250,787</u>	<u>224,861</u>
<b>Net Income for the Year</b>	4	(14,509)	(20,575)	(35,084)	7,866
<b>Funds at 1st April 2022</b>	11	425,097	47,216	472,313	464,447
<b>Funds at 31st March 2023</b>	11	<u>410,588</u>	<u>26,641</u>	<u>437,229</u>	<u>472,313</u>

**People First Tameside**

**Balance Sheet  
As at 31 March 2023**

	Notes	Unrestricted	Restricted	Total	2022
Current Assets					
Debtors	5	46,261	0	46,261	16,329
Cash at Bank		381,278	26,641	407,919	473,581
		<u>427,539</u>	<u>26,641</u>	<u>454,180</u>	<u>489,910</u>
Creditors	6	16,951	0	16,951	17,597
Net Current Assets		<u>410,588</u>	<u>26,641</u>	<u>437,229</u>	<u>472,313</u>
Net Assets		<u>410,588</u>	<u>26,641</u>	<u>437,229</u>	<u>472,313</u>
Funds					
Unrestricted Funds	11	410,588	0	410,588	425,097
Restricted Funds	11	0	26,641	26,641	47,216
		<u>410,588</u>	<u>26,641</u>	<u>437,229</u>	<u>472,313</u>

Approved by the Trustees at their meeting on

22-9-23

Signed on behalf of the Trustees by

Andrew Barbour

*AB*  
initials of person

## People First Tameside

### Notes to the Accounts

#### 1 Accounting Policies

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in FRS 102.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- c) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds
- e) Designated funds are unrestricted funds which have been designated for particular purposes by the Trustees.
- f) Restricted funds are funds received for specific purposes. They are held on trust until they have been expended.
- g) Office equipment purchases have not been capitalised and have been charged as resources expended in their period of purchase.

#### 2 Grants

	Unrestricted	Restricted	Total	2022
Tameside MBC	0	20,748	20,748	54,100
NHS Tameside CCG	0	15,000	15,000	20,000
Mayoral Panel	0	800	800	800
Charities Trust	0	125	125	0
Total	<u>0</u>	<u>36,673</u>	<u>36,673</u>	<u>74,900</u>

**People First Tameside**

**Notes to the Accounts**

**3 Total Resources Expended**

	Basis of Allocation	Unrestricted	NHS	Winter Warm Project	Charity Trust	Mayoral Panel	Shadow Partnership Board	Sexual Health	Total Restricted	Governance	Total	2022
<b>Costs directly allocated to activities</b>												
Salaries	Direct	134,998	15,000	1,124	125	800	17,909	20,667	55,625		190,623	166,746
Travel	Direct	5,310					728		728		6,038	5,315
Training	Direct	806							0		806	1,195
Recruitment	Direct	390							0		390	202
Producing Information	Direct	70							0		70	0
Project costs	Direct	6,963		784			111		895		7,858	4,937
Equipment	Direct	989							0		989	8,436
Miscellaneous	Direct	72							0		72	38
<b>Support costs allocated to activities</b>												
General Running Expenses	Funding	20,229							0		20,229	15,774
Accountancy	Funding	3,725							0	800	4,525	3,866
Premises	Funding	19,187							0		19,187	18,352
Transfer funds	Funding								0		0	0
		<u>192,739</u>	<u>15,000</u>	<u>1,908</u>	<u>125</u>	<u>800</u>	<u>18,748</u>	<u>20,667</u>	<u>57,248</u>	<u>800</u>	<u>250,787</u>	<u>224,861</u>

**4 Net Incoming Resources for the year**

This is stated after charging	2023 £	2022 £
Independent Examiners' remuneration	<u>800</u>	<u>750</u>

**5 Debtors and Prepayments**

	2023	2022
Debtors	41,455	14,323
Prepayments	4,806	2,006
	<u>46,261</u>	<u>16,329</u>

**6 Creditors**

	2023	2022
Sundry Creditors	<u>16,951</u>	<u>17,597</u>

## People First Tameside

### 7 Staff Costs and Numbers

Staff costs were as follows:

	2023	2022
	£	£
Salaries and wages	178,857	156,594
Social security costs	11,766	10,152
Total	<u>190,623</u>	<u>166,746</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year was as follows:

	2023 Number	2022 Number
Direct charity activities	15	13
Administration	<u>3</u>	<u>3</u>
	<u>18</u>	<u>16</u>

The charity does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 8 (2022 - 8) staff. The charity makes a contribution of 5% of the wage of the staff member into the scheme.

### 8 Trustee Remuneration & Related Party Transactions

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2022 - Nil)

### 9 Taxation

As a charity, People First Tameside is exempt from tax on income and gains.  
No tax charges have arisen within the charity during the year.

### 10 Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds £
Current Assets	427,539	26,641	454,180
Current Liabilities	<u>16,951</u>	<u>0</u>	<u>16,951</u>
Net Assets at 31 March 2023	<u>410,588</u>	<u>26,641</u>	<u>437,229</u>

## People First Tameside

<b>11 Movement of Funds</b>	<b>At 1 April 2022</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>At 31 March 2023</b>
<b>Restricted funds</b>				
Sexual Health	41,335	0	(20,667)	20,668
Training Funds	2,828	0	0	2,828
Shadow Partnership Board	0	18,748	(18,748)	0
NHS	0	15,000	(15,000)	0
	0			0
	0			0
Winter Warm Project	0	2,000	(1,908)	92
Employment Project	3,053			3,053
Mayoral Panel	0	800	(800)	0
Charity Trust	0	125	(125)	0
<b>Unrestricted</b>				
General Fund	425,097	179,030	(193,539)	410,588
	<u>472,313</u>	<u>215,703</u>	<u>(250,787)</u>	<u>437,229</u>

## 12 Contingent Liability

It has been estimated that in the event of closure the charity would incur approximately £60,000 in redundancy and other costs. Additionally the reserves policy, in common with many similar charities is to maintain reserves to cover six months of operating costs, this amounting to approximately £125,000