

Charity Number 1087319

People First Thameside

Annual Report and Accounts

Year Ended 31 March 2024

People First Tameside

Contents

	Page
Legal and Administrative Details	2
Report of the Trustees	3 - 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11 - 14

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	Resigned 21 December 2023
Emily Ashe	
Elise Sheridan	Resigned 21 December 2023
Samara Campbell	Resigned 21 December 2023
Rosalind Harding	
Andrew Barbour	Chair
Jennifer Threadgold	
Eleanor Woosey	
Haylea Morrissey	Resigned 21 December 2023
Jean Quinn	
Jim Battle	
Alex Glover	Resigned 21 December 2023
Mark Whitehead	Appointed 21 December 2023
Rita Walker	Appointed 21 December 2023
Katie White	Appointed 21 December 2023
Emma Jayne Newton	Appointed 21 December 2023
Matthew Berry	Appointed 21 December 2023

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 01.04.23 - 31.03.2024

Report of the Trustees

The Trustees of People First Tameside submit the Annual Report and Accounts for the year ended 31 March 2024.

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

Health has been at the top of our agenda this year! People First worked collaboratively with Greater Manchester Learning Disabilities and Health Inequalities Team and on two Women's Health projects. Firstly, we have been committed to doing a research project about Menopause, the second project is around a Cervical Smear Campaign. The campaign is to raise awareness of how to best support Women with Learning Disabilities to have a smear test, Top Tips for nursing staff, a series of video's will be produced over the next year continuing into 2024/25.

2023 although still cautionary, felt like a fully operational year, with most people feeling positive after the COVID pandemic. Community nursing teams visited members of People First offering COVID boosters and Flu vaccinations in a place where they feel comfortable and supported. People First worked at breaking down barriers and normalizing health procedures for those who struggle to attend their GP's. People First actively promotes and encourages health awareness and campaigns. It has been identified that many individuals have missed routine age-related checks or have not been called up for annual health checks.

People First continued the outdoor health and wellness activities introduced in the previous year, which are popular with members. Work promotes fresh air, good health, eating well, belonging, independence and advocacy. People First continue to work at Waterloo, the shared community allotment space, this was the first year of harvesting vegetables. Amazing soups and salad meals have been made as a result, cooking fresh and inexpensive meals to encourage good health, and reducing budgets. The allotment group were awarded for their work from Tameside in Bloom.

Outdoor and active activities continued with tennis sponsored by Priory Tennis Club, Harvesting, Cycling, Health Walks, Yoga, Nature events. The link between physical activity and mindfulness is a doorway to better mental health. People First are strong advocates of preventative services, promoting independence and reducing social isolation, overall supporting active life.

In April 2022, a new partnership with five other organizations 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 organization which have started to work together to ensure people have a smooth transition from children to adult services. The service continues to provide services to learning disabled adults.

People First offers alternative privately paid services which are popular with those people who wish to be in control of their budgets and choices. The number of places has continued to increase with new referrals from social workers and personal recommendations.

Health and Social Care students from local colleges have completed placements at People First. Three of the current staff team were recruited from previous successful student placements. The students and younger employees bring a lively and fun atmosphere including music and dance, technology, and media.

People First are incredibly grateful to the staff team and amazing volunteers who continue to be dedicated and flexible, we would like to thank everyone for all their enthusiasm and hard work.

People First were sad to see Rick Seccombe our accounts and finance support retire from the organisation after 20 years of service, we wish Rick well. The appointment of SISBRO accountants was made in February 2024. Alex Glover stepped down as trustee and Mark Whitehead was appointed. Mark has a vast knowledge of Health and Social Care after retiring from a senior position within Tameside MBC.

People First prides itself on offering a bespoke service which is individualized and inclusive of family values and opinions, it is always appreciated when family members and friends attend events including coffee morning's, BBQ's, reviews, and fundraising events, we would like to thank everyone for your support.

The Manchester Mayoral Panel has continued to meet, along with the second easy use board to enable adults with learning disabilities to be fully engaged within accessible meetings, five of our members now sit on this board. There are ten Greater Manchester representatives from each of the Borough's including Stockport, Trafford, Wigan, and Bolton, they discuss and review strategies and plans including public transport, health, and social care services.

People First has continued to be commissioned each year since 2001 to facilitate the Shadow Partnership Board. The Board feeds into the Learning Disabilities Partnership Board bi-monthly. The Shadow board invites guest speakers from the Adult Social Care, Transport, Employment. The board continues to meet each month with the Borough's goal of making a difference in 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.

People First employed an average of 20 staff over this period. Policies and Procedures are in place for staff and are continually reviewed and updated. Staff are supervised by senior staff and a weekly team meeting.

Recruitment and Appointment of Management Committee

Members had an AGM on the 13th December 2023. 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 organization carries sufficient reserves to enable the organization 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 organization, supporting the protection on members, volunteers, staff and the general public.

Risk Management

Several 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 organization 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 SBA SIBRO Accountants who were appointed in February 2024, following the resignation of Rick Seccombe. The accounts are then sent to accountant John Simpson for Independent Examination.

Rick supported the committee and Chief Executive Manager in managing their accounts, preparing budget and financial reports until he resigned in September 2023.

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 1 / 11 / 2024 and signed on their behalf by

(Trustee)

A handwritten signature in black ink, appearing to read 'A Barbour', written in a cursive style.

Andrew Barbour

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 2024, which are set out on pages 9 to 14.

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
6/11/24

48 Bredbury Green, Romiley, Stockport, SK6 3DN

People First Tameside

**Statement of Financial
Activities
for the year ended
31 March 2024**

	Notes	Unrestricted £	Restricted £	Year Ended 31 Mar 2024 £	Year Ended 31 Mar 2023 £
Incoming Resources					
Incoming Resources from charitable activities:					
Grants	2	29,051	0	29,051	36,673
Donations		8,086		8,086	710
Fees		213,378		213,378	169,125
Other Income		12,370		12,370	6,222
Bank Interest		6,018		6,018	2,973
				0	
Total Incoming Resources		<u>268,903</u>	<u>0</u>	<u>268,903</u>	<u>215,703</u>
Resources Expended					
Charitable activities	3	262,289	26,641	288,930	249,987
Governance costs	3	850		850	800
Total resources expended		<u>263,139</u>	<u>26,641</u>	<u>289,780</u>	<u>250,787</u>
Net Income for the Year	4	5,764	(26,641)	(20,877)	-35,084
Funds at 1st April 2023	11	410,588	26,641	437,229	472,313
Funds at 31st March 2024	11	<u>416,352</u>	<u>0</u>	<u>416,352</u>	<u>437,229</u>

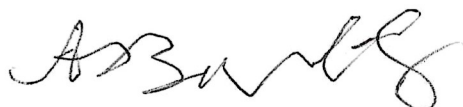
People First Tameside

Balance Sheet

	2024		Unrestricted	Restricted	Total	2023
	Notes					
Current Assets						
Debtors	5		70,303	0	70,303	46,261
Cash at Bank			378,893	0	378,893	407,919
			<u>449,196</u>	<u>0</u>	<u>449,196</u>	<u>454,180</u>
Creditors	6		32,844	0	32,844	16,951
Net Current Assets			<u>416,352</u>	<u>0</u>	<u>416,352</u>	<u>437,229</u>
Net Assets			<u>416,352</u>	<u>0</u>	<u>416,352</u>	<u>437,229</u>
Funds						
Unrestricted Funds	11		416,352	0	416,352	410,588
Restricted Funds	11		0	0	0	26,641
			<u>416,352</u>	<u>0</u>	<u>416,352</u>	<u>437,229</u>

Approved by the Trustees at their meeting on 11/11/2024.

Signed on behalf of the Trustees by



Andrew Barbour

People First Thameside

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	2023
Tameside MBC	20,623		20,623	20,748
NHS Tameside CCG	0		0	15,000
Mayoral Panel	0		0	800
Charities Trust	0		0	125
Menopause Project	6,000		6,000	0
Cervical Smear	2,428		2,428	0
Total	<u>29,051</u>	<u>0</u>	<u>29,051</u>	<u>36,673</u>

People First Tameside

Notes to the Accounts

3 Total Resources Expended

		Basis of Allocation	Unrestricted	Training Fund	Winter Warm Project	Employment Project	Mayoral Panel	Shadow Partnership Board	Sexual Health	Total Restricted	Governance	Total	2023
Costs directly allocated to activities													
Salaries	Direct		201,224	2,828	92	3,053			20,668	26,641		227,865	190,623
Travel	Direct		6,196									6,196	6,038
Training	Direct		528									528	806
Recruitment	Direct		0									0	390
Producing Information	Direct		166									166	70
Project costs	Direct		9,046									9,046	7,400
Equipment	Direct		1,433									1,433	989
Miscellaneous	Direct		503									503	72
Support costs allocated to activities													
General Running Expenses	Funding		18,838									18,838	20,687
Accountancy	Funding		4,395									4,395	4,525
Premises	Funding		20,810									20,810	19,187
Transfer funds	Funding											0	0
			<u>263,139</u>	<u>2,828</u>	<u>92</u>	<u>3,053</u>	<u>0</u>	<u>0</u>	<u>20,668</u>	<u>26,641</u>	<u>0</u>	<u>289,780</u>	<u>250,787</u>

4 Net Incoming Resources for the year

This is stated after charging	2024 £	2023 £
Independent Examiners' remuneration	<u>850</u>	<u>800</u>

5 Debtors and Prepayments

	2024	2023
Debtors	65,765	41,455
Prepayments	4,538	4,806
	<u>70,303</u>	<u>46,261</u>

6 Creditors

	2024	2023
Sundry Creditors	<u>32,844</u>	<u>16,951</u>

People First Tameside

7 Staff Costs and Numbers

Staff costs were as follows:

	2024 £	2023 £
Salaries and wages	213,801	178,857
Social security costs	14,065	11,766
Total	227,866	190,623

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

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

	2024 Number	2023 Number
Direct charity activities	17	15
Administration	3	3
	20	18

The charity does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 8 (2024 - 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 (2023 - 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	449,196	0	449,196
Current Liabilities	32,844	0	32,844
Net Assets at 31 March 2024	416,352	0	416,352

People First Tameside

11 Movement of Funds	At 1 April 2023	Incoming Resources	Outgoing Resources	At 31 March 2024
Restricted funds				
Sexual Health	20,668	0	(20,668)	0
Training Funds	2,828	0	(2,828)	0
Shadow Partnership Board	0			0
NHS	0			0
Winter Warm Project	92		(92)	0
Employment Project	3,053		(3,053)	0
Mayoral Panel	0			0
Charity Trust	0			0
Unrestricted				
General Fund	410,588	268,903	(263,139)	416,352
	<u>437,229</u>	<u>268,903</u>	<u>(289,780)</u>	<u>416,352</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.