

INVOLVE NORTH EAST

England & Wales · Charity number 1116182

Details

Other names	COMMUNITY ACTION ON HEALTH
Status	Registered
Legal form	Charitable company
Company number	05899382
Registered	2006-09-21
Register	View on the Charity Commission register

Contact

Address	Carnegie Building Atkinson Road Benwell Newcastle Upon Tyne NE4 8XS
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Website	www.involve.org.uk

Activities

Objects: THE PROMOTION AND PROTECTION OF GOOD HEALTH OF THE INHABITANTS OF NEWCASTLE UPON TYNE, TYNE & WEAR AND NORTHUMBERLAND

Activities: We aim to help communities, especially those most marginalised and disadvantaged, influence health and social care planning and delivery to more accurately reflect local needs and aspirations.

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NEWCASTLE UPON TYNE, TYNE & WEAR AND NORTHUMBERLAND
- Durham
- Gateshead
- Middlesbrough
- Newcastle Upon Tyne City
- North Tyneside
- Northumberland
- Redcar And Cleveland
- South Tyneside
- Stockton-on-tees
- Sunderland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£123,034	£140,248	-	-
2024-03-31	£128,947	£141,878	-	-
2023-03-31	£194,366	£176,703	-	-
2022-03-31	£180,112	£145,624	-	-
2021-03-31	£171,099	£139,880	-	-

Trustees

Name	Role	Appointed
Jennifer Johnson		2021-01-21
Marina Sheldon		2019-03-21
Pasha Tanriverdi		2025-01-16

INVOLVE NORTH EAST

England & Wales - Charity number 1116182

Accounts

INVOLVE NORTH EAST

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2025

Charity Number 1116182
Company number 05899382

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2025

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2025.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Over recent years we have made increasing use of digital technologies and online media to achieve our objectives, for example through projects such as English for Health and Student GP Registration.

Public benefit

We operate a hybrid working model i.e. staff work both in the office and at home throughout the week. As many organisations now do the same, interactions with them and their beneficiaries also follow a hybrid model. Through a mixture of face-to-face and online meetings, digital platforms and the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

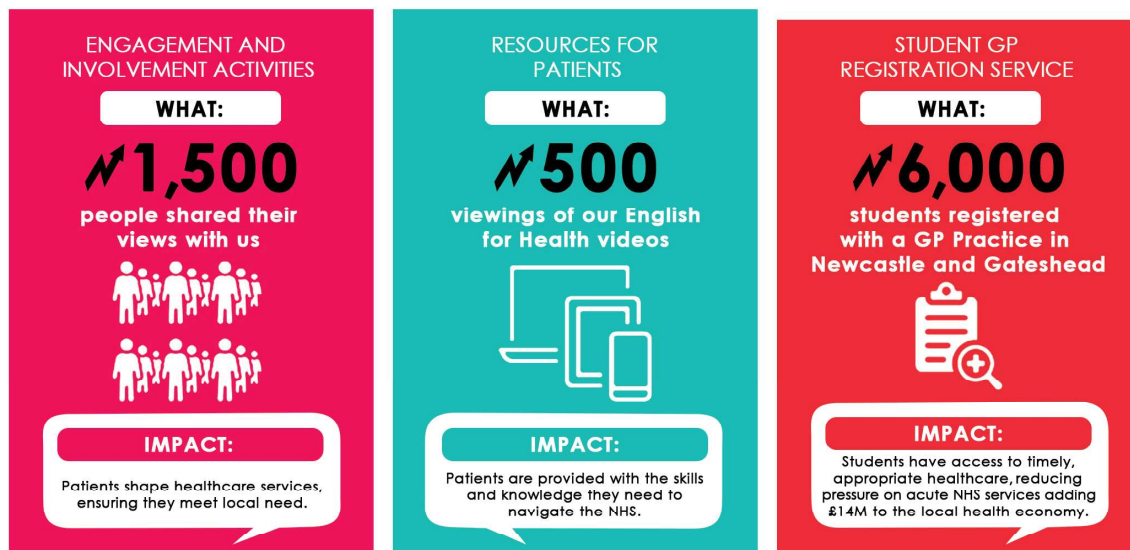
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For the Year Ended 31 March 2025

INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS North East & North Cumbria Integrated Care Board (NENC ICB) Newcastle and Gateshead Place, we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Key figures



Introduction

In line with our business development aspirations, our aim has been to increase and diversify our non-contracted work. We knew that our skillsets and experience meant we could deliver high quality service evaluations and that as long as these helped and supported the wellbeing of people living in North East England, we would be fulfilling our charitable aims.

A good example of this is our work with Gateshead NHS Foundation Trust on the Women's Health Hub evaluation. You'll see from this project and the others we've summarised just how much our work is focussed on community issues, right in the heart of the neighbourhoods. Meeting with local people and the staff who work to support them across a range of organisations keeps our work grounded in the day-to-day experiences of people in the North East.

Highlights of the year's activities

Below are a few of the headline projects we've undertaken over the last twelve months that give a flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

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For the Year Ended 31 March 2025

Getting Help: Informing the Redesign of Children and Young People's Counselling Services

As part of ongoing efforts to improve access to mental health support for children and young people in Newcastle and Gateshead, Involve North East was commissioned to gather community feedback to inform a new service specification for the 'Getting Help' counselling service. This service forms a key element of the wider emotional wellbeing and mental health system, offering early intervention through counselling following referral and triage.

Building on years of engagement in this area, our work sought to evaluate how the existing service was perceived and what improvements could make it more accessible, relevant, and effective for those who use it. We designed and delivered two online surveys targeting young people and parents/carers. To supplement the quantitative findings, we conducted focus groups and interviews, which provided deeper insight into lived experiences and expectations. We are especially grateful to Gateshead Parent Carer Forum and Gateshead Young Inspectors for contributing their perspectives during dedicated engagement sessions.

The findings revealed several consistent themes. Many participants highlighted a general lack of awareness around the current service. Respondents requested more transparent and accessible information on what the service offers, how to access it, who is eligible, and the likely waiting times involved.

When considering the format of future provision, participants favoured a more holistic and flexible model of care. While counselling and structured therapeutic support were seen as vital, there was strong appetite for complementary, non-clinical approaches. Suggestions included creative therapies such as music and art, as well as opportunities for physical activity and outdoor engagement - approaches that many young people felt would support confidence, self-esteem and resilience.

Accessibility emerged as a priority theme. Participants emphasised the need for services that are timely, culturally aware, and available in a range of familiar and inclusive venues. Involvement of parents and carers was also seen as an important component of support.

Based on this feedback, Involve North East developed a series of recommendations for commissioners. These were shared with NHS North East and North Cumbria Integrated Care Board (NENC ICB) to support the development of a revised service specification. The updated specification is expected to inform a future commissioning round and will help shape a more responsive, inclusive and effective service for local children and families.

This project reinforces our ongoing commitment to ensuring that children, young people, and their families are central to the design of services that affect them.

Co-designing Autism Support Services in Tees Valley

About 1 in 100 people in the UK are estimated to be autistic, with at least 700,000 autistic adults and children living here. The true number may be even higher due to underdiagnosis, especially in women and older adults. Autism spectrum disorder (ASD) involves different ways of seeing and responding to the world, including challenges with social situations, a need for routine, intense interests, and sensory sensitivities. These can create a range of complex challenges for people with the condition and so there is a need for timely and effective support.

Approximately 5,000 autistic people live in Tees Valley, with an additional 1,400 awaiting autism assessments. To address their needs, NHS North East and North Cumbria Integrated Care Board (NENC ICB) planned to commission two new services: pre-assessment support for those waiting and post-diagnostic support for autistic individuals.

To design these services, a survey and focus groups were conducted, and we gathered input from over 100 participants. This process was supported by Rose Matthews, an experienced autism researcher and associate of INE.

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For the Year Ended 31 March 2025

Our finding fell into two categories: pre and post-assessment. People waiting for an autism assessment told us they would like to receive regular updates on their position in the waiting list and clear initial information about the process. They wanted help with accessing services and flexible options for doing so. In addition, they highlighted the need for clear guidance on what is available and help with coping mechanisms while they wait.

One quote from a participant underscored the importance of a tailored approach, "A video tour of the building...little details that I don't know can cause anxiety."

From those who have received their diagnosis we learned that their key priorities included support in terms of the emotional impact of processing the diagnosis. They wanted help navigating education, employment and benefits systems, including with the sensory challenges of completing forms also featured in their responses. We were told that there is a need for more information to build self-understanding and help with developing effective coping strategies. Participants stressed the need for flexible, individualized approaches, "Support should be tailored to the person rather than a 'one size fits all'...home visits should be offered as the outside world [for me] involves too much sensory overload."

The findings of this important project helped to inform a tender specification released in October 2024 with a new, needs-led service launched in April 2025.

Gateshead Women's Health Hub

Improving women's health is a collective ambition across Gateshead Place. One of Gateshead Cares (local NHS organisations, Gateshead Council, and voluntary and community sector organisations) strategic intentions is to become a Northern Centre of Excellence for Women's Health.

The development of a women's health hub in Gateshead was underpinned by several key documents, including The 'Women's Health Strategy' (2022). The strategy's 10-year ambitions are that women and girls have more of their health needs met at one time and in one place, that they can access services that meet their needs throughout their lives, and the approach to delivering these services are designed and delivered around their needs, not those of commissioners.

At a local level, Gateshead's Director of Public Health's Annual Report 'Mind the Gap' (2022) focused on women and health inequalities. Mirroring the findings of the Women's Health Strategy it highlighted that although women live on average 4.2 years longer than men, they do so in poorer health. This is caused by a range of factors "created by systemic, historic and social bias that place women and girls within cycles of disadvantage." The report called for 'conditions that enable women and girls to reach their full potential' including addressing female-specific health and care needs.

Gateshead Cares was successful in bidding for £250,000 funding from NHS North East and North Cumbria Integrated Care Board (NENC ICB) to develop a women's health hub in Gateshead. The hub and spoke model addresses fragmentation in service delivery with the aim of improving access, experiences, and outcomes. The aim, therefore, has been to enable women to get more of their health needs met at one time, with less need for appointments in different places. INE were tasked with researching and delivering a detailed evaluation of the hub to determine how well it had achieved its aims and where any improvements could be made.

Whilst acknowledging that the hub is still in its development phase, we found there is clear evidence that change across the system is occurring, underpinned by a passionate and focussed Oversight Group. Breaking down organisational barriers to understand need, provision and ultimately what is required across Gateshead, the hub and spoke model, supported by outreach services, is providing women with a range of ways to receive support for a variety of health issues based on one appointment.

The key highlight of our five pages of recommendations is that this highly successful approach should be used as a framework for future system-wide transformation change projects. As one patient told us, "I was made to feel so comfortable. Thank you. Amazing service and lovely staff."

PLANS FOR FUTURE PERIODS

Most would agree that the healthcare system in the UK is facing its share of challenges. A lack of sustained investment and workforce issues have had a knock-on effect on services and patient wait times. Against this backdrop, the potential for commissioned healthcare research has declined and seems set to reduce further. In response, the need for planned business development has become a priority for us and we have set aside resources and engaged expert support to help.

Our portfolio consists mainly of qualitative research within the healthcare sector but recently we've been exploring work that has a wider public benefit in terms of wellbeing. Poverty, housing and access to services are key challenges that affect communities and those living within them. These and other issues are tied into the health and wellbeing of residents across our area, so understanding them better is very much in tune with our charitable objects.

With a practical action plan in place, we've been exploring what we can offer to a wider cross-section of organisations that help people in our region. Almost thirty years of experience in speaking to patients, carers and staff in a healthcare setting have given us a good understanding of the communities with whom we've been engaging. Our success comes from our approach: understanding what we need to know, working out the best way to find that out, listening to the people affected and extracting from those conversations the feedback and knowledge we need for our research. Lastly, we combine all of that into a clear, concise report with a host of key recommendations based on what we've discovered.

We know it works because we've been doing it successfully and to the highest standard for decades. Our findings have helped transform and shape the healthcare services that people use every day. Our independence means that commissioners always get the truth which underlies surface issues.

In 2025 we are welcoming in a host of new organisations, engaging us to speak to the people they care about. We're excited by the fresh opportunities that await us.

**Involve North East
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**Trustees' Report
For the Year Ended 31 March 2025**

REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Lynda Cox (Chair) Stephen Telford Niamh Storey Neina Sheldon Andrea Fairley Jennifer Johnson Jennifer Harrison (resigned July 2024) Pasha Tanriverdi (appointed January 2025)
Company secretary	Sandra Lambrou
Chief Executive	AJ White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds 33 The Glebe Stannington Morpeth Northumberland NE61 6HW
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of six members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principal role is to:

- Ensure that Involve North East has a clear vision and strategy for the future
- Support the Chief Executive and staff team
- Monitor the performance of the organisation against its strategy and plans

Financial management of the organisation is the responsibility of all trustees, who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including key information on the roles and responsibilities of trustees, the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

The staff team consists of:

- Chief Executive
- Involvement and Engagement Coordinator
- Research and Communications Coordinator
- Involvement and Engagement Officer

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

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Trustees' Report
For the Year Ended 31 March 2025

Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. Post Covid the decision was taken to adopt a 'hybrid' working model. For part of the week the team are office based and on other days work remotely from home. As well as anti-virus software, each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the NENC ICB's Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involvene.org.uk is kept up to date with our latest reports and news. Our team has the necessary skills and experience to carry out updates and add to the website content as our requirements demand. We make use of email newsletters and social media such as Bluesky and LinkedIn to promote our work and to highlight forthcoming events and activities. Our digital portfolio includes a bespoke website for online GP registration for students, training and resource videos for the public, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks, and this is reviewed at least twice each year. For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of such offers is held alongside the Register of Interests.

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Trustees' Report
For the Year Ended 31 March 2025

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £123,034 (2024: £128,947) and expenditure of £140,248 (2024: £141,878). There was an operating deficit of -£17,214 (2024: deficit -£12,931).

At 31 March 2025 the Charity had net assets of £160,810 (2024: £178,024), analysed in the balance sheet set out on page 13.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £59,782. The unrestricted reserves were £160,810 at 31 March 2025, resulting in a current surplus of £101,028.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS North East and North Cumbria Integrated Care Board (NENC ICB). The charitable company is in the sixth year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service until March 2025, as part of an agreed twelve month extension to the original contract.

Pension

One staff member at Involve North East was a member of the Tyne and Wear Local Government Pension Scheme. A number of years ago the Trustees decided to close this scheme to new applicants. Alternative arrangements for new staff members have been made with the Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 19). This agreement effectively means that the charity has no financial pension risk in the event of closure.

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**Trustees' Report
For the Year Ended 31 March 2025**

Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on: 3 November 2025 and signed on their behalf by:

Lynda Cox
Chair



INVOLVE NORTH EAST

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2025

I report on the financial statements of Involve North East for the year ended 31 March 2025, which are set out on pages 12 to 21.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
33 The Glebe
Morpeth
Northumberland
NE61 6HW



Date: 3 November 2025

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<u>Income from:</u>					
Charitable activities					
Grants and contracts	6	120,056	-	120,056	126,815
Investments	7	2,978	-	2,978	2,132
Total income		123,034	-	123,034	128,947
<u>Expenditure on:</u>					
Charitable activities					
Operation of the charity	8	140,248	-	140,248	141,878
Total expenditure		140,248	-	140,248	141,878
Net income/(expenditure) and net movement of funds		(17,214)	-	(17,214)	(12,931)
<u>Reconciliation of funds</u>					
Total funds brought forward		178,024	-	178,024	190,955
Total funds carried forward		160,810	-	160,810	178,024

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 14 to 21 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2025

	Notes	£	Total 2025 £	£	Total 2024 £
<u>Fixed assets</u>					
Tangible assets	14		-		-
Total fixed assets			-		-
<u>Current assets</u>					
Debtors	15	22,072		11,982	
Cash at bank and in hand	16	164,717		171,211	
Total current assets		186,789		183,193	
Creditors: amounts falling due within one year	17	(25,979)		(5,169)	
Net current assets			160,810		178,024
Total assets less current liabilities			160,810		178,024
Total net assets or liabilities			160,810		178,024
<u>Funds of the charity</u>					
Unrestricted income funds			160,810		178,024
Restricted income funds			-		-
Total funds			160,810		178,024

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 14 to 21 form an integral part of these accounts.

These financial statements were approved by the Board on: 3 November 2025

and are signed on its behalf by:

Lynda Cox
Chair

Lynda Cox

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £160,810 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

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

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

3.6 Interest receivable

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

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of income

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
6 Charitable activities				
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	91,401	-	91,401	90,856
Student GP registration	16,155	-	16,155	16,869
Commissioned activities/training	7,500	-	7,500	14,090
Other	5,000	-	5,000	5,000
	<u>120,056</u>	<u>-</u>	<u>120,056</u>	<u>126,815</u>
7 Income from investments				
Interest - deposits	2,978	-	2,978	2,132
	<u>2,978</u>	<u>-</u>	<u>2,978</u>	<u>2,132</u>

Income was £123,034 (2024: £128,947) of which £123,034 was unrestricted or designated (2024: £128,947) and £0 was restricted (2024: £0)

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	105,882	-	105,882	106,859
Event costs	216	-	216	1,653
Staff other costs	203	-	203	1,106
Printing, postage, stationery & equipment	1,660	-	1,660	1,245
Insurance	798	-	798	800
Website development	320	-	320	320
Legal and professional	8,884	-	8,884	8,887
Marketing and promotion	4,049	-	4,049	4,548
<u>Support costs</u>				
Premises costs	7,554	-	7,554	6,157
Staff training costs	557	-	557	999
Equipment	125	-	125	683
IT maintenance and support	4,131	-	4,131	3,727
Communication costs	1,552	-	1,552	1,291
Subscriptions	195	-	195	574
Bank charges	143	-	143	141
Sundries	-	-	-	39
Business development	2,697	-	2,697	490
Depreciation	-	-	-	69
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,230	-	1,230	1,230
Annual report and AGM and meeting costs	52	-	52	1,060
	<u>140,248</u>	<u>-</u>	<u>140,248</u>	<u>141,878</u>

Expenditure on charitable activities was £140,248 (2024: £137,878) of which £140,248 was unrestricted or designated (2024: £137,878) and £0 was restricted (2024: £0)

9 Fees for examination of the accounts

	2025 £	2024 £
Independent examiner's fees for reporting on the accounts	1,230	1,230
	<u>1,230</u>	<u>1,230</u>

There were no other fees paid to the examiner (2024: £nil)

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

10 Analysis of staff costs and the cost of key management personnel

	2025 £	2024 £
Salaries and wages	91,863	93,729
Social security costs	7,451	7,513
Pension costs (defined contribution pension plan)	6,568	5,617
	<u>105,882</u>	<u>106,859</u>

No employee received remuneration above £60,000 (2024: £nil)

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £20,579. (2024: £20,234)

11 Staff numbers

The average monthly head count was 4 staff (2024: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2025 Number	2024 Number
The parts of the charity in which the employee's work		
Charitable activities	3.2	3.2
	<u>3.2</u>	<u>3.2</u>

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by one trustee.

	2025 £	2024 £
Expenses	52	-
Training	-	25
	<u>52</u>	<u>25</u>

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

	Fixture and fittings £	Office equipment £	Total £
14 Tangible fixed assets			
Cost			
Balance brought forward	158	9,546	9,704
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Depreciation			
Basis	SL	SL	
Rate	15%	25%	
Balance brought forward	158	9,546	9,704
Depreciation charge for year	-	-	-
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Net book value			
Brought forward	-	-	-
Carried forward	-	-	-
15 Debtors and prepayments (receivable within 1 year)			
	2025	2024	
	£	£	
Trade debtors	21,600	9,010	
Accrued income	-	2,500	
Prepayments	472	472	
	22,072	11,982	
16 Cash at bank and in hand			
	2025	2024	
	£	£	
Short term deposits	137,272	134,297	
Cash at bank and in hand	27,445	36,914	
	164,717	171,211	
17 Creditors and accruals (payable within 1 year)			
	2025	2024	
	£	£	
Trade creditors	366	215	
Taxation and social security	1,717	2,090	
Accruals			
Independent examination of accounts	1,230	1,230	
Other accruals	99	885	
Deferred income	21,600	-	
Other creditors	967	749	
	25,979	5,169	

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

18 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods

	2025
	£
Balance brought forward	-
Amount released to income earned from charitable activities	-
Amount deferred in year	19,100
Balance carried forward	19,100

19 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £1,834 (2024: £1,758). There were 1 (2024: 1) employee participating in the scheme during the year.

An amount of £666.61 (2024: £300) was outstanding at the year end.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Pension Trust

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £3,232 (2024: £2,426).

There was no liability due to the pension provider at the 31 March 2025 (2024: £nil).

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,463 (2024: £1,397).

There was a liability of £300 due to the pension provider at the 31 March 2025 (2024: £276).

20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

21 Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	178,024	123,034	(140,248)	-	160,810
Totals	178,024	123,034	(140,248)	-	160,810

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

22 Capital commitments

As at 31 March 2025, the charity had no capital commitments (2024 -£nil)

23 Analysis of net assets between funds 2025

	Unrestricted Funds £	Restricted Funds £	Total 2025 £
Cash at bank and in hand	164,717	-	164,717
Other net current assets/(liabilities)	(3,907)	-	(3,907)
	160,810	-	160,810

Analysis of net assets between funds 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Cash at bank and in hand	171,211	-	171,211
Other net current assets/(liabilities)	6,813	-	6,813
	178,024	-	178,024

INVOLVE NORTH EAST

England & Wales - Charity number 1116182

Accounts

INVOLVE NORTH EAST

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2024

Charity Number 1116182
Company number 05899382

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2024

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2024.

The financial statements comply with the Charities Act 2019, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Over recent years we have made increasing use of digital technologies and online media to achieve our objectives, for example through projects such as English for Health and Student GP Registration.

Public benefit

Since February 2022, we have adopted a hybrid work model i.e. staff work both in the office and at home throughout the week. This trend has impacted our work in other ways as many organisations now do the same, meaning meetings and groups also follow a hybrid model. Through a mixture of face-to-face and online meetings, digital platforms and the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

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INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS North East & North Cumbria Integrated Care Board (NENC ICB) Newcastle and Gateshead Place, we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Key figures



Introduction

One of the targets we set ourselves in 2023-24 was to increase and diversify our non-contracted work. We knew that our skillsets and experience meant we could deliver high quality service evaluations and that as long as these helped and supported the wellbeing of people living in North East England, we would be fulfilling our charitable aims.

I'm delighted that we fulfilled this aim and you can read about one such project in our work with VONNE below. You'll see from this project and the others we've summarised just how much our work is focussed on community issues, right in the heart of the neighbourhoods. Meeting with local people and the staff who work to support them across a range of organisations keeps our work grounded in the day-to-day experiences of people in the North East.

Highlights of the year's activities

Below are a few of the headline projects we've undertaken over the last twelve months that give a flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

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For the Year Ended 31 March 2024**

REN(D)

The Research Engagement Network Development (REND) partnership project aims to increase participation in research. In the North East and North Cumbria (NENC) £100K funding was awarded to focus on children and young people's (CYP) mental health research participation. Rising referrals and waiting lists for CYP mental health support highlight the need to understand the drivers behind this, alongside a deeper exploration of the impact of inequalities on prevalence or support. It was recognised that research participation amongst CYP, particularly across a vast rural landscape and areas of economic disadvantage is low.

The plan was to build upon some of the existing networks between the Integrated Care System (ICS) and VCSE organisations to utilise their reach into local communities and their engagement with children and young people. Seven VCSE organisations who work with children and young people across the NENC ICB area took part in REND with the aim of gathering as much information as possible on the best and most successful approaches to engaging young people in research.

We were commissioned to carry out an evaluation of this project and interviewed staff working at these seven VCSEs, held a workshop with the REND project team, and gathered individual feedback from research partners. A REND Partners Workshop Event was held at the end of May and ICB staff were on hand to capture feedback from participants. The draft report was submitted on 16th April. Following feedback, a final version was submitted and signed off on 18th June.

Based upon the success of REND, VONNE have been awarded extension funding to take the REN project further and have engaged us to develop the evaluation in greater depth over the forthcoming weeks. Not all of the REND partners were able to contribute to the first evaluation and this extension work will enable us to bring them into the conversation.

One of the aims of the project was for VCSE organisations funded during phase 1 of the REN programme to continue to discuss mental health research and research engagement with the children and young people they work with over the course of the year. As part of the extension work, we will be working with the REN partners to draw out and identify some key research priorities from the perspectives of children and young people.

Another priority of the extension work is to inform and support the development of a REN partners network. It is hoped that this network will enable the successful matching of VCSE organisations with researchers going forward. The evaluation extension work is already underway and interviews with REN partners have been arranged. We are expecting this project to run until the autumn by which time our final report will contain a number of recommendations for the network and for future CYP research engagement.

A community health bus for Newcastle

Moving healthcare services closer to home has been a focus of the NHS for over a decade now. It is well known that patients benefit from services that are more accessible to them – they're easier and cheaper to get to and in familiar locations.

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**Trustees' Report
For the Year Ended 31 March 2024**

With this in mind, Newcastle GP Services (NGPS) and Newcastle University's School of Pharmacy came together to develop a community health bus offering drop-in access in a range of community locations across the city. People can have a health check including blood pressure and cholesterol monitoring, and get healthcare advice on stopping smoking, reducing alcohol consumption and diabetes management.

To help inform the scope of the service ahead of its November 2023 launch, we gathered the views of local residents: what did people want from the service, where should it be located and were there any barriers to accessing it?

What we discovered was, there was good support for the community bus concept. Most people told us they would use it and appreciated the flexibility of a drop-in service and something very local to them.

Healthcare on the bus was to be delivered by Newcastle University pharmacy students, under the supervision of a nurse; most people supported this way of working as it gave students an opportunity for 'hands-on' patient experience, complementing their theoretical learning. They felt confident in the service knowing that students were being supervised.

"I suffer with agoraphobia and can't always get to GP so this would be helpful if it was close to me."

"Problems obtaining appointments at local doctors so this may be an alternative."

Most people said that they would use the service for general health assessments and over half wished to access health promotion information and signposting to other health services.

Other potential future services were also considered with interest including adult vaccinations, NHS health checks and ECGs in particular. Respondents suggested that the bus could also offer mental health support.

There was support for a range of locations but particularly Outer West Library in West Denton, Old Eldon Square and Morrisons in Byker. In terms of timings, the majority of respondents said they would be happy to use the service across weekdays and at the weekend during the day.

So, then we asked, why might people not use the service? Some thought that it was a duplication of services available at their GP practice or that it was being used to plug gaps in GP services, offering a watered down service. Others felt that the bus might not offer the same professional standards as established NHS services and questioned if there may be a lack of dignity in accessing a bus whilst unwell.

To make it easier to use, respondents suggested that it should be available across a wide range of areas, be well publicised, and be accessible to disabled people and those whose first language is not English.

"Bring it as close as possible to where people live/where they go to already."

"Be accessible as much as possible for people with disabilities and people whose first language is not

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Trustees' Report
For the Year Ended 31 March 2024

English.”

Having listened to the community and passed along a list of key recommendations, we're delighted to say the bus is up and running, providing an invaluable service to people in their local area.

Gateshead Women's Health Hub

In March 2023, the Department of Health and Social Care (DHSC) announced £25 million investment in women's services as part of the Women's Health Strategy for England. The aim of the funding was to bring together healthcare professionals and existing services to provide integrated women's health services in the community, with a focus on reducing health inequalities.

Gateshead Cares, which comprises NHS, Council and VCSE sector organisations, was successful in bidding for £250,000 funding from NHS North East and North Cumbria Integrated Care Board (NENC ICB) to develop a women's health hub in Gateshead. The aim of the hub is to enable women to get more of their health needs met at one time, with less need for appointments in different places.

Plans for the service included a focus on menopause, birth control and gynaecology but ahead of its commencement, service providers were keen to gauge whether these were the right priorities for people accessing women's services in Gateshead and to understand their experiences of the NHS support currently available to them. These insights would then help inform the scope of the service.

Involve North East was asked to support Gateshead Cares to engage with patients and the general public to find out how important menopause, birth control and gynaecology priority areas were to them, and what other priorities they may have. We also asked about their experience of using health services, whether in a hospital setting, their local GP or at home, and any problems they may have encountered.

In order to capture this feedback, we produced a survey, available in multiple formats which remained open for several weeks. The Gateshead Cares partners helped promote the survey as well as wider VCSE organisations with community links. In addition, we made use of a range of social media platforms and groups to get the word out to local people. The response was excellent with over one thousand completed surveys for us to dive into as we began to sift and analyse the responses.

It was a fascinating report to produce, with open questions giving respondents the chance to really get their views across. The fifty page final version included four pages of recommendations that tied into the project's aims and hopefully will help to shape its development. Feedback from the Gateshead Cares partners has been very positive and we look forward to keeping track of the Women's Health Hub as it moves forward.

PLANS FOR FUTURE PERIODS

We've had a successful year in developing and broadening our portfolio of work and delivering projects to new organisations and community partners. This work has been both successful and enjoyable and it's something we hope to build on in the year ahead. Key to that is continuing our networking activities with community organisations who are supporting the health and wellbeing of people in our region.

Closer to home, our digital portfolio includes resources for patients and the public that can help them to better understand the NHS as well as key areas of healthcare such as post-natal care. We began to develop this health literacy work under the title English for Health several years ago based on the feedback we were getting about how those with English as an additional language were finding it challenging to navigate healthcare services.

I'm delighted that this work is still bearing fruit and that we still get asked to deliver sessions to groups in Newcastle and Gateshead, making use of the free resources we've developed, thanks to the funding we received from local funders such as LGA Foundation, the Community Foundation Tyne & Wear and Northumberland, as well as national funders such as Big Lottery.

Back in 2022 we reviewed our communications strategy and set some ambitious targets for ourselves. The new strategy was summarised in large graphic poster that we used to monitor our journey towards the goals we had set. A full branding refresh, new website, updated newsletter and training in a suite of communications tools and platforms followed, supported by our excellent communications consultant, Carrie Brookes.

Our Research and Communications Coordinator firmly took the lead in establishing and maintaining a level of communications that we had previously only dreamed of. Our aim over the next twelve months is to ensure we keep delivering at this standard and continue to develop our communications through a range of channels. We believe we produce excellent work, and it's important that we share that alongside the work of the organisations we support.

Although we were originally set up in the late 90's by a group of Newcastle GPs, Involve North East expanded in 2018 to cover Gateshead as well. Now we stretching our wings and delivering projects right across the North east region. Part of our focus for the forthcoming year is to continue this trend and work from Tees Valley up to the Scottish borders, and even across to North Cumbria.

The thread tying all the diverse strands together is community intelligence. As an independent charity, we were set up to meet a community need and that's still our purpose. It's important that we gather community intelligence and use that to focus and direct our work going forward so that we're always meeting the most pressing needs of the people in our local area. This is a changing picture with much more going on than we could fit in here so be sure to check out our website for our latest news and updates.

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**Trustees' Report
For the Year Ended 31 March 2024**

REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Lynda Cox (Chair) Stephen Telford Niamh Storey Neina Sheldon Andrea Fairley Jennifer Johnson Jennifer Harrison (resigned July 2024)
Company secretary	Sandra Lambrou
Chief Executive	AJ White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds 33 The Glebe Morpeth Northumberland NE61 6HW
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

Involve North East
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Trustees' Report
For the Year Ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of seven members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principal role is to:

- Ensure that Involve North East has a clear vision and strategy for the future;
- Support the Chief Executive and staff team;
- Monitor the performance of the organisation against its strategy and plans.

Financial management of the organisation is the responsibility of all trustees, who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

The staff team consists of:

- Chief Executive
- Involvement and Engagement Coordinator
- Research and Communications Coordinator
- Involvement and Engagement Officer

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

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Trustees' Report
For the Year Ended 31 March 2024

Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. Post Covid the decision was taken to adopt a 'hybrid' working model. For part of the week the team are office based and on other days work remotely from home. As well as anti-virus software, each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the NENC ICB's Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involve-ne.org.uk is kept up to date with our latest reports and news. Our team have the necessary skills and experience to carry out updates and add to the website content as our requirements demand. We make use of email newsletters and social media such as X and LinkedIn to promote our work and to highlight forthcoming events and activities. Our digital portfolio includes a bespoke website for online GP registration for students, training and resource videos, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks, and this is reviewed at least twice each year. For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix throughout the year. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of such offers is held alongside the Register of Interests.

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Trustees' Report
For the Year Ended 31 March 2024

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year, the Charity had income of £128,947 (2023: £194,366) and expenditure of £141,878 (2023: £176,703). There was an operating deficit of £12,931 (2023: surplus £17,663).

As at 31 March 2024 the Charity had net assets of £178,024 (2023: £190,955), analysed in the balance sheet set out on page 14.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £91,311. The unrestricted reserves were £178,024 as at 31 March 2024, resulting in a current surplus of £86,713.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS North East and North Cumbria Integrated Care Board (NENC ICB). The charitable company is in the sixth year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service until March 2025, as part of an agreed twelve month extension to the original contract.

Pension

One staff member at Involve North East was a member of the Tyne and Wear Local Government Pension Scheme. A number of years ago the Trustees decided to close this scheme to new applicants. Alternative arrangements for new staff members have been made with the Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 18). This agreement effectively means that the charity has no financial pension risk in the event of closure.

**Involve North East
(A company limited by guarantee)**

**Trustees' Report
For the Year Ended 31 March 2024**

Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on:

and signed on their behalf by:

.....

Lynda Cox
Chair

INVOLVE NORTH EAST

(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2024

I report on the financial statements of Involve North East for the year ended 31 March 2024, which are set out on pages 13 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
33 The Glebe
Morpeth
Northumberland
NE61 6HW
Date:

INVOLVE NORTH EAST

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<u>Income from:</u>					
Charitable activities					
Grants and contracts	6	126,815	-	126,815	193,701
Investments	7	2,132	-	2,132	665
Total income		128,947	-	128,947	194,366
<u>Expenditure on:</u>					
Charitable activities					
Operation of the charity	8	137,878	4,000	141,878	176,703
Total expenditure		137,878	4,000	141,878	176,703
Net income/(expenditure) and net movement of funds		(8,931)	(4,000)	(12,931)	17,663
<u>Reconciliation of funds</u>					
Total funds brought forward		186,955	4,000	190,955	173,292
Total funds carried forward		178,024	-	178,024	190,955

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 15 to 23 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2024

	Notes	£	Total 2024 £	£	Total 2023 £
<u>Fixed assets</u>					
Tangible assets	14		-		69
Total fixed assets			-		69
<u>Current assets</u>					
Debtors	15	11,982		3,745	
Cash at bank and in hand	16	171,211		231,862	
Total current assets		183,193		235,607	
Creditors: amounts falling due within one year	17	(5,169)		(44,721)	
Net current assets			178,024		190,886
Total assets less current liabilities			178,024		190,955
Total net assets or liabilities			178,024		190,955
<u>Funds of the charity</u>					
Unrestricted income funds			178,024		186,955
Restricted income funds			-		4,000
Total funds			178,024		190,955

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 15 to 23 form an integral part of these accounts.

These financial statements were approved by the Board on: _____

and are signed on its behalf by: Lynda Cox
Chair _____

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £178,024 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

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

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

3.6 Interest receivable

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

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
6 Charitable activities				
<u>Income from grants</u>				
English for Health	-	-	-	5,000
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	90,856	-	90,856	156,033
Student GP registration	16,869	-	16,869	19,034
Commissioned activities/training	14,090	-	14,090	8,600
Other	5,000	-	5,000	5,034
	<u>126,815</u>	<u>-</u>	<u>126,815</u>	<u>193,701</u>
7 Income from investments				
Interest - deposits	2,132	-	2,132	665
	<u>2,132</u>	<u>-</u>	<u>2,132</u>	<u>665</u>

Income was £128,947 (2023: £194,366) of which £128,947 was unrestricted or designated (2023: £186,866) and £0 was restricted (2023: £7,500)

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	106,859	-	106,859	130,104
Event costs	653	1,000	1,653	1,679
Staff other costs	1,106	-	1,106	217
Printing, postage, stationery & equipment	1,245	-	1,245	1,281
Insurance	800	-	800	808
Website development	320	-	320	5,150
Legal and professional	8,887	-	8,887	9,407
Marketing and promotion	1,548	3,000	4,548	13,792
<u>Support costs</u>				
Premises costs	6,157	-	6,157	5,947
Staff training costs	999	-	999	268
Equipment	683	-	683	607
IT maintenance and support	3,727	-	3,727	3,169
Communication costs	1,291	-	1,291	1,381
Subscriptions	574	-	574	412
Bank charges	141	-	141	144
Sundries	39	-	39	-
Business development	490	-	490	66
Depreciation	69	-	69	871
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,230	-	1,230	1,230
Annual report and AGM and meeting costs	1,060	-	1,060	170
	<u>137,878</u>	<u>4,000</u>	<u>141,878</u>	<u>176,703</u>

Expenditure on charitable activities was £141,878 (2023: £176,703) of which £137,878 was unrestricted or designated (2023: £173,203) and £4,000 was restricted (2023: £3,500)

9 Fees for examination of the accounts

	2024 £	2023 £
Independent examiner's fees for reporting on the accounts	1,230	1,230
	<u>1,230</u>	<u>1,230</u>

There were no other fees paid to the examiner (2023: £nil)

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

10 Analysis of staff costs and the cost of key management personnel

	2024 £	2023 £
Salaries and wages	93,729	104,943
Social security costs	7,513	9,955
Pension costs (defined contribution pension plan)	5,617	15,206
	106,859	130,104

No employee received remuneration above £60,000 (2023: £nil)

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £20,234. (2023: £18,996)

11 Staff numbers

The average monthly head count was 4 staff (2023: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2024 Number	2023 Number
The parts of the charity in which the employee's work		
Charitable activities	3.2	3.2
	3.2	3.2

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by one trustee.

	2024 £	2023 £
Travel expenses	-	17
Training	25	-
	25	17

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

	Fixture and fittings £	Office equipment £	Total £
14 Tangible fixed assets			
Cost			
Balance brought forward	158	9,546	9,704
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Depreciation			
Basis	SL	SL	
Rate	15%	25%	
Balance brought forward	158	9,477	9,635
Depreciation charge for year	-	69	69
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Net book value			
Brought forward	-	69	69
Carried forward	-	-	-
15 Debtors and prepayments (receivable within 1 year)			
	2024	2023	
	£	£	
Trade debtors	9,010	2,673	
Accrued income	2,500	-	
Prepayments	472	1,072	
	11,982	3,745	
16 Cash at bank and in hand			
	2024	2023	
	£	£	
Short term deposits	134,297	111,003	
Cash at bank and in hand	36,914	120,859	
	171,211	231,862	
17 Creditors and accruals (payable within 1 year)			
	2024	2023	
	£	£	
Trade creditors	215	1,038	
Taxation and social security	2,090	2,389	
Defined benefit pension liability	576	270	
Accruals			
Independent examination of accounts	1,230	1,230	
Other accruals	885	786	
Other creditors	173	39,008	
	5,169	44,721	

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

18 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £1,758 (2023: £9,316). There were 1 (2023: 1) employee participating in the scheme during the year.

An amount of £300 (2023: £nil) was outstanding at the year end.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Pension Trust

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £2,426 (2023: £4,515).

There was no liability due to the pension provider at the 31 March 2024 (2023: £nil).

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,397 (2024: £1,331).

There was a liability of £276 due to the pension provider at the 31 March 2024 (2023: £270).

19 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

20 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	186,955	128,947	(137,878)	-	178,024
Totals	186,955	128,947	(137,878)	-	178,024

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
English for Health	3,000	-	(3,000)	-	-
North East and North Cumbria Integrated Care Board (NENC ICB)	1,000	-	(1,000)	-	-
Totals	4,000	-	(4,000)	-	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

English for Health	Health literacy support for those who don't have English as a first language.
North East and North Cumbria Integrated Care Board (NENC ICB)	Reimbursement for third party delivery of focus groups.

21 Capital commitments

As at 31 March 2024, the charity had no capital commitments (2023 -£nil)

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

22 Analysis of net assets between funds 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	-	-	-
Cash at bank and in hand	171,211	-	171,211
Other net current assets/(liabilities)	6,813	-	6,813
	<u>178,024</u>	<u>-</u>	<u>178,024</u>

Analysis of net assets between funds 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Tangible fixed assets	69	-	69
Cash at bank and in hand	227,862	4,000	231,862
Other net current assets/(liabilities)	(40,976)	-	(40,976)
	<u>186,955</u>	<u>4,000</u>	<u>190,955</u>

INVOLVE NORTH EAST

England & Wales - Charity number 1116182

Accounts

INVOLVE NORTH EAST

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2023

**Charity Number 1116182
Company number 05899382**

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2023

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2023.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Over recent years we have made increasing use of digital technologies and online media to achieve our objectives, for example through projects such as English for Health and Student GP Registration.

Public benefit

Since February 2022, we have adopted a hybrid work model i.e. staff work both in the office and at home throughout the week. This trend has impacted our work in other ways as many organisations now do the same, meaning meetings and groups also follow a hybrid model. Through a mixture of face-to-face and online meetings, digital platforms and the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2023

INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS North East & North Cumbria Integrated Care Board (NENC ICB) Newcastle and Gateshead Place, we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Key figures



Introduction

Without doubt one of the most notable factors in our work over 2022-23 was the high level of demand for our services. It is clear that many clinical leads and senior managers with the Newcastle Gateshead ICB area had put engagement on hold during lockdown, and now wanted that engagement to move forward. To put that in context, we completed fifty percent more projects last year than the year previous. That required a tremendous effort from the team but the best was yet to come.

Towards the end of 2022 we received word that Newcastle Place were planning a large-scale review of their Urgent Care services. You can read all about the project itself in the pages following but in summary, the project took over seven months and incorporated feedback from around 1,300 individuals including the public and NHS staff. The report is still in draft format whilst public feedback is being gathered but watch out for the final version on our website and North East and North Cumbria Integrated Care Board's website.

Highlights of the year's activities

Below are just a few of the headline projects we've undertaken over the last twelve months that give a

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2023

flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

Newcastle Urgent Care Review

The North East and North Cumbria (NENC) Integrated Care Board (ICB) is responsible for ensuring that high quality and safe health services are accessible to all our communities. As part of their commitment to putting patients at the heart of their services, a review was commissioned of urgent care services across Newcastle looking at data analysis, workforce, contracts, finance, and patient, carer and public experience.

For the purposes of the review, urgent care was defined as: "When you suddenly become unwell and need to see a health professional the same day, but it is not an emergency or immediately life threatening."

In conjunction with Healthwatch and The Health and Racial Equalities Forum (HAREF), we were asked to gather feedback on people's experiences of accessing urgent care, including Urgent Treatment Centres (UTCs). The aim was to better understand how they can be improved to meet the needs of users within the resources available.

A listening exercise began at the end of January 2023 which included online and on-street surveys with the public, drop-ins at UTCs, focus groups, public consultation events, a staff survey and sense-checking exercise. We were responsible for analysing the feedback from over 1,200 members of the public and almost sixty staff. The final report we produced was comprehensive and one of the most detailed pieces of work we have ever produced.

Although there isn't space here to summarise more than a fraction of the findings, we can pick out a few themes. In general, the public and even some staff felt they would benefit from clear, jargon-free information about exactly what urgent care includes and what it does not. This would help people to know which service is right for them, reducing the need to be redirected.

The majority of participants who had used urgent care services had done so for illness rather than injury. Ease of access was an important factor for many in terms of location, parking and proximity to public transport.

Most patients attended urgent care after being referred by a healthcare professional, but a minority had turned up as a first resort. The certainty of being by someone that day was an incentive for some. Others lacked confidence in getting timely help through other means or were concerned their condition might deteriorate and were unwilling to wait.

Overall, there was strong evidence of positive experiences of urgent care services in Newcastle from both respondents and staff although around half of participants did identify areas where improvements could be made. Top of their list was waiting times, but many did qualify that by saying they understood that healthcare systems across the NHS have been under pressure for some time.

**Involve North East
(A company limited by guarantee)**

**Trustees' Report
For the Year Ended 31 March 2023**

Our full report will be available on NENC ICB's website once public feedback on the draft report has been integrated.

Supporting Autism

According to the National Autistic Society, Autism is a lifelong developmental disability which affects how people communicate and interact with the world. More than one in 100 people are on the autism spectrum and there are around 700,000 autistic adults and children in the UK. As part of the Community Mental Health Transformation programme in Gateshead, INE were asked to carry out a comprehensive review of the services available in the borough to support those with autism.

Between October and December 2022 Involve North East spoke to a range of stakeholders to understand what is working within autism services and if there any areas for improvement. We also reviewed the use of the Gateshead Autism Information Hub to find out what impact it has, what gaps exist, if there are any barriers and how the support relates to autistic adults.

We tailored our approach to engagement of the different stakeholder groups based on the advice from people who work closely with them. The groups included parents/carers of autistic children and young people, autistic adults, volunteers at the Hub, and professionals working with autistic children, young people and adults. Techniques used included online and face-to-face questionnaires, focus groups and interviews, engaging with 101 people.

We found there was some awareness of local resources amongst parents/carers and adults with autism. The resources were generally identified as being of high quality amongst all stakeholders. Improvements identified were more awareness raising needed of these resources to reach those who hadn't heard of them. Professionals felt there are not enough services to meet local need and highlighted gaps. This was also evidenced in the parent/carer survey where they felt support was limited, particularly after diagnosis, also echoed by autistic adults.

The Hub was highlighted as a valued local resource and the first port of call after GPs for parents/carers when seeking support. Improvements for the Hub recommended were raising awareness of its existence in particular with autistic adults, increasing support to meet demand, looking at the accessibility of the centre with reference to session times, location, and other barriers to attending.

Our report made recommendations including raising awareness of local information and resources, improving accessibility and increasing the current provision, improvements to the Hub and providing additional support around diagnosis. The findings of the exercise will be used to help inform the future commissioning of autism services.

Making Digital Inclusive

For many of us the internet has become part of our everyday lives. Websites, social media, apps and digital tools span our lives from work to leisure, finance, travel and entertainment. They seem to be everywhere and at times it can be hard to imagine how we ever lived without them. Hardly a week goes by without

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some new technological advance or development being announced and as soon as we feel comfortable with the way things are, they change.

But the internet hasn't been around forever. If you're a millennial, you probably can't remember a time before the online revolution but if you're a baby boomer, you grew up in a world of pre-decimal currency, imperial units of measurement and rotary dial telephones. Virtually no one had a home computer until the 1980's and the internet didn't come along until the mid-nineties.

It's no surprise then that there are still plenty of people who don't regularly use online services or don't know how. And let's not forget, the internet isn't free. The cost of equipment and broadband access is prohibitive for some households; they simply can't afford smart phones or laptops.

The NHS is committed to digitally enabled care, so there is a need to consider how to make healthcare services available online for those who want and need that form of access, without excluding others.

In order to inform the development of digital services in the future, we were asked to gather feedback from patients of the Gateshead Outer West Primary Care Network (PCN). Our survey covered everything from booking an appointment to online consultations, extended access and home health checks. Over 470 people shared their views and we were able to map these against demographics and the types of internet users in the area. We found that although four-in-five patients use online services or apps in their daily lives, use declines with age and disability, reflecting national patterns. One-in-five patients rarely or never go online and this supports Internet User Classification data which identifies passive and uncommitted users and e-Withdrawn groups (opting out of online engagement for economic reasons) within Outer West Gateshead.

Based on the detailed feedback captured in our report, we were able to make seventeen key recommendations across half a dozen categories. It is hoped that the measures suggested will help to create a digitally inclusive future for residents in the area, regardless of their age, background or level of ability. The lessons learned can then be rolled out to other parts of the borough and potentially beyond.

PLANS FOR FUTURE PERIODS

Supported by our Enterprise Group and its ongoing work, our 2021 Planning Day sowed the seeds for the future of INE and in 2022 those seeds took root in a number of new and exciting areas for development. Leading the way is our English for Health project, highlighting our commitment to ensuring equal access for all to healthcare services. Based on live data and current research we determined that refugees, migrants and asylum seekers – anyone who doesn't have English as a first language – were at risk of missing out on vital postnatal care support.

With funding support gratefully received from the LGA Foundation, we have been working to produce dynamic teaching resources for new and expectant mums. The information provided has been duplicated into workbooks written accessibly in English for Speakers of Other Languages (ESOL). We have been in contact with local community groups and will be delivering a number of information sessions across the area as well as making sure all of the materials are available online, free of charge.

Going back to our roots, INE was founded out of a passion for ensuring healthcare equity across our region. To better understand the challenges and issues affecting our communities we wanted to develop our own research, exploring the topics where we felt there was a lack of up-to-date community data. Rather than carry this out in isolation, we have made a number of links with local universities, and are exploring opportunities to create some valuable independent reports of our own.

Lastly, as we continue to develop our portfolio of innovative digital solutions, we are exploring ways in which we can develop an involvement resource for anyone involved in the field to come together and access. How this will take shape is still under discussion, but we're excited to get round the table with experts and partners and work out what the perfect solution might be.

When we add that into our current healthcare research and training, these plans combine a mixture of aspiration and challenge that set ambitious goals for us going forward.

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REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Frances Blackburn (Chair, Resigned 17/11/22) Lynda Cox (Deputy Chair, Appointed Chair 17/11/22) Stephen Telford Niamh Storey Neina Sheldon Andrea Fairley (née McGrattan until 14/05/22) Jennifer Johnson Jennifer Harrison
Company secretary	Sandra Lambrou
Chief Executive	Andrew White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds 33 The Glebe Stannington Morpeth Northumberland NE61 6HW
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of seven members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principal role is to:

- Ensure that Involve North East has a clear vision and strategy for the future
- Support the Chief Executive and staff team
- Monitor the performance of the organisation against its strategy and plans

Financial management of the organisation is the responsibility of all trustees, who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

The staff team consists of:

- Chief Executive
- Involvement and Engagement Coordinator
- Research and Communications Coordinator
- Involvement and Engagement Officer

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

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Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. Post Covid the decision was taken to adopt a 'hybrid' working model. For part of the week the team are office based and on other days work remotely from home. As well as anti-virus software, each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the NENC ICB's Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involve.org.uk is kept up to date with our latest reports and news. Our team have the necessary skills and experience to carry out updates and add to the website content as our requirements demand. We make use of email newsletters and social media such as Twitter and LinkedIn to promote our work and to highlight forthcoming events and activities. Our digital portfolio includes a bespoke website for online GP registration for students, training and resource videos, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks. From this a risk matrix diagram is produced.

For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix throughout the year. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of

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Trustees' Report
For the Year Ended 31 March 2023

such offers is held alongside the Register of Interests.

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £194,366 (2022: £180,112) and expenditure of £176,703 (2022: £145,624). There was an operating surplus of £17,663 (2022: surplus £34,489).

At 31 March 2023 the Charity had net assets of £190,955 (2022: £173,291), analysed in the balance sheet set out on page 14.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £101,488. The unrestricted reserves were £186,955 at 31 March 2023, resulting in a current surplus of £85,467.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS Newcastle Gateshead Clinical Commissioning Group (now NENC ICB). The charitable company is in the fourth year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service until March 2023, as part of an agreed twelve month extension to the original contract.

Pension

One staff member at Involve North East was a member of the Tyne and Wear Local Government Pension Scheme. A number of years ago the Trustees decided to close this scheme to new applicants. Alternative arrangements for new staff members have been made with the Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 18). This agreement effectively means that the charity has no financial pension risk in the event of closure.

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**Trustees' Report
For the Year Ended 31 March 2023**

Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on: 21 September 2023 and signed on their behalf by:

Lynda Cox

Lynda Cox
Chair

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2023

I report on the financial statements of Involve North East for the year ended 31 March 2023, which are set out on pages 13 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
33 The Glebe
Morpeth
Northumberland
NE61 6HW
Date: 21 September 2023



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<u>Income from:</u>					
Charitable activities					
Grants and contracts	6	186,201	7,500	193,701	180,066
Investments	7	665	-	665	46
Total income		186,866	7,500	194,366	180,112
<u>Expenditure on:</u>					
Charitable activities					
Operation of the charity	8	173,203	3,500	176,703	145,623
Total expenditure		173,203	3,500	176,703	145,623
Net income/(expenditure) and net movement of funds		13,663	4,000	17,663	34,489
<u>Reconciliation of funds</u>					
Total funds brought forward		173,292	-	173,292	138,804
Total funds carried forward		186,955	4,000	190,955	173,293

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 15 to 23 form an integral part of these accounts.

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Charity Number 1116182

Company Number 05899382

BALANCE SHEET

As at 31 March 2023

	Notes	£	Total 2023 £	£	Total 2022 £
<u>Fixed assets</u>					
Tangible assets	14		69		940
Total fixed assets			69		940
<u>Current assets</u>					
Debtors	15	3,745		2,055	
Cash at bank and in hand	16	231,862		178,811	
Total current assets		235,607		180,866	
Creditors: amounts falling due within one year	17	(44,721)		(8,513)	
Net current assets			190,886		172,353
Total assets less current liabilities			190,955		173,293
Total net assets or liabilities			190,955		173,293
<u>Funds of the charity</u>					
Unrestricted income funds			186,955		173,292
Restricted income funds			4,000		-
Total funds			190,955		173,292

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 15 to 23 form an integral part of these accounts.

These financial statements were approved by the Board on: 21 September 2023

and are signed on its behalf by:

Lynda Cox
Chair

Lynda Cox

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £186,955 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

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

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

3.6 Interest receivable

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

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
6 Charitable activities				
<u>Income from grants</u>				
English for Health	-	5,000	5,000	-
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	156,033	-	156,033	156,033
Student GP registration	19,034	-	19,034	20,033
Commissioned activities/training	6,100	2,500	8,600	-
Other	5,034	-	5,034	4,000
	<u>186,201</u>	<u>7,500</u>	<u>193,701</u>	<u>180,066</u>
7 Income from investments				
Interest - deposits	665	-	665	46
	<u>665</u>	<u>-</u>	<u>665</u>	<u>46</u>

Income was £194,366 (2022: £180,112) of which £186,866 was unrestricted or designated (2022: £180,112) and £7,500 was restricted (2022: £0)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	130,104	-	130,104	114,016
Event costs	179	1,500	1,679	36
Staff other costs	217	-	217	723
Printing, postage, stationery & equipment	1,281	-	1,281	207
Insurance	808	-	808	687
Website development	5,150	-	5,150	-
Legal and professional	9,407	-	9,407	9,065
Marketing and promotion	11,792	2,000	13,792	2,850
<u>Support costs</u>				
Premises costs	5,947	-	5,947	5,553
Staff training costs	268	-	268	1,182
Equipment	607	-	607	1,272
IT maintenance and support	3,169	-	3,169	3,065
Communication costs	1,381	-	1,381	1,117
Subscriptions	412	-	412	511
Bank charges	144	-	144	148
Business development	66	-	66	181
Depreciation	871	-	871	891
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,230	-	1,230	1,572
Annual report and AGM and meeting costs	170	-	170	2,547
	<u>173,203</u>	<u>3,500</u>	<u>176,703</u>	<u>145,623</u>

Expenditure on charitable activities was £176,703 (2022: £145,624) of which £173,203 was unrestricted or designated (2022: £145,624) and £3,500 was restricted (2022: £0)

9 Fees for examination of the accounts

	2023 £	2022 £
Independent examiner's fees for reporting on the accounts	1,230	1,572
Other accountancy services paid to the examiner	-	370
	<u>1,230</u>	<u>1,942</u>

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

10 Analysis of staff costs and the cost of key management personnel

	2023 £	2022 £
Salaries and wages	104,943	90,253
Social security costs	9,955	7,641
Pension costs (defined contribution pension plan)	15,206	16,122
	130,104	114,016

No employee received remuneration above £60,000 (2022: £nil)

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £20,327. (2022: £19,305)

11 Staff numbers

The average monthly head count was 4 staff (2022: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2023 Number	2022 Number
The parts of the charity in which the employee's work		
Charitable activities	3.2	3.8
	3.2	3.8

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by one trustee.

	2023 £	2022 £
Travel expenses	17	-
	17	-

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

14 Tangible fixed assets	Fixture and fittings	Office equipment	Total
	£	£	£
Cost			
Balance brought forward	158	9,546	9,704
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Depreciation			
Basis	SL	SL	
Rate	15%	25%	
Balance brought forward	158	8,606	8,764
Depreciation charge for year	-	871	871
Disposals	-	-	-
Balance carried forward	158	9,477	9,635
Net book value			
Brought forward	-	940	940
Carried forward	-	69	69
15 Debtors and prepayments (receivable within 1 year)	2023	2022	
	£	£	
Trade debtors	2,673	822	
Prepayments	1,072	1,233	
	3,745	2,055	
16 Cash at bank and in hand	2023	2022	
	£	£	
Short term deposits	111,003	110,395	
Cash at bank and in hand	120,859	68,416	
	231,862	178,811	
17 Creditors and accruals (payable within 1 year)	2023	2022	
	£	£	
Trade creditors	1,038	3,617	
Taxation and social security	2,389	2,220	
Defined benefit pension liability	270	1,104	
Accruals			
Independent examination of accounts	1,230	1,572	
Other accruals	786	-	
Other creditors	39,008	-	
	44,721	8,513	

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

18 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £9,316 (2022: £12,142). There were 1 (2022: 1) employee participating in the scheme during the year.

An amount of £nil (2022: £879) was outstanding at the year end.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Pension Trust

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £4,515 (2022: £2,683).

There was no liability due to the pension provider at the 31 March 2023 (2022: £nil).

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,331 (2022: £1,224).

There was a liability of £270 due to the pension provider at the 31 March 2023 (2022: £226).

19 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

20 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	173,292	186,866	(173,203)	-	186,955
Totals	173,292	186,866	(173,203)	-	186,955

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
English for Health	-	5,000	(2,000)	-	3,000
North East and North Cumbria Integrated Care Board (NENC ICB)	-	2,500	(1,500)	-	1,000
Totals	-	7,500	(3,500)	-	4,000

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

English for Health

Health literacy support for those who don't have English as a first language.

North East and North Cumbria
Integrated Care Board (NENC
ICB)

Reimbursement for third party delivery of focus groups.

21 Capital commitments

As at 31 March 2023, the charity had no capital commitments (2022 -£nil)

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Tangible fixed assets	69	-	69
Cash at bank and in hand	227,862	4,000	231,862
Other net current assets/(liabilities)	(40,976)	-	(40,976)
	<u>186,955</u>	<u>4,000</u>	<u>190,955</u>

1 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Tangible fixed assets	940	-	940
Cash at bank and in hand	178,811	-	178,811
Other net current assets/(liabilities)	(6,459)	-	(6,459)
	<u>173,292</u>	<u>-</u>	<u>173,292</u>

INVOLVE NORTH EAST

England & Wales - Charity number 1116182

Accounts

INVOLVE NORTH EAST

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2022

Charity Number 1116182
Company number 05899382

INVOLVE NORTH EAST
(A company limited by guarantee)

TRUSTEES' REPORT
For the year ended 31 March 2022

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Since March 2020 we have made increasing use of digital technologies and online media to achieve our objectives.

Public benefit

The last twelve months have seen a gradual return to face-to-face meetings and focus groups, although many people now make use of online meeting platforms as standard. This may be partly due to convenience but it may also point to a fear of contracting Covid, which is still very much with us. We have continued to adapt our working practices, making use of a range of communication channels. Through a mixture of face-to-face and online meetings, digital platforms and the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

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TRUSTEES' REPORT
For the year ended 31 March 2022

INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS Newcastle and Gateshead Clinical Commissioning Group (NGCCG – now restructured as part of North East & North Cumbria ICS) we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Introduction

Carrying out meaningful engagement work remotely has been a challenge and a return to face-to-face contact has been very welcome. Emerging from lockdown, we have added a range of digital tools to our toolbox, helping us reach and interact with more people than ever. We have been invited to turn up to groups and to jump into Zoom meetings with groups of service users interchangeably and this would not have been the case pre-Covid where all local groups met face-to-face with no online meeting provision.

We had predicted that as life and services return to normal, much work would need to be carried out to assess not only the physical health impacts of the last two years but the mental health impact as well, and we were proved right. A significantly higher proportion of our work over the last year has focused on mental health issues across a range of target audiences. In addition to this we have seen a uptick in Children's and Young People's engagement work, which has been very positive.

Throughout this period, as a legacy from lockdown, the team have worked very closely and supportively with each other. There has been a consistently high standard to the research we have conducted and this has been remarked upon by our partners and commissioners:

'It's been an absolute pleasure working with Jen, Leah and Lauren at Involve North East over the last year. Undertaking engagement activities during the pandemic has been a challenge, but with their input, we have been able to continue to both hear and act upon the views, ambitions and values of our communities across the Gateshead place footprint.' Jake Turnbull, Patient and Public Engagement & Community Involvement Lead (Gateshead), North East & North Cumbria Integrated Care Board

'INE have always been a fantastic support to the practice. The team members we work with are helpful and always keen to listen or share new ideas.' Cheryl Mooney, Practice Manager, Newcastle Medical Centre

Key figures



Highlights of the year's activities

Below are just a few of the headline projects we've undertaken over the last twelve months that give a flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

Same day access

As the first port of call for the majority of people seeking health advice or treatment, GP appointments are always in high demand. 2021 saw an increase in demand across the country with appointments in December up 20% on 2019 levels*. Reasons for this include patients making appointments they'd put off the previous year and repeat appointments for patients waiting for referral to hospital. This demand occurred whilst GP practices were tied up delivering COVID vaccinations and GP numbers are in decline, resulting in huge pressure on the service.

Newcastle Gateshead Clinical Commissioning Group (NGCCG) wanted to understand whether there was anything it could do to improve access to same day appointments at GP practices and relieve pressure on the system. Ahead of any changes it sought to gather patient experience and understand how practices were managing demand for appointments.

'Same day appointments' refer to when a patient contacts their GP practice to get an appointment for that day. This could be to speak to a GP, nurse, or other health professional, either in-person, online or over the telephone.

Involve North East (INE) gathered the experiences of patients and practices across Newcastle and Gateshead via online and paper-based questionnaires. Due to social distancing measures no face-to-face methods were possible.

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TRUSTEES' REPORT
For the year ended 31 March 2022

Over 2,100 patients shared their views on:

- how and why they used same day appointments
- their experiences and satisfaction with accessing appointments
- their knowledge and awareness of the purpose of same day appointments
- alternative services to use for urgent health care.

They also provided a range of suggestions around how to improve access to appointments.

Practices were asked about how their telephone systems work in terms of queuing and messages, how and what they tell patients when there are no more appointments left that day and also what support they might need from NGCCG to help improve access to appointments at their practice.

At the time of writing, the report had not been finalised so unfortunately, we can't share the specific findings yet, but feedback from patients and practices was rich and revealing and based upon it we have made 24 recommendations for NGCCG to consider. We are hopeful that this will result in an improved patient experience and reduced pressures on GP practices in Newcastle and Gateshead.

*Source: Appointments in General Practice, NHS Digital

Health and Care Planning

In the early spring of 2022, INE were asked to carry out research aimed at informing the new Health and Care Plan under development by Gateshead Cares, a partnership of local NHS providers, Gateshead Council, and voluntary sector partners.

To help inform the Plan, Gateshead's residents and organisations operating within the local area were invited to share their experiences of health and social care services – what works well and what could be better. They were also asked what they feel are the key challenges facing health and social care in Gateshead in the coming years and what the priority areas for next year should be.

Despite only having a small time-frame for responses, due the efforts of partners on all sides to promote our survey, we received almost 200 responses. People told us they felt local healthcare providers had responded really well to the pandemic. Although there was some understandable frustration at the challenges experienced in accessing GP appointments, many felt that telephone and online appointments were helpful alternatives and should be kept as options going forward.

In general, staff were praised for their hard work, commitment and efficiency but there was concern that reducing budgets might have an impact on recruiting and retaining the best talent. People were concerned that Covid brought with it a range of socio-economic hardships that could impact communities and people's mental health for years to come. This was seen by most as a priority area for the new plan to focus on.

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TRUSTEES' REPORT
For the year ended 31 March 2022

Other areas that people felt passionately about included: support for families and young people, especially those with additional needs; getting waiting times down for those whose treatment had been put on hold during Covid; and, importantly, more joined-up working between agencies to ensure maximum efficiency and speed in delivering much needed services.

As a report, this one elicited a lot of highly insightful and thoughtful comments. It was a piece of work that people used to engage positively with in sharing helpful and practical ideas. This made the work of data analysis and structuring the report both rewarding and interesting from our end. The positive feedback we received for this piece of work was very welcome but as ever it was thanks to a great team effort from our partners right from the start.

Young People's Health Resource

The Children, Young People & Families Team in Gateshead has been developing a Young People's Resource for anyone aged 13 to 25. The aim was to create a booklet containing advice and information around topics such as mental health, body image, weight difficulties, bullying, smoking, sexual exploitation, and drugs & alcohol.

The development of this resource was driven by young people and some of the previous engagement activities in 2021 explored the content they would like to see included. They also provided feedback on its format and some ideas around what it could be called. From this information mock-ups of the front cover, including a name, strapline and images were developed. INE were asked to gather feedback from young people on these mock-ups to help refine options down to a final selection that would be taken forward.

Making use of our networks and contacts six focus groups were arranged to with a diverse range of young people, including those from communities that are often marginalised. We went along with a series of questions and samples for the participants engage with through interactive activities and group discussions. What was surprising was just how much detail they were able to provide in their comments and assessment of each aspect of the design. These included most being in favour of the NHS logo on the front so people knew it came from a trusted source but also comments about making it discreet so that it wouldn't attract the attention of carers who might not support its use.

We were able to compile all of the feedback into a short, focused report, packed with useful and thoughtful information. There's no doubt that if this had been produced from the top down, it would have missed the mark. The fact that it has been driven by young people and that every aspect of its design has been influenced by them says a lot for the care commissioners take to make sure everyone in the community has support and resources tailored for them, regardless of, in this case, their age.

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TRUSTEES' REPORT
For the year ended 31 March 2022

PLANS FOR FUTURE PERIODS

Much of our planning has been driven by the work of our Enterprise Group. Established prior to our last Board and Team Away Day and led by our Deputy Chair, the Enterprise Group was set up to ensure that actions and ideas from that away day were captured, planned appropriately and acted upon. Comprising staff and trustees, this group meets regularly to set timescales and check on progress with our various enterprising ideas, each of which has been ranked in terms of priority.

One fundamental aspect that emerged as underpinning much of our enterprise planning was the need to improve our external communications. A communications professional was appointed to help us clarify our organisational needs and to support us in carrying them out. This process led in the first instance to a visual communications strategy which illustrates graphically our aims, target audiences, key messages and the steps we need to take.

Other plans which are underway include the development of a new website and project ideas that build on our exiting digital portfolio. First up amongst the latter is our plan to extend and develop our highly successful English for Health series. These videos and teaching resources, developed last year, were widely shared and gained much positive feedback. Now, following research, the spotlight has fallen on key areas for further development such as post-natal care and support.

Once again we will be using digital media to share information on this subject with groups of participants face-to-face and online. In addition we will be making use of our YouTube and Vimeo channels to promote and share these resources more widely as a standalone and a legacy from this important project.

Our other plans involve focussing on our own research and developing resources which enable and support the sharing of engagement activities across networks. Once again, digital innovation will be at the heart of everything we do but our driver remains the promotion of the good health of the people of Newcastle, Gateshead and the North East region.

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2022

REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Frances Blackburn (Chair) Lynda Cox (Deputy Chair) Stephen Telford Niamh Storey Neina Sheldon Andrea McGrattan Jennifer Johnson Jennifer Harrison
Company secretary	Sandra Lambrou
Chief Executive	Andrew White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds Connected Voice Business Services Ltd Higham House Higham Place Newcastle upon Tyne NE1 8AF
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of eight members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principle role is to:

- Ensure that Involve North East has a clear vision and strategy for the future
- Support the Chief Executive and staff team
- Monitor the performance of the organisation against its strategy and plans

Financial management of the organisation is considered to be the responsibility of all trustees who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

The staff team consists of:

- Chief Executive
- Involvement and Engagement Coordinator
- Research and Communications Coordinator
- Involvement and Engagement Officer

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. During the lockdown, each member of the team has been working from home and have been supported in the creation of a suitable 'home office'. Each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the CCG's (now NENC ICB's) Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involve.org.uk is kept up to date with our latest reports and news. Our team have the necessary skills and experience to carry out updates and add to the website content as our requirements demand. We make use of email newsletters and social media such as Twitter and LinkedIn to promote our work and to highlight forthcoming events and activities. Our digital portfolio includes a bespoke website for online GP registration for students, training and resource videos, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks. From this a risk matrix diagram is produced.

For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix throughout the year. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of such offers is held alongside the Register of Interests.

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2022

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £180,112 (2021: £171,101) and expenditure of £145,624 (2021: £153,881). There was an operating surplus of £34,488 (2021: surplus £17,220).

At 31 March 2021 the Charity had net assets of £173,291 (2021: £138,803), analysed in the balance sheet set out on page 14.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £101,488. The unrestricted reserves were £173,292 at 31 March 2022, resulting in a current surplus of £71,804.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS Newcastle Gateshead Clinical Commissioning Group (now NENC ICB). The charitable company is in the fourth year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service until March 2023, as part of an agreed twelve month extension to the original contract.

Pension

One employee at Involve North East remains a member of the Tyne and Wear Local Government Pension Scheme. However, a number of years ago the Trustees decided, in light of increased liabilities, to close this scheme to new applicants. Alternative arrangements for new staff members have been made with the Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 18). This agreement effectively means that the charity has no financial pension risk in the event of closure.

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2022

Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on 17th November 2022 and signed on their behalf by:

.....
Frances Blackburn
Chair

INVOLVE NORTH EAST

(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2022

I report on the financial statements of Involve North East for the year ended 31 March 2022, which are set out on pages 13 to 22.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
Connected Voice Business Services Ltd
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date:

INVOLVE NORTH EAST

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:					
Charitable activities					
Grants and contracts	6	180,066	-	180,066	171,051
Investments	7	46	-	46	50
Total income		180,112	-	180,112	171,101
Expenditure on:					
Charitable activities					
Operation of the charity	8	145,624	-	145,624	153,881
Total expenditure		145,624	-	145,624	153,881
Net income/(expenditure) and net movement of funds		34,488	-	34,488	17,220
Reconciliation of funds					
Total funds brought forward		138,804	-	138,804	121,584
Total funds carried forward		173,292	-	173,292	138,804

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 15 to 22 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2022

	Notes	£	Total 2022 £	£	Total 2021 £
Fixed assets					
Tangible assets	14		940		1,831
Total fixed assets			940		1,831
Current assets					
Debtors	15	2,055		1,746	
Cash at bank and in hand	16	178,811		142,983	
Total current assets		180,866		144,729	
Creditors: amounts falling due within one year	17	(8,513)		(7,756)	
Net current assets			172,353		136,973
Total assets less current liabilities			173,292		138,804
Total net assets or liabilities			173,292		138,804
Funds of the charity					
Unrestricted income funds			173,292		138,804
Restricted income funds			-		-
Total funds			173,292		138,804

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 15 to 22 form an integral part of these accounts.

These financial statements were approved by the Board on:

and are signed on its behalf by: Frances Blackburn
Chair

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end £173,292 of and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic and its aftermath, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

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

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

3.6 Interest receivable

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

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
6 Charitable activities				
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	156,033	-	156,033	156,033
Student GP registration	20,033	-	20,033	9,253
Commissioned activities/training		-	-	926
Other	4,000	-	4,000	4,839
	<u>180,066</u>	<u>-</u>	<u>180,066</u>	<u>171,051</u>
7 Income from investments				
Interest - deposits	46	-	46	50
	<u>46</u>	<u>-</u>	<u>46</u>	<u>50</u>

Income was £180,112 (2021: £171,099) of which £180,112 was unrestricted or designated (2021: £171,099) and £nil was restricted (2021: £nil).

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	114,016	-	114,016	114,581
Event costs	36	-	36	14,503
Staff other costs	723	-	723	-
Printing, postage, stationery & equipment	207	-	207	465
Insurance	687	-	687	561
Legal and professional	9,065	-	9,065	5,605
<u>Support costs</u>				
Premises costs	5,554	-	5,554	5,360
Staff Training and Development	1,182	-	1,182	102
Equipment	1,272	-	1,272	-
IT maintenance and support	3,065	-	3,065	2,591
Communication costs	1,117	-	1,117	967
Subscriptions	511	-	511	70
Bank charges	148	-	148	134
Business development	181	-	181	3,174
Marketing and Promotion	2,850	-	2,850	-
Disposal of assets	-	-	-	553
Depreciation	891	-	891	2,241
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,572	-	1,572	1,572
Annual report and AGM	2,547	-	2,547	1,402
	<u>145,624</u>	<u>-</u>	<u>145,624</u>	<u>153,881</u>

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of expenditure on charitable activities continued

Expenditure on charitable activities was £145,624 (2021: £153,880) of which £145,624 was unrestricted or designated (2021: £139,880) and £0 was restricted (2021: £14,000).

9 Fees for examination of the accounts

	2022 £	2021 £
Independent examiner's fees for reporting on the accounts	1,572	1,572
Other accountancy services paid to the examiner	370	370
	<u>1,942</u>	<u>1,942</u>

10 Analysis of staff costs and the cost of key management personnel

	2022 £	2021 £
Salaries and wages	90,253	88,669
Social security costs	7,641	7,086
Pension costs (defined contribution pension plan)	16,122	21,748
	<u>114,016</u>	<u>117,503</u>

No employee received remuneration above £60,000 (2021: nil).

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £19,305 (2021: £19,048).

11 Staff numbers

The average monthly head count was 4 staff (2021: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2022 Number	2021 Number
The parts of the charity in which the employee's work		
Charitable activities	3.8	3.8
Governance	0.2	0.2
	<u>4.0</u>	<u>4.0</u>

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

14 Tangible fixed assets

Cost

Balance brought forward

Additions

Disposals

Balance carried forward

Depreciation

Basis

Rate

Balance brought forward

Depreciation charge for year

Disposals

Balance carried forward

Net book value

Brought forward

Carried forward

	Fixture and fittings £	Office equipment £	Total £
	158	9,546	9,704
	-	-	-
	-	-	-
	158	9,546	9,704
	SL	SL	
	15%	25%	
	138	7,735	7,873
	20	871	891
	-	-	-
	158	8,606	8,764
	20	1,811	1,831
	-	940	940

15 Debtors and prepayments (receivable within 1 year)

	2022 £	2021 £
Trade debtors	822	674
Prepayments	1,233	1,072
	2,055	1,746

16 Cash at bank and in hand

	2022 £	2021 £
Short term deposits	110,395	90,349
Cash at bank and in hand	68,416	52,634
	178,811	142,983

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

17 Creditors and accruals (payable within 1 year)

	2022 £	2021 £
Trade creditors	3,617	2,718
Taxation and social security	2,220	1,094
Defined benefit pension liability	1,104	2,372
Accruals		
Independent examination of accounts	1,572	1,572
	8,513	7,756

18 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £12,142 (2021: £19,573). There were 1 (2021: 2) employees participating in the scheme during the year. An amount of £879 (2021: £1,631) was outstanding at the year end.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,298 (2021: £1,224).

There was a liability of £226 due to the pension provider at the 31 March 2022 (2021: £228)

The Pension Trust

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £2,683 (2021: £nil).

There was a liability of £nil due to the pension provider at the 31 March 2022 (2021: £nil)

19 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

20 Analysis of charitable funds**Analysis of movements in unrestricted funds****For the year ended 31 March 2022**

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	138,804	180,112	(145,624)	-	173,292
Totals	138,804	180,112	(145,624)	-	173,292

For the year ended 31 March 2021

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	107,584	171,101	(139,881)	-	138,804
Totals	107,584	171,101	(139,881)	-	138,804

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

Analysis of movement in restricted funds**For the year ended 31 March 2022**

There was no income or expenditure relating to restricted funds

For the year ended 31 March 2021

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Restricted funds					
Awards for All	10,000	-	(10,000)	-	-
Community Foundation	4,000	-	(4,000)	-	-
Totals	14,000	-	(14,000)	-	-

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

20 Analysis of charitable funds (continued)

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Awards for All	To fund the project English for Health, teaching non English speakers how to access the health service.
Community Foundation	To fund the project English for Health, teaching non English speakers how to access the health service.

21 Capital commitments

As at 31 March 2022, the charity had no capital commitments (2021 -£nil).

22 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Tangible fixed assets	940	-	940
Cash at bank and in hand	178,811	-	178,811
Other net current assets/(liabilities)	(6,458)	-	(6,458)
	<u>173,292</u>	<u>-</u>	<u>173,292</u>

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Tangible fixed assets	1,831	-	1,831
Cash at bank and in hand	142,983	-	142,983
Other net current assets/(liabilities)	(6,010)	-	(6,010)
	<u>138,804</u>	<u>-</u>	<u>138,804</u>

INVOLVE NORTH EAST

England & Wales - Charity number 1116182

Accounts

INVOLVE NORTH EAST
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2021

Charity Number 1116182
Company Number 05899382

INVOLVE NORTH EAST

(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

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Statement of Financial Activities (including income and expenditure account)	12
Balance sheet	13
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INVOLVE NORTH EAST
(A company limited by guarantee)

TRUSTEES' REPORT
For the year ended 31 March 2021

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Since March 2020 we have made increasing use of digital technologies and online media to achieve our objectives.

Public benefit

Although the challenges of the last year meant face-to-face interviews and focus groups could no longer take place, we have continued our work by adapting and being flexible in making use of the new and existing communication channels open to us. Through online meetings, digital platforms and via the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS Newcastle and Gateshead Clinical Commissioning Group (NGCCG) we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Introduction

For all of us, the year just gone has been unlike any other. In the charity sector we are used to facing and overcoming challenges. That, after all, is why many charities were established in the first place. We can't yet see the full impact of Covid in terms of the health and wellbeing of people in the North East, and we may not for years to come. All we can do is what we have been doing: finding creative and innovative ways to engage, consult and research with members of the public and our partners across all sectors.

Having our IT systems online has been a huge advantage in enabling us to continue our work. Each member of our team has risen to the challenge of creating a home office space as we get on with our daily activities to the best of our ability. Beyond this, Covid has affected each and every one of us individually, and it's through times like these that you really have to be a team and support each other which is what we're committed to doing. We've tried to be a good and supportive partner to the organisations with which we work, both our commissioners and on the engagement side, and they have certainly been supportive and understanding in their relationships with us.

Despite the challenges of the last year we have still managed an impressive level of engagement and in the projects highlighted below you'll see how we did that.



Highlights of the year's activities

Below are just a few of the headline projects we've undertaken over the last twelve months that give a flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

BSL Access to GP Services

One project, started last year, that we are just nearing the end of is aimed at making GP services in Newcastle and Gateshead become more accessible for British Sign Language (BSL), D/deaf and hard of hearing patients.

14.2 million people in the UK are hard of hearing or Deaf - that is one in five of the population. In 2003 BSL became recognised as a language, and it is the preferred language of over 87,000 Deaf people in the UK. Unfortunately, this group often have negative experiences accessing GP services and can come away from appointments not fully understanding what ailment they have or the dosage of medicine they are required to take, which has resulted in a lower quality of health for many people.

The guidance we have been helping to produce is aimed at supporting GPs become more aware of what they can do to make their services accessible to this group, so they have a more positive experience and therefore a better understanding of their health issues and the steps they need to take to maintain their wellbeing. The guide will identify a number of practical changes that can be made by GPs to make access easier, less stressful and more consistent across the Newcastle Gateshead CCG area. We are being supported by local deaf charities who have come onboard to review our guidance, highlight any changes needed and help us identify anything we have missed out.

One of the features of the guide is a pro forma letter that includes a QR code. The QR code links to a series of videos where the content of the letter is signed by a BSL professional, making it much more accessible for patients who rely on this means of communication. Feedback on the guidance has been positive and we look forward to seeing it implemented across our patch and beyond.

Online Student GP Registration

Each year for the past eight years we have supported Newcastle and Northumbria Universities with GP registration for students new to the area. As well as providing valuable support and information to students, this project has the added benefit of relieving pressure on frontline A&E services that many students were formerly accessing instead of going to their local GP.

The arrival of Coronavirus in 2020 has changed all of our lives. Young people have seen huge disruption to their education whether at school, college or university. In tandem with higher education institutions across the country, Newcastle and Northumbria Universities decided to suspend all Freshers Week activities, including on-site registration. Anticipating the suspension of campus-based events we began

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2021

working and planning with both universities, the CCG and local GP practices on developing alternative ways to register students new to the area with a local practice of their choice.

It was clear from the outset that the most viable solution would be digital and having engaged a developer we set to work creating an online solution. By the end of the summer our Student GP Registration website was up and running and undergoing testing. Complete with an interactive map, this unique, advanced digital solution was designed to ensure students arriving in 2020 and thereafter are able to register online with a GP of their choice, granting access to all of the information, advice and support they need from a local GP, while staying safely socially distanced.

A full successful rollout in time for the September intake saw an uptake of over 5,000 students new to the city, with more adding their names each week. Whether 2021 sees a return or a partial return to campus-based events, we intend to keep the website up and running to offer students choice in registering with a GP in the most accessible way for them.

English for Health Videos

Recent studies* have indicated that inequalities exist in the delivery and uptake of healthcare, both geographically and across parts of the community. Some of the challenges faced in creating a fair and equal system are complex and linked to poverty, culture and ethnicity, whilst some are down to the complexity of the system itself.

Healthcare in the UK has been changing and developing since the inception of the NHS in 1948. With each passing decade new challenges have arisen along with new political agendas that have taken the NHS and all of the strands of its provision far beyond what could have been foreseen by its creators. It's no wonder then that to those newly arrived in the UK, without English as a first language it can seem to be a confusing picture.

Our English for Health project was based on sound evidence gathered for us by local charity JET who helped us to develop ESOL-friendly resources to deliver to groups across Newcastle and Gateshead. The aim of these resources was to support individuals to understand how healthcare works in the UK and how to access it, including making an appointment with a GP. Funded by the National Lottery and The Community Foundation serving Tyne and Wear, this pilot project was already up and running when Coronavirus arrived and with it our first national lockdown.

It was clear that we were not going to get back to face-to-face work for the foreseeable future and therefore we needed to find alternative ways to get this important information across to the people the project was set up to help. Our initial attempts at using Zoom group meetings went fairly well but we quickly realised that to get the message out more widely a radically different approach was needed. In the summer of 2020 we hit upon the idea of developing a series of online information videos. Each would contain the same information as our English for Health modules and each would have interactive Q&A sections to help

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TRUSTEES' REPORT
For the year ended 31 March 2021

people test their knowledge afterwards. Having informed our funders we put the work out to tender and in the autumn engaged Silver Lining Animation to undertake the work.

The results have exceeded our expectations and all three videos are now available on our website. With the support of our partners and followers on social media these have been promoted through networks to help reach the people who need them most. This is a new direction of travel for us but one we feel has the potential for future development.

* For example The Northern Health Science Alliance (NHSA), 'COVID-19 and the Northern Powerhouse: Tackling Health Inequalities for UK Health and Productivity'

PLANS FOR FUTURE PERIODS

In the lead up to our most recent Board and Team Away Day an Enterprise Group was created to review what has worked well previously, explore new opportunities, and identify potential gaps in service delivery. Following the Away Day a series of Task and Finish Group meetings will take forward the project ideas deemed to have the greatest potential. The aim is to build upon our existing portfolio, expanding the range of current projects where it is feasible to do so and developing new initiatives to meet identified gaps.

One of these projects will be phase two of English for Health. In line with our objectives, the development of further resources supporting those who do not have English as a first language will address health inequalities for those who identify as ethnically marginalised. Initial research is underway to better understand how these resources can be focused and how to make them as accessible as possible.

Further project ideas have been scored and ranked and will be developed throughout the year with the support of our Enterprise Group. In addition to our work delivering the Engagement Service for Newcastle Gateshead Clinical Commissioning Group, our plans include the creation of a stable, diverse range of activities, diversifying our income streams and meeting the needs of the local community.

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TRUSTEES' REPORT
For the year ended 31 March 2021

REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Frances Blackburn (Chair) Lynda Cox (Deputy Chair) Jennifer Harrison (Appointed 21 st January, 2021) Jennifer Johnson (Appointed 21 st January, 2021) Andrea McGrattan (Appointed 21 st January, 2021) Ruth Rogan (Resigned 19 th Nov 2020) Neina Sheldon Niamh Storey Stephen Telford
Company secretary	Sandra Lambrou
Chief Executive	Andrew White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds Connected Voice Business Services Ltd Higham House Higham Place Newcastle upon Tyne NE1 8AF
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

INVOLVE NORTH EAST
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TRUSTEES' REPORT
For the year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of eight members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principle role is to:

- Ensure that Involve North East has a clear vision and strategy for the future
- Support the Chief Executive and staff team
- Monitor the performance of the organisation against its strategy and plans

Financial management of the organisation is considered to be the responsibility of all trustees who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

At our September Board meeting, Trustees decided to update our Board structure with the creation of a Deputy Chair role. Having sought nominations, Lynda Cox was duly appointed Deputy Chair at the AGM held in November. To further strengthen our governance, a successful recruitment campaign in the autumn has led to three new trustees joining the Board, adding new skills and expanding our networks in addition to the existing expertise available to us at director level.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

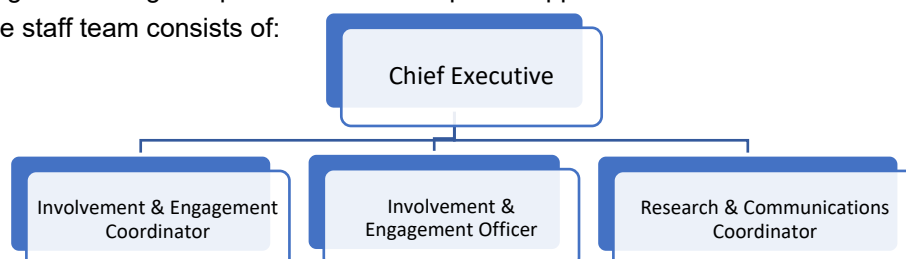
The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year. The staff team consists of:



Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. During the lockdown, each member of the team has been working from home and have been supported in the creation of a suitable 'home office'. Each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the CCG's Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involve.org.uk is kept up to date with our latest reports and news. Our team have the necessary skills and experience to carry out updates and develop the website further as our requirements demand. We make use of email 'newsflashes' and social media such as Twitter to promote our work and to highlight forthcoming events and activities. Our 'digital portfolio' is expanding into new areas including online GP registration for students, training and resource videos, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks. From this a risk matrix diagram is produced.

For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix annually. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of such offers is held alongside the Register of Interests.

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TRUSTEES' REPORT
For the year ended 31 March 2021

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £171,099 (2020: £201,200) and expenditure of £153,880 (2020: £173,604). There was an operating surplus of £17,219 (2020: surplus £29,826).

At 31 March 2021 the Charity had net assets of £138,802 (2020: £121,583), of which £131,802 was unrestricted (2020: £107,583) and £nil was restricted (2020: £14,000), analysed in the balance sheet set out on page 13.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £90,000. The unrestricted reserves were £138,802 at 31 March 2021, resulting in a current surplus of £17,219.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS Newcastle Gateshead Clinical Commissioning Group (NGCCG). The charitable company is in the third year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service for NGCCG until March 2022, with the option of a further twelve month extension.

Pension

Two staff at Involve North East were members of the Tyne and Wear Local Government Pension Scheme. However, a number of years ago the Trustees decided, in light of increased liabilities, to close this scheme to new applicants. Alternative arrangements for new staff members have been made with The Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 13). This agreement effectively means that the charity has no financial pension risk in the event of closure. There is no associated liability with The Pensions Trust if members leave or the in the event of termination of our agreement with them.

INVOLVE NORTH EAST
(A company limited by guarantee)

TRUSTEES' REPORT
For the year ended 31 March 2021

Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on 18th November 2021 and signed on their behalf by:

.....

Frances Blackburn
Chair

INVOLVE NORTH EAST

(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

I report on the financial statements of Involve North East for the year ended 31 March 2021, which are set out on pages 12 to 22.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
Connected Voice Business Services Ltd
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date:

INVOLVE NORTH EAST

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Charitable activities					
Grants and contracts	6	171,049	-	171,049	200,923
Investments	7	50	-	50	277
Total income		171,099	-	171,099	201,200
Expenditure on:					
Charitable activities					
Operation of the charity	8	139,880	14,000	153,880	157,833
Defined benefit pension liability	9	-	-	-	13,541
Total expenditure		139,880	14,000	153,880	171,374
Net income/(expenditure) and net movement of funds		31,219	(14,000)	17,219	29,826
Reconciliation of funds					
Total funds brought forward		107,583	14,000	121,583	91,757
Total funds carried forward		138,802	-	138,802	121,583

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 14 to 22 form an integral part of these accounts.

INVOLVE NORTH EAST

(A company limited by guarantee)

Charity Number 1116182

Company Number 05899382

BALANCE SHEET

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
<u>Fixed assets</u>					
Tangible assets	15		1,830		4,624
<i>Total fixed assets</i>			1,830		4,624
<u>Current assets</u>					
Debtors	16	1,746		604	
Cash at bank and in hand	17	142,982		126,407	
<i>Total current assets</i>		144,728		127,011	
Creditors: amounts falling due within one year	18	(7,756)		(10,052)	
<i>Net current assets</i>			136,973		116,960
<i>Total assets less current liabilities</i>			138,802		121,583
<i>Total net assets or liabilities</i>			138,802		121,583
<u>Funds of the charity</u>					
Unrestricted income funds			138,802		107,583
Restricted income funds			-		14,000
<i>Total funds</i>			138,802		121,583

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 14 to 22 form an integral part of these accounts.

These financial statements were approved by the Board on:

and are signed on its behalf by:

Frances Blackburn
Chair

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the yearend £138,802 of and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

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

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

INVOLVE NORTH EAST

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

3.6 Interest receivable

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

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6 Charitable activities				
<u>Income from grants</u>				
Awards for All	-	-	-	10,000
Community Foundation	-	-	-	4,000
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	156,033	-	156,033	167,078
Student GP registration	9,253	-	9,253	14,699
Commissioned activities/training	926	-	926	2,146
Other	4,837	-	4,837	3,000
	<u>171,049</u>	<u>-</u>	<u>171,049</u>	<u>200,923</u>
7 Income from investments				
Interest - deposits	50	-	50	277
	<u>50</u>	<u>-</u>	<u>50</u>	<u>277</u>

Income was £171,099 (2020: £201,200) of which £171,099 was unrestricted or designated (2020: £187,200) and £nil was restricted (2020: £14,000).

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	108,641	5,940	114,581	124,009
Event costs	6,443	8,060	14,503	5,449
Staff travel	-	-	-	712
Printing, postage, stationery & equipment	465	-	465	1,374
Insurance	561	-	561	878
Legal and professional	5,605	-	5,605	8,169
<u>Support costs</u>				
Premises costs	5,360	-	5,360	5,760
Staff training costs	102	-	102	152
IT maintenance and support	2,591	-	2,591	4,744
Communication costs	967	-	967	1,138
Subscriptions	70	-	70	1,171
Bank charges	134	-	134	163
Business development	3,174	-	3,174	114
Disposal of assets	553	-	553	-
Depreciation	2,241	-	2,241	2,347
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,572	-	1,572	1,572
Trustee expenses	-	-	-	82
Annual report and AGM	1,402	-	1,402	-
	<u>139,880</u>	<u>14,000</u>	<u>153,880</u>	<u>157,833</u>
9 Defined benefit pension liability				
Strain on the pension fund	-	-	-	13,541
	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,541</u>

Expenditure on charitable activities was £153,880 (2020: £171,374) of which £139,880 was unrestricted or designated (2020: £171,374) and £14,000 was restricted (2020: £nil).

10 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	1,572	1,572
Other accountancy services paid to the examiner	370	375
	<u>1,942</u>	<u>1,947</u>

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

11 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	88,669	93,516
Social security costs	7,086	7,489
Pension costs (defined contribution pension plan)	21,748	22,432
Redundancy	-	915
	117,503	124,351

No employee received remuneration above £60,000 (2020: nil).

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £19,048 (2020: £18,605).

12 Staff numbers

The average monthly head count was 4 staff (2020: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Charitable activities	3.8	3.8
Governance	0.2	0.2
	4.0	4.0

13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by the trustees.

	2021 £	2020 £
Travel	-	82
	-	82

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

14 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

15 Tangible fixed assets	Fixture and fittings £	Office equipment £	Total £
Cost			
Balance brought forward	1,420	9,546	10,966
Additions	-	-	-
Disposals	(1,263)	-	(1,263)
Balance carried forward	158	9,546	9,703
Depreciation			
Basis	SL	SL	
Rate	15%	25%	
Balance brought forward	711	5,631	6,342
Depreciation charge for year	24	2,104	2,127
Disposals	(597)	-	(597)
Balance carried forward	138	7,735	7,873
Net book value			
Brought forward	709	3,914	4,624
Carried forward	20	1,811	1,830
16 Debtors and prepayments (receivable within 1 year)	2021 £	2020 £	
Trade debtors	674	173	
Prepayments	1,072	431	
	1,746	604	
17 Cash at bank and in hand	2021 £	2020 £	
Short term deposits	90,349	77,938	
Cash at bank and in hand	52,634	48,469	
	142,982	126,407	
18 Creditors and accruals (payable within 1 year)	2021 £	2020 £	
Trade creditors	2,718	4,568	
Taxation and social security	1,094	1,672	
Defined benefit pension liability	2,372	2,075	
Accruals			
Independent examination of accounts	1,572	1,572	
Other accruals	-	164	
	7,756	10,052	

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

19 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £19,573 (2020: £13,541). There were 2 (2020: 3) employees participating in the scheme during the year. An amount of £1,631 (2020: £1,873) was outstanding at the year end. The defined contribution liability is allocated to unrestricted funds.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £2,175 (2020: £1,224).

There was a liability of £228 due to the pension provider at the 31 March 2021 (2020: £202)

20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

21 Analysis of charitable funds

Analysis of movements in unrestricted funds

For the year ended 31 March 2021

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	107,583	171,099	(139,880)	-	138,802
Totals	107,583	171,099	(139,880)	-	138,802

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	91,757	187,200	(171,374)	-	107,583
Totals	91,757	187,200	(171,374)	-	107,583

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

21 Analysis of charitable funds (continued)

Purpose of unrestricted funds

General unrestricted fund

The 'free reserves' of the charity.

Analysis of movement in restricted funds

For the year ended 31 March 2021

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Awards for All	10,000	-	(10,000)	-	-
Community Foundation	4,000	-	(4,000)	-	-
Totals	14,000	-	(14,000)	-	-

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Awards for All	-	10,000	-	-	10,000
Community Foundation	-	4,000	-	-	4,000
Totals	-	14,000	-	-	14,000

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Awards for All

To fund the project English for Health, teaching non English speakers how to access the health service.

Community Foundation

To fund the project English for Health, teaching non English speakers how to access the health service.

22 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil).

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

23 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Tangible fixed assets	1,830	-	1,830
Cash at bank and in hand	142,982	-	142,982
Other net current assets/(liabilities)	(6,010)	-	(6,010)
	<u>138,802</u>	<u>-</u>	<u>138,802</u>

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Tangible fixed assets	4,623	-	4,623
Cash at bank and in hand	112,407	14,000	126,407
Other net current assets/(liabilities)	(9,448)	-	(9,448)
	<u>107,582</u>	<u>14,000</u>	<u>121,582</u>