

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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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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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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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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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.

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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

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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.

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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.

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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

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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:

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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

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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.

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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

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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>

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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.

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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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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.

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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)	-	-

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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>