

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.

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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

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

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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.

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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-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 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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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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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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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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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)

INVOLVE NORTH EAST

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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
	173,203	3,500	176,703	145,623

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
	1,230	1,942

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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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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.

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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)

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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>