

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Annual Report and Financial Statements for the year ended 31 March 2020

The logo for Greater Merseyside Community Accountancy Service (gmcas) features the lowercase letters 'gmcas' in a white, sans-serif font, centered within a solid black rectangular background.

Greater Merseyside Community
Accountancy Service

Halton Disability Partnership

Annual Report and Financial Statements for the year ended 31 March 2020

Contents	Page
Trustees' Annual Report	2 to 6
Independent Examiner's Report	7
Statement of financial activities	8
Balance sheet	9
Statement of Cash flows	10
Notes to the accounts	11 to 17

Prepared by the Greater Merseyside Community Accountancy Service

Halton Disability Partnership

Trustees' report continued

Chairmans Opening Remarks

Chairs Opening Remarks

2020 has been to say the least a hectic year. Our founder and chair Tom Baker retired and our huge thanks to him. I took over as chair and then Covid hit. Our CEO John Abbott radically reconstructed HDP service and structure, and we have not only survived but flourished. 2020 was the 10th anniversary of the founding of HDP, we have much to be proud of and lots to look forward to.

As it has been since HDP was founded in 2010 the overriding priority for HDP over the last year had been to continue to support people in Halton who have a disability or mental health issues to access real care via personal budgets and thus enjoy full citizenship.

In order to achieve this fundamental objective HDP has been required to become “sustainable” as the lottery funding will end in July 2021.

HDP has established an agency to support those service users who are unable to carry out the employer role for PA's which generate income. HDP has further developed welfare rights service into the area of Power Of Attorney support which also generates income.

This work has helped sustain HDP and to certain extent replaced the former funding. The public benefit of these developments is that an increasing number of people with mental health needs as well as people with a disability can now access real, safe choice in their care in Halton.

This significant development in HDP has been monitored and supported by the trustees. There are regular board meetings to discuss a wide range of topics. HDP is strictly monitored and evaluated by “Big Lottery” who have just accepted our second annual report.

After our 2nd year of lottery funding, HDP is ahead in all areas of performance outcome. The CEO is leading activities focused on HDP's “agency” and Power Of Attorney service that meet local unmet need. This is hoped, will ensure financial stability beyond 2021. The founding goals and values of HDP are adhered to whilst the service develops and expands and sustains itself in place of the unreliable funding via the local authority or NHS. The board has recorded appreciation for all the fine hard work of John Abbott and the whole team over this period.

Key Goals

In our 2nd year the key targets of maximizing choice in care for more clients, providing a safeguarding follow up service and expanding welfare rights provision have been achieved (See RAG report).

HDP has:-

- Improved help and well being
- Improved choice for people
- Enhanced independence / quality of life
- Increased social inclusion

HDP has established firm partnerships with key stakeholders including the local authority adult safeguarding and complex care teams, the VCA (Voluntary and Community Action) and across the third sector. This has led to a steady increase in referrals and co working.

Halton Disability Partnership

Trustees' report continued

Social workers had been reluctant to promote personal budgets, and full choice in care to vulnerable clients due to concerns about “capacity”. The establishment of an agency within HDP to provide the employer/ co-ordinator role for clients means that people now have the full choice and control in their care without the stress of managing and recruiting personal assistants (PA's). This has meant that a number of previously excluded clients are now included in the option of choosing their care. The agency also generates income for HDP so is contributing to our long – term sustainability.

People Involvement

HDP is a DPULO (Disable people user led organization) organisation where many of our employee's and trustees are people with disability challenges.

Employees, trustees and clients played a significant role in formulating our Reaching Communities bid. The goals and aspirations we set out reflected the priorities of the people who use our services, and the core values of HDP.

We will establish and develop the “HDP Consultative Group”. This group is involved in policy development, setting of priorities and review of our performance. Due to safety concerns input by volunteers, this was put on hold during covid lockdowns. Resumption is a priority for 2021.

We also undertake written consultation/feedback with every client about the service they receive, their experience of the service and what we might change or develop. During the Covid period, 400+ current and former clients were contacted and feedback was received.

Building on strengths

Through our website, Facebook and Twitter resources, we have been able to significantly enhance our communication and shared learning. This e communication is two way and clients and carers can now input views and ideas in a way that some people prefer to the traditional face-to-face or formal meeting system.

Our trustees have received training about the key expectations on the role and are fully briefed by our CEO about developments and trends within the third sector.

We have a very motivated staff group. All have had formal annual appraisal with very positive outcomes and ideas/opportunities identified for professional development.

Training to be resumed in 2021 post covid includes;

- Suicide prevention
- Adult Safeguarding
- Mental Health awareness
- Autism/Asperger's awareness
- Self-harm presentation
- Defibrillator training
- Equality and inclusion
- Mental Capacity
- Self-neglect

Our CEO has also undertaken training with “Disability Rights UK” with an emphasis on the equality/social inclusion agenda and this has been reflected in service developments.

Halton Disability Partnership

Trustees' report continued

Volunteers

We are planning to rebuild our volunteers.

People now using HDP

The primary focus of HDP, as our name suggests, is people with disabilities. However, as we have further developed our preventative adult safeguarding service and our "Agency" to manage peoples care packages: and an increasing number of people with mental health needs have been signposted to and accepted by HDP.

Other Organisations

We are the lead voice for disability locally in any service development e.g. the NHS "Engagement and Involvement" group (EIG).

HDP co works with the local authority Adult Safeguarding, Complex Care and Mental Health teams. We work with Nightstop (homeless charity), and the Health Improvement team. We are also members of the Halton Adult Safeguarding Consultative Committee. Through the consortium HDP has established relationships with CAB, VCA , Wellbeing Enterprises and Age UK. We are also commissioned to provide Welfare rights advice to Halton Carers.

HDP is a member of the "National Suicide Prevention Alliance" as its aims overlap with our values and work

HDP events and activities

Due to covid all events and activities have been postponed, including our 10th anniversary celebration. Other plans including "Party In The Park" and "Disability Awareness Day" are anticipated for 2021.

Achievements

Firstly in spite of the challenges of Covid the further development of a significant much needed, preventative adult safeguarding service. Secondly the creation of an "agency" to manage care for vulnerable people so they can now be sociably included and choose / control their care without this anxiety and responsibility that can put people off. These developments chime with our core value of accessing full citizenship to people previously excluded. The "agency" also generates income to support our long term sustainability and continue and develop our much needed work locally.

HDP Safeguarding Service

The safeguarding service that we provide at HDP is extremely important. It provides a great amount of reassurance to our service users. It ensures that our service users have choice in accessing their own personal assistant. Any concerns that do arise are dealt with in a professional and timely manner, which gives the service user confidence that their opinion and choice matters and that they are kept safe. At times when a safeguarding concern has arisen, we have been able to deal with this in the correct efficient way ensuring that the service user is not at risk.

Halton Disability Partnership

Financial Review

The surplus of the charity for the year amounted to £22,956 (£20,630 ~ 2019)

Reserves Policy

Details of the charity's reserves are shown in note 7a and show a figure of £50,856. The aim of the charity is to maintain a level of reserves that is equivalent to 3 months of the centre's running costs.

Risk Management

The trustees actively review the major strategic, business and operational risks that the charity faces on a regular basis and acknowledge that the key risks relate to reduction in room hire and any major building issues.

Statement of Directors' responsibilities

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

- select suitable accounting policies and 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 a 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on December 2020 and signed on behalf of the directors by:

Frances Stewart
Trustee / Director

Reference and Administrative Details

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2020.

Name	Position	Dates
Tom Baker	Chair	
Alison Forrester		
Terri Kearney		

Members of the board of trustees, who are the directors for the purpose of company law and trustees for the purpose of charity law who served during the year are set out above. The trustees meet monthly and receive reports from management to manage their charity's affairs.

Method of appointment

Trustees are elected by the members at the AGM

Registered address

Sefton House
Public Hall Street
Runcorn
WA7 1NG

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Governing document

The organisation is a company limited by guarantee, incorporated on 4th August 2010 in the name of Halton Disability Partnership. The Company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

Objects of the organisation

The relief of people with disabilities or long-term conditions in the Halton and adjoining areas.

Accountant

on behalf of:

Greater Merseyside Community Accountancy Service

St Maries
Lugsdale Road
Widnes
WA8 6DB

Independent Examiner's report to the trustees of Halton Disability Partnership

I report on the accounts of the charity for the year ended 31st March 2020 set out on pages 8 to 17

Respective responsibilities of the Trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. 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 2011 Act;
- ☐ to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ☐ state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane Williams
MAAT
Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

December 2020

Halton Disability Partnership
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Income from donations	(4)	-	135,645	135,645	131,228
Income from charitable activities	(5)	51,448	-	51,448	12,774
Other incoming resources	(6)	1,992	-	1,992	205
Bank interest		-	-	-	-
Total incoming resources		<u>53,440</u>	<u>135,645</u>	<u>189,085</u>	<u>144,207</u>
Resources expended					
Charitable activities	(7)	<u>166,129</u>	<u>-</u>	<u>166,129</u>	<u>123,577</u>
Net incoming / (outgoing) resources		(112,689)	135,645	22,956	20,630
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		(112,689)	135,645	22,956	20,630
Reconciliation of funds					
Total funds as at 01 April 2019		<u>4,333</u>	<u>23,567</u>	<u>27,900</u>	<u>7,270</u>
Total funds as at 31 March 2020	(7a)	<u>(108,356)</u>	<u>159,212</u>	<u>50,856</u>	<u>27,900</u>

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 13.
The Notes on pages 10 to 16 form an integral part of these accounts.

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Balance sheet

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) 27,289	23,567	50,856	27,900
Total current assets	27,289	23,567	50,856	27,900
Current liabilities:				
amounts falling due within one year				
Creditors (due within one year)	(8) -	-	-	-
Total current liabilities	-	-	-	-
Net Assets	27,289	23,567	50,856	27,900
Funds of the charity				
Restricted Funds	-	159,212	159,212	23,567
Unrestricted funds	(108,356)	-	(108,356)	4,333
Total Funds	(108,356)	159,212	50,856	27,900

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2020

the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 10 to 16 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on December 2020 and signed on their behalf by:

John Forrester
Director / Trustee

Halton Disability Partnership
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 March 2020

		2020	2019
		Total	Total
		£	£
Cash flows from operating activities:			
Net income/(expenditure) per SOFA		22,956	20,630
Investment income		-	-
(Increase)/decrease in debtors	(9)	-	-
Increase/(decrease) in creditors	(11)	-	-
		<u>22,956</u>	<u>20,630</u>
Cash flows from investing activities			
Investment income		-	-
Net increase/(decrease) in cash:		22,956	20,630
Total cash as at 01 April 2019		<u>27,900</u>	<u>7,270</u>
Total cash as at 31 March 2020		<u>50,856</u>	<u>27,900</u>

The notes on pages 11 to 17 form an integral part of these accounts.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2020

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

- 1.1 with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:
 - (a) The Charities Act 2011
 - (b) The Companies Act 2006
 - (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
 - (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)
- 1.2 The charity meets the definition of a public benefit entity as defined by FRS 102
- 1.3 The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 7a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. creche), the income and related expenditure are reported gross in the SoFA.
- (c) Bank interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2020

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Building Improvements: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

One trustee received expenses during the accounting period totalling £80.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2020

4 Income from donations

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Halton Borough Council	-	2,995	2,995	2,995
Halton Borough Council: DPS Services	-	-	-	-
Halton Borough Council: Mental Health Services	-	-	-	9,485
NHS Halton CCG	-	-	-	5,000
The Big Lottery Reaching Communities	-	132,650	132,650	113,748
Donations	-	-	-	-
Care Act Information Portal	-	-	-	-
Halton People into Jobs	-	-	-	-
	<u>-</u>	<u>135,645</u>	<u>135,645</u>	<u>131,228</u>

5 Income from charitable activities

	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Project Income	51,448	-	51,448	12,774
	<u>51,448</u>	<u>-</u>	<u>51,448</u>	<u>12,774</u>

6 Other Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Other Incoming Resources	1,992	-	1,992	205
	<u>1,992</u>	<u>-</u>	<u>1,992</u>	<u>205</u>

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2020

7 Expenditure of charitable activities

	2020 Unrestricted funds	2020 Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
<u>Direct Costs</u>				
Salaries & NI	141,227	-	141,227	86,812
Payroll Costs	747	-	747	36
Training	2,349	-	2,349	-
Premises	8,580	-	8,580	9,447
Telephone, postage & Stationery	3,338	-	3,338	2,791
Travel expenses	788	-	788	1,108
Volunteer Expenses	174	-	174	195
Bank Charges	472	-	472	68
Events	1,105	-	1,105	475
Membership	62	-	62	3,233
Computers & IT	930	-	930	13,975
PR & Marketing	474	-	474	474
Repairs & Renewals	1,250	-	1,250	326
Insurance	435	-	435	1,589
Food and Drink Expense	229	-	229	2,300
DBS Checks	557	-	557	204
Professional fees	2,724	-	2,724	-
Governance Costs	688	-	688	543
Total resources expended	166,129	-	166,129	123,577

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2020

7a Movements in funds

	As at 01/04/2019	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2020
	£	£	£	£	£
Unrestricted funds					
General funds	4,333	53,440	166,129	-	(108,356)
Restricted funds					
The Big Lottery Reach Com	6,893	132,650	-	-	139,543
HBC: Mental Health Services	7,975	-	-	-	7,975
HBC: DPS Services	439	-	-	-	439
HBC: Co-Production	205	-	-	-	205
NHS Halton CCG	6,796	-	-	-	6,796
NHS England	3,551	-	-	-	3,551
Care Act Information Portal	1,548	-	-	-	1,548
Halton People into Jobs	(6,596)	-	-	-	(6,596)
Project	(1,209)	-	-	-	(1,209)
Carers Centre	3,965	2,995	-	-	6,960
	<u>23,567</u>	<u>135,645</u>	<u>-</u>	<u>-</u>	<u>159,212</u>
Total funds	<u>27,900</u>	<u>189,085</u>	<u>166,129</u>	<u>-</u>	<u>50,856</u>

Purpose of restricted funds

On 26th March 2018 The Big Lottery fund approved a grant of £413,952 towards the funding of our project. At 31st March 2020 total funding remained £127,554.

Halton Borough Council provided funding via carer breaks for welfare benefits advice.

NHS Halton CCG also provided funding towards our advise worker costs.

NHS England provided funding towards our Gearing Up for Personel Health Budgets project.

Care Act provided funding towards meeting the goals and aspirations of Halton Disability Partnership.

Halton Borough Council provided funding via Halton People into Jobs for meeting the goals and aspirations of Halton Disability Partnership.

8 Governance Costs

	2020 £	2019 £
Independent Examiners' fee	675	450
Administration	13	13
Trustee Expenses	-	80
	<u>688</u>	<u>543</u>

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2020

9 Debtors and prepayments

	£	£
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

10 Cash at bank and in hand

	£	£
Current Account: Unity Trust	24,345	9,059
Current Account: Natwest	26,508	18,655
Cash in hand	3	186
	<u>50,856</u>	<u>27,900</u>

11 Creditors and accruals

	£	£
Creditors	-	-
	<u>-</u>	<u>-</u>

12 Staff costs and numbers

	£	£
Gross salaries	136,017	84,046
Social security costs	2,641	370
Other wages	1,520	1,527
Pensions	1,050	869
	<u>141,227</u>	<u>86,812</u>

No employee earned £60,000 per annum or more in the current accounting period

The average number of employees during the year was 3.8 (2019: 3.8)

The charity operates defined contribution pension schemes in respect of its employees. These contributions are made to externally administered pension schemes. The pension cost represents the contributions payable by the organisation to the fund.

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2020

13 Comparative income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2020	2019	2020	2019
	£	£	£	£
Income from:				
Income from donations	-	-	135,645	131,228
Income from charitable activities	51,448	2,913	-	9,861
Other incoming resources	1,992	205	-	-
Bank interest	-	-	-	-
Total incoming resources	53,440	3,118	135,645	141,089
Expenditure on:				
Charitable activities	166,129	-	-	123,577
Net incoming / (outgoing) resources	(112,689)	3,118	135,645	17,512
Transfers between funds	-	410	-	(410)
Net movement in funds	(112,689)	3,528	135,645	17,102
Reconciliation of funds				
Total funds as at 01 April 2019	4,333	805	23,567	6,465
Total funds as at 31 March 2020	(7a) (108,356)	4,333	159,212	23,567