INCLUSION GLOUCESTERSHIRE

England & Wales · Charity number 1171559

Details

Status	Registered
Legal form	Charitable company
Company number	10143162
Registered	2017-02-09
Register	View on the Charity Commission register

Contact

Address	Inclusion Gloucestershire Railway House Bruton Way Gloucester GL1 1DG
Phone	01452 234003
Email	viccil@inclusion-glos.org
Website	www.inclusion-glos.org

Activities

Objects: 4. THE OBJECT OF THE CHARITY IS, FOR THE PUBLIC BENEFIT:(1) TO PROMOTE SOCIAL INCLUSION FOR PEOPLE WITH DISABILITIES, THEREBY PREVENTING PEOPLE WITH DISABILITIES FROM BECOMING SOCIALLY EXCLUDED; PROVIDING SUPPORT FOR PEOPLE WITH DISABILITIES WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY; AND (2) TO IMPROVE THE HEALTH AND WELLBEING OF PEOPLE WITH DISABILITIES (PRIMARILY, BUT NOT EXCLUSIVELY, TO THOSE LIVING IN, WORKING IN OR VISITING GLOUCESTERSHIRE) BY SUCH CHARITABLE MEANS AS THE DIRECTORS DETERMINE, INCLUDING: A. SUPPORTING SOCIAL NETWORKS; B. PROVIDING INFORMATION AND ADVICE; C. SUPPORTING PEOPLE WITH DISABILITIES TO SPEAK UP FOR THEMSELVES AND HAVE THEIR VOICES HEARD ON ISSUES THAT ARE IMPORTANT TO THEM; D. ASSISTING PEOPLE WITH DISABILITIES TO USE THEIR STRENGTHS AND ASSETS TO LIVE AN INDEPENDENT LIFE IN THE COMMUNITY AND TO BE INCLUDED IN THAT COMMUNITY; AND E. ESTABLISHING AND SUPPORTING A NETWORK AND ACTIVITIES THAT ASSIST WITH ACCESS TO HEALTH CARE, TRANSPORT, HOUSING, SOCIAL OPPORTUNITIES; F. WORKING TOGETHER WITH LOCAL ORGANISATIONS AND PEOPLE IN THE COMMUNITY TO PROMOTE EQUALITY AND TO RECOGNISE THE VALUE OF DIVERSITY; AND G. SUPPORTING AND/OR IMPLEMENTING COMMUNITY PROJECTS WHICH FURTHER THE OBJECTS.

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Activities: To promote social inclusion for people with disabilities, to improve their health and wellbeing, and to promote the safeguarding of people with disabilities by such charitable means as the trustees determine, including:Social networksInformation and adviceHave their voices heardLive an independent lifeAccess to healthPromote equality and diversitySupporting community projects

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity, Other Charitable Purposes
- **Who:** People With Disabilities

Geography

- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,035,165	£1,030,289	£338,271	80
2024-03-31	£827,912	£820,725	£337,507	64
2023-03-31	£744,474	£736,630	£322,994	61
2022-03-31	£765,953	£710,131	£318,333	55
2021-03-31	£530,760	£465,018	£262,511	37

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Trustees

Name	Role	Appointed
ANDREW COTTERILL		2019-11-28
Amy Aitken		2025-02-05
Arjun Kumar		2026-02-04
Ellie Scrivens		2025-02-05
JOSHUA JONES		2025-02-05
Matthew Coldrey		2026-02-04
ROSIE MOCKFORD		2022-01-27
Roger Clayton		2025-02-05
Sarah Elizabeth Goddard		2022-01-27

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INCLUSION GLOUCESTERSHIRE

England & Wales - Charity number 1171559

Accounts

Charity registration number 1171559

Company registration number 10143162 (England and Wales)

INCLUSION GLOUCESTERSHIRE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

INCLUSION GLOUCESTERSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R Amos	
	A Cotterill	
	S Goddard	
	R J Lewis	
	R Mockford	
	A Wala	
	J K R Wotherspoon	
	J Jones	(Appointed 5 February 2025)
	R Clayton	(Appointed 5 February 2025)
	E Scrivens	(Appointed 5 February 2025)
	A Aitken	(Appointed 5 February 2025)
Senior management	V Livingstone-Thompson	Chief Executive Officer
Charity number	1171559	
Company number	10143162	
Registered office	Railway House Bruton Way Gloucester Gloucestershire England GL1 1DG	
Auditor	BK Plus Audit Limited 6 Manor Park Business Centre Mackenzie Way Cheltenham Gloucestershire GL51 9TX	

INCLUSION GLOUCESTERSHIRE

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INCLUSION GLOUCESTERSHIRE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's [governing document], the Companies Act 2006 and "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).

The financial statements have been prepared in accordance with the accounting policies set out in Inclusion Gloucestershire's Internal Financial Controls and Financial Procedures document.

Objectives and activities

Inclusion Gloucestershire is a Disabled People's Organisation (DPO) and registered charity, based in Gloucestershire. It was founded in April 2016 to bring together the activities of two existing charitable organisations: Gloucestershire Voices and Physical Inclusion Network Gloucestershire (PING).

The charity exists to empower disabled people, and to remove disabling barriers in society. Our vision is to help achieve an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.

The ultimate goals of the charity, as outlined in the Theory of Change are that, as a result of the charity's activities, people facing disabling barriers experience:

- Better quality of life
- Being heard, respected and valued
- More choice, control and influence

In order to achieve its aims and objectives, Inclusion Gloucestershire works to a Three Year Strategy, underpinned by annual Business Plans and supported by Project Plans for each specific area or work.

Success in achieving deliverables is measured through:

- Six weekly Managers Meetings
- Bi-monthly reports to the Board of Trustees
- Quarterly contract monitoring reports to funders and commissioners
- An annual report

How we deliver public benefit

We provide services primarily, but not exclusively, to those living in, working in, or visiting the county. Our activities include:

- Supporting and facilitating peer-led social networks
- Providing information and advice about disability related issues
- Empowering and supporting people who face disabling barriers to speak up and have their voices heard on issues that are important to them
- Facilitating disabled people to use their strengths and assets to live an independent life in the community and to be fully included in that community
- Establishing and supporting networks and activities which assist access to health care, social care, employment, transport, housing and social opportunities
- Working together with local organisations and people in the community to promote equality and to recognise the value of diversity
- Providing training and checking the quality of provision to support society to remove disabling barriers.

Work is undertaken by a staff team of 80, the majority of whom have lived experience of disabling barriers, and over the year was also delivered by 28 volunteers. Volunteers contributed to the running of Hubs and our drama group, creation of films, provision of peer mentoring, the MHELO (Mental Health Experience Led Opportunities) peer-support network, support with one off events, day-to-day office support, research, creation of marketing materials and building maintenance.

Achievements and performance

Inclusion Gloucestershire delivered to five key project strands in 2024/25:

Development – focused on developing and showcasing the skills of disabled people through drama, sharing information in accessible issue-based films, and delivering bespoke training. Over the year, this area of work employed 34 part time staff, or 5.1 full time equivalent staff.

- The Dramatic Change **Drama Group** is funded by the National Lottery and delivers advocacy through inclusive drama sessions for members facing disabling barriers. We delivered drama groups in Gloucester, the Forest of Dean (in partnership with Camphill Village Trust) and Painswick (in partnership with Paradise House).

- We create issue based short **films and productions** featuring disabled actors. They are an engaging, accessible and interesting way to deliver important messages. This year we released 5 productions, against a target of 4. These were Highs and Lows: Relationships Stories [film]; Assumptions [film]; Assumptions [social media reel series]; Speaking Up [film *unreleased*]; and Tammie's Autism Facts [social media reel].

- This year, we adopted a more strategic approach to marketing for the Assumptions film, which resulted in over 70,000 views, reaching a significantly wider audience and with more audience engagement. We have also continued to host live screening events, including as part of the Stroud Film Festival. These events have not only expanded our audience beyond online viewers but have also raised our profile within the local community.

- We continued to deliver co-designed training for the **Oliver McGowan Mandatory Training in Learning Disabilities and Autism**, in partnership with Gloucestershire Health and Care NHS Foundation Trust We delivered Tier 1 online training and Tier 2 face to face training to health and social care workers in Gloucestershire, and rolled out Train the Trainer courses to teach others to deliver Oliver McGowan training.

- We also deliver other **training** packages to help organisations remove disabling barriers. This included training on Inclusive Communication, Disability Awareness, Easy Read, Safeguarding and Accessibility.

- Throughout the year we had a number of commissions to create accessible **Easy Read** information, and we expanded the number of organisations we worked with in this area.

Engagement - engaging directly with people facing disabling barriers through our existing Hubs, MHELO, Community Mental Health Transformation (CMHT) project, Life in the Mind podcast, supported volunteering and advocacy. Over the year, this area of work employed 43 part time staff, or 8.1 full time equivalent staff.

- Our **Inclusion Hubs** in Gloucester, Coleford and Cheltenham, and our women's only Wellbeing Hub delivered from the Friendship Café, welcome anyone with a disability or mental ill health and provide a safe space in which to socialise, take part in meaningful activities, build links with the community, complete courses, attend workshops and lots more!

- We facilitated community events for Hub members including games and activities at Bathurst Park, a boat trip with the Willow Trust, a Forest Hub Sports Day, and walks in the local area.

- **MHELO** is a peer-led support network for people with current or past mental health challenges. Work this year included distributing a self-care toolkit to support individuals to manage their mental health, and a range of engagement activities around issues including experience of Talking Therapies, accessing support through 111, Community Mental Health Transformation and the NHS 10 Year Plan. We also coproduced and shared a regular newsletter, coordinated the Mental Health Clinical Programme Advisory Group, contributed to the Mental Health and Wellbeing Board and engaged regularly with MHELO's 661 social media followers

- Our dedicated Volunteer Coordinator provides **support to volunteers** to develop their skills, utilise their experience and boost our work in roles across the organisation.

- This was the fourth year of the **Community Mental Health Transformation** project, in which we are supporting coproduction of the transformation of community mental health services in Gloucestershire. Work this year included the delivery of mental health workshops for minoritised communities, workshops on the Front Door and Mental Health Assessment, involvement and support of the People's Representation Action Board, and coproduction of CMHT reports.

- We undertook a one off piece of work in 2024 to engage with people about their experiences of living in **accommodation linked with mental health support**. We wrote a report and recommendations that was shared with commissioners.

- In line with our aim to do more work around **neurodivergence**, we ran **Life in the Mind** in 2024-25, a podcast and multimedia project dedicated to validating the reality of neurodivergent life through personal experience. The team have maintained a website with resource, podcasts and information about the project https://lifeinthemind.co.uk/; released short films featuring the podcast and key topics on Facebook, Instagram and Tik Tok; produced and released 25 podcast episodes

- . We also delivered the second year of **peer mentoring** to late identified neurodivergent adults,, in partnership with the **Zig Zag** project.

- We provided a range of non-statutory **advocacy** including group advocacy through Speak Up groups, 1-1 individual advocacy and supporting people with self-advocacy. We continue to recruit, train and support volunteer Peer Mentors to provide structured peer support to individuals. These are the most common themes for advocacy referrals in this year:

Themes of 1:1 Advocacy support in 2024-25	
MOST COMMONLY OCCURRING:	**Other requests have included:**
Form filling, applications and appeals (including disability travel pass & PIP)	Accessing specific legal advice
Advocating at medical appointments	Challenging a parking fine (disability badge holder)
Benefits – various queries	Social care needs & provision
Housing – various queries	Access to disability forum
Accessing social / leisure activities / reduced isolation	
Volunteering/Employment support	

Health and Wellbeing – work to address health inequalities and encourage prevention and early support. Over the year, this area of work employed 24 part time staff, or 3.3 full time equivalent staff.

- This year, we continued work on the **LeDeR** (Learning from Lives and Deaths Review) Quality Assurance Panel. Experts by Experience are a key part of the monthly multidisciplinary Panel, reviewing and scrutinising cases each month to ensure that the voice of people with a learning disability and/or autism is central to the process. Our work includes the creation and sharing of monthly newsletters of key learning themes captured through the panels.

- This year we continued our **Your Voice** project for NHS England to engage with a thriving network of self-advocacy organisations and self-advocates with lived experience of learning disability or autism across the South West. The group have monthly meetings and collate key themes that are fed back to NHS England to influence health commissioning.

- We lead on **consulting** with people who face disabling barriers to ensure that they have their voices heard and influence real change. We do this through sessions in our Hubs around focused topics, and by facilitating individuals to get involved with the **Learning Disability Partnership Board** and the **Physical Disability and Sensory Impairment Partnership Board**, working with the Co-Chairs to plan agendas and run meetings.

Quality – assessing the service received by people in residential homes, supported living settings, Assessment and Treatment Units, day centres or in their own homes through domiciliary care. Over the year, this area of work employed 29 part time staff, or 4.3 full time equivalent staff.

- In 2024-25 Inclusion Gloucestershire carried out 138.5 units of rigorous **Quality Checks**/follow-up visits on services for people with physical disabilities, learning disabilities, mental ill health and/or autistic people. Our checks are all person-centred, and as with all of our projects are led by somebody with lived experience of disability.
- Quality Checks are supported by a framework of questions, tailored to the type of setting and disability group. Following each check, a report is written and shared with the Provider, along with an Action Plan with specific areas for improvements.
- Quality Checks are commissioned by Gloucestershire County Council, and we work closely with their Quality Team to ensure that people are receiving the best possible care and support.
- This year we also undertook directly commissioned **Access Audits**, assessing and advising on the accessibility of visitor attractions, retail, hospitality and outdoor spaces.

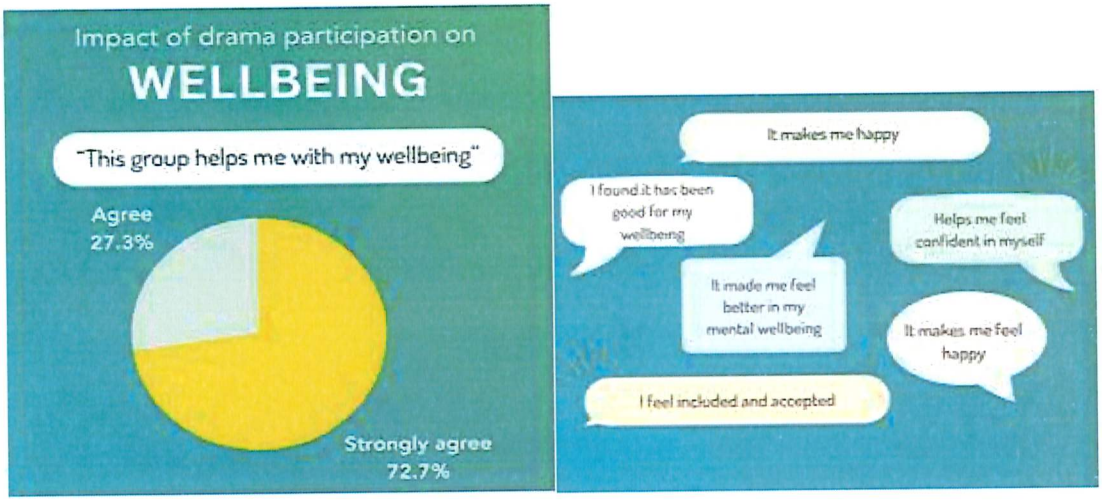
Research, Strategy and Partnerships – work to ensure that the voice of people facing disabling barriers is heard and actively influencing change. Over the year, this area of work employed 14 part time staff, or 1.8 full time equivalent staff.

- We coproduced updates to our bi-annual **Big Survey**, and rolled it out to capture the views of disabled people across Gloucestershire on issues of importance to them. We captured voices through a survey and focus groups. We secured funding for and launched a research project into barriers to Talking Therapies for disabled individuals.
- We undertook **commissioned research** for partner organisations in the charity sector, and further education institutions.
- We facilitated the running of a cross-sector **Research Engagement Network**, Sharing the Power, convening regular meetings between partners and working with an expert by experience to develop a bespoke Research Champion training package for individuals with learning disabilities.

Training and Development

- By the end of this year, we had delivered Oliver McGowan Tier 1 training to 2349 people, and delivered Train the Trainer training to 363 people
- 1738 people were in receipt of training (other than the above Oliver McGowan training) this year. Courses were delivered in both online and face to face format and included:
  - Accessibility
  - Annual Health Checks
  - Disability Awareness
  - Easy Read
  - Inclusive Communication and Practice Simulation training for health and social care students
  - Safeguarding Levels 1, 2, and Learning Disability Safeguarding
  - Bespoke training for specific organisations
- A total of 80 positions were filled in our weekly drama groups over the year (each participant attended a 13 week cycle of drama sessions)
- 100% of drama participants felt that attending the drama group had improved their wellbeing, 93% reported improved skills and knowledge and 92% reported increased confidence.
- 3 films and 2 social media series were delivered.

Feedback on the drama groups:

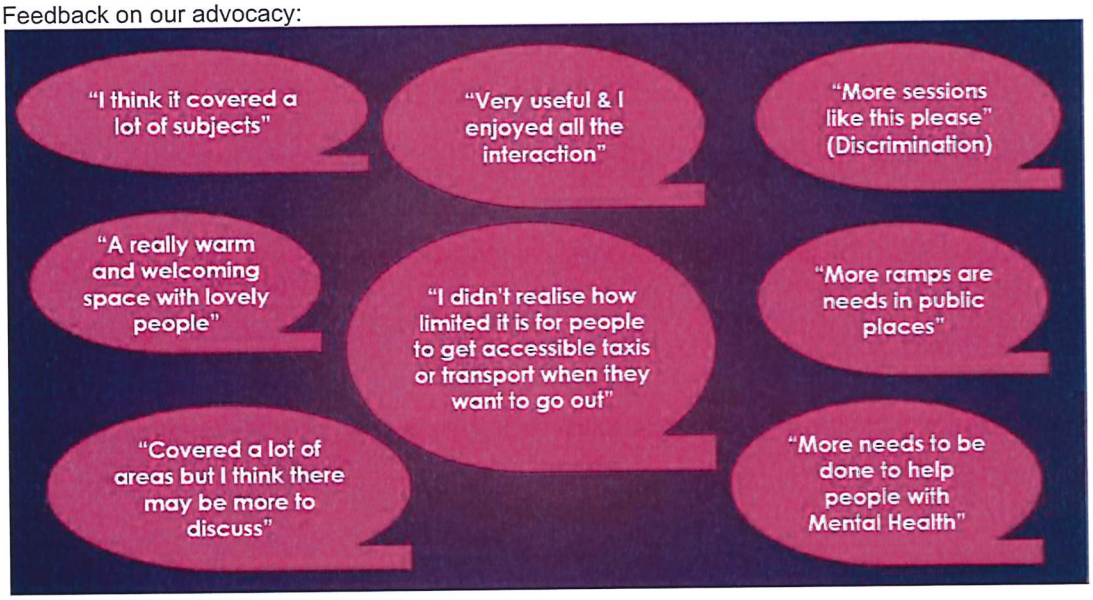


Engagement

- We delivered 174 Hub activities over the year, supporting 107 people in Quarters 1 and 2 and 98 people in Quarters 3 and 4
- Our members at the Gloucester hub won an award through Adult Education for teamwork and collaboration
- *MHELO's membership increased by 12% to 72, and social media reached 1,300people.*
- *We delivered 1 to 1 advocacy to 33 people, against a target of 15.*
- 142 places were filled in our group advocacy sessions.
- 30 people attended Speak Up groups
- We engaged with 25 people about their experience of mental health housing

Feedback from our Hubs:
"I enjoy having somewhere to go where there are people I can talk to"
"I've met new people in the group and in Gloucestershire and I am proud of myself and happy to join the groups that I have."
"Both me and my husband respect and trust you, as we see how you work. This is why we have come to you"

Feedback on our advocacy:



Health and Wellbeing

- We quality assessed LeDeR reviews of 34 people's deaths
- We coproduced 4 LeDeR learning into action newsletters

Quality

- We delivered 138.5 units of Quality Checks over the year, against a target of 138
- We engaged with 348 people through our Quality Checks

Feedback on our quality checks:

- *"The QC coordinator was a great sounding board - it was really beneficial to talk things through and see how we could adapt changes to suit our set up."*
- *"The coordinator and quality checker completed the audit in a fair and understanding manner. They were pleasant, knowledgeable, and approachable throughout the process."*

Research, Strategy and Partnerships

- We captured the views of 114 people through 84 surveys and 30 focus group participants as part of our Big Survey.
- We interviewed 14 people about their experiences of Talking Therapies.
- The Research Engagement Network launched Joining Up Insight in Gloucestershire (JIG) at Gloucestershire Data Day - an online collection of qualitative insight reports produced by ICS and VCSE partners in Gloucestershire.

Financial review

Income for the year was £1,035,165 and total expenditure was £1,030,289 with a loss of £4,112 on investments giving a surplus of £764 in the year. Direct pay costs accounted for 79% of the resources expended.

Closing reserves were £338,271 of which:

- £102,847 is unrestricted
- £15,230 is restricted
- £220,194 is held as free reserves equating to 3 months of pay costs (for 2024, this was 3 months of core running costs which included overheads)

Reserves policy

The directors have adopted a policy objective to hold free reserves which would enable the charity to materially continue its operations for 3 months and meet its obligations to suppliers and employees. This reserve has been updated for this year to £220,194 to represent 3 months of pay costs as this is the most fluctuant cost profile within the charity.

Principal funding sources

We are grateful to the following funding sources who enabled us to deliver our projects in 2024/25:

- Barnwood Trust, for funding a strategic partnership that enables us to do more work around research, strategy and influencing change
- Gloucestershire Community Foundation, for funding additional wellbeing activities in our Hubs
- Gloucestershire County Council and the Integrated Care Board for funding our Quality Checking and MHELO work
- Gloucestershire County Council Thriving Communities for funding our Inclusion Hubs
- Gloucestershire County Council for funding our engagement work and co-chairing work for the Learning Disability Partnership Board and Physical Disability and Sensory Impairment Partnership Board
- Gloucestershire County Council for funding our Autistic Youth Forum and Life in the Mind podcast
- Gloucestershire Health and Care NHS Foundation Trust and the ICB for funding our partnership work to design and deliver Oliver McGowan Mandatory Training
- Gloucestershire Health and Care NHS Foundation Trust for funding our post diagnostic support project
- The National Lottery for funding our drama, training, volunteering and advocacy work
- The ICB for funding our work around Community Mental Health Transformation and LeDeR
- NHS England for funding our Your Voice project and Research Engagement Network project
- The ICB for funding our involvement in the VCS Strategic Partnership Board
- The University of Gloucestershire and ICB for funding our research into Talking Therapies

Investment policy

In addition to its own reserves, the charity holds income paid in advance of contract delivery. As these resources are required in the short term all of the charity's cash balances are held available for immediate withdrawal. This excludes the £84,152 held in fixed asset investments which relates to charity sector investment funds in order to optimise interest income.

Key risks are summarised below.

Financial
A significant risk this year was increasing demand coupled with decreasing resources. We faced risks due to short term funding (contracts of 1 year or less), inflation and shrinking statutory budgets. Higher than normal rates of inflation not being matched by rises in contract value and lower rates of donations created further financial pressure. National government reorganisation such as the abolition of NHS England heralded the end of some of our funded projects, with further change planned for ICBs and Local Government bringing more uncertainty. This year we also undertook an office move in May 2024, which resulted in one off additional costs, but the majority of these had been budgeted for.

Operational Delivery
A further significant risk this year was around operational delivery, with the likelihood of external factors (including extreme weather, the office move and increased pressure on statutory partners for example around neurodiversity diagnosis and support) affecting ability to deliver to contract. A lack of resources (in particular staff, due to sickness or vacancies in the team) to deliver to contract was another significant risk this year.

Information and data security
A risk that continued to increase this year was information and data security, in particular the risk of a cyber attack, hack or loss of data through human error. The increasing sophistication of cyber attacks, combined with our growth and corresponding increased data handling, necessitated the introduction of more data security measures (including a change in phone system and wider use of multifactor authentication) and training for staff. This year we had hoped to have an efficient database system supporting our data handling, but issues at the provider end meant that this was not operational for the full year.

Risks to our people
We were conscious of the risk of burnout due to ongoing change and covering vacancies/absences within our team. Supporting disabled people through increasingly challenging life circumstances, brought about by growing inequalities, also created additional stress and trauma for some of our team.

Risks to people who face disabling barriers
We continue to see increased risks and a disproportionate impact of health and wellbeing inequalities and cost of living pressures on many of the individuals we exist to support. In some of our projects this resulted in us supporting individuals with increasingly complex levels of unmet needs. As an organisation, we need to support individuals safely, work to meet unmet demand where we can, and continue to be a voice for people facing disabling barriers.

Managing risk
The operational team and Board monitor risk by keeping an organisational Risk Register, which is reviewed and updated monthly by the Senior Leadership Team and reported on to the Board who hold an oversight.

The Risk Register covers risks in the following categories, along with risk ratings, owners, and mitigating action:
- Financial
- Leadership and governance
- Reputation
- Operational delivery
- Statutory, regulatory, legal
- Business information systems and governance
- HR
- Project specific

Plans for future periods

Our business plan for 2025/26 highlights actions that we will take to achieve the aims set out in our new coproduced Three Year Strategy:

Use our voice to create change

- Listen, champion and represent disabled people's voices
- Influence decision makers
- Hold decision makers to account
- Speak up when things aren't right

Empower

- Ensure that disabled people know their rights
- Empower people to have their own voice
- Ensure that we are central in decision making – 'nothing about us without us'
- Create opportunities for peer support

Reduce or remove disabling barriers

- Challenge systems that hold people back
- Educate and influence organisations around accessibility
- Educate and influence society about barriers
- Advocate for and support equity

Work together

- Work with health and social care systems to ensure that people get the right support, at the right time, in the right way
- Work with communities in a way that suits them
- Work with partner organisations in a way that is fair and equitable, so we can achieve more together
- Actively challenge unfair and oppressive practices

Make a positive difference

- For disabled people
- For our staff and volunteers
- In the way we work with partners
- For society as a whole
- On the environment

Structure, governance and management

The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

R Amos	
A Cotterill	
P Cullen	(Resigned 5 February 2025)
K Elliott	(Resigned 5 February 2025)
S Goddard	
R Govan	(Resigned 5 February 2025)
J L Hincks	(Resigned 30 November 2024)
R J Lewis	
R Mockford	
A Wala	
J K R Wotherspoon	
P S Yeatman	(Resigned 5 February 2025)
J Jones	(Appointed 5 February 2025)
R Clayton	(Appointed 5 February 2025)
E Scrivens	(Appointed 5 February 2025)
A Aitken	(Appointed 5 February 2025)

Recruitment and appointment of trustees

All of the directors give their time voluntarily and receive no benefits from the charity.

The organisation strives to ensure the composition of the board of directors reflects the community it serves including directors with lived experience of disabling barriers.

A third of the directors retire by rotation at each Annual General Meeting and are eligible for re-election. Directors co-opted during the year and newly proposed nominees are also eligible for election at the Annual General Meeting.

The board of directors is responsible for setting the strategic direction of the charity and delegates the implementation of this policy to the Chief Executive, Senior Leadership Team and managers. Performance is kept under review at regular board meetings where the directors receive operational and financial reports.

The board of directors receives an induction pack outlining roles and responsibilities of trustees, and with background to the charity. Training on disability awareness and safeguarding is offered to all trustees, as is an introduction to the role of a trustee. Additional training and mentoring are offered as required and the Chair and Deputy Chair regularly support the wider board in 1 to 1 session.

The charity maintains standing policies and procedures covering its duties and responsibilities including:

- A wide range of HR policies
- Anti-Bribery and Corruption Policy
- Business Continuity Plan
- Code of Conduct
- Complaints and Compliments Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Data Protection Policy
- Environmental Policy
- Equal Opportunities Policy
- Grievance Procedure
- Health and Safety Policy
- Internal Financial Controls and Financial Procedures
- IT Communications and Usage Policy
- Lone Working Policy
- Risk Management Policy
- Safeguarding Policy
- Social Media Policy
- Volunteer Policy
- Whistleblowing Policy

Trustees delegate day-to-day management of the charity to Chief Executive Officer, Vicci Livingstone-Thompson.

Remuneration policy
Pay and remuneration for the charity's Senior Leadership Team is set by the board of directors. All staff, including the Senior Leadership Team, have pay rates that are benchmarked against the National Joint Council for Local Government Services (NJC) pay scales. Pay rates are reviewed, but not necessarily increased, at least annually.

Related Parties

Partnership working is crucial to Inclusion Gloucestershire, and we are proud to have linked with several key organisations in 2024/25 including:

- Access Social Care
- Active Gloucestershire
- Active Impact
- Adult Education
- Barnwood Trust
- Building Circles
- Camphill Village Trust
- Cheltenham Borough Homes
- Coventry Building Society
- Disability Rights UK
- Family Partnership Solutions
- Friendship Café
- Gloucestershire Community Rail Partnership
- Gloucestershire Constabulary
- Gloucestershire County Council
- Gloucestershire Health and Care NHS Foundation Trust
- Gloucestershire Hospitals NHS Foundation Trust
- Gloucestershire Integrated Care Board
- Gloucestershire Safeguarding Adults Board
- Gloucestershire VCSE Alliance
- Healthwatch Gloucestershire
- Kingfisher Treasure Seekers
- National Star College
- NHS England
- NHS Gloucestershire Integrated Care Board
- Paradise House
- Stroud Trinity Rooms
- SkillZone
- The Independence Trust
- The National Institute for Health Research
- The National Lottery
- The National Trust
- The Salvation Army
- The University of Bath
- The University of Gloucestershire
- The University of the West of England
- The Zig Zag project
- Wyldwood Arts

Statement of Trustees responsibilities

The Trustees, who are also the directors of Inclusion Gloucestershire for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial 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 charitable company for that year.

In preparing these 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Abbreviations

The following abbreviations have been used in this report:

CMHT – Community Mental Health Transformation project
DPO – Disabled People's Organisation
ICB – Integrated Care Board
LeDeR – Learning from Lives and Deaths of Autistic People and People with Learning Disabilities
MHELO – Mental Health Experience Led Opportunities (mental health peer support network)
SLT – Senior Leadership Team
ULO – user led organisation

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees report was approved by the Board of Trustees and signed on its behalf by:

A Cotterill Andrew Cotterill

17 December 2025

INCLUSION GLOUCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinion

We have audited the financial statements of Inclusion Gloucestershire (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that, despite us planning and performing our audit in accordance with auditing standards, one or more material misstatements in the financial statements may have gone undetected by our audit. As with any audit, there is a high risk that irregularities and fraud will go undetected where they involve matters such as misrepresentations from management, collusion, deliberate omissions and override of controls. It is not the role of the auditor to prevent non-compliance and we cannot be expected to detect every instance of non-compliance with all laws and regulations.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiries of management including a pre audit meeting;
- obtaining and reviewing supporting documentation of policies concerning the laws and regulations applicable to the business;
- understanding how the company complies with its regulatory framework by making enquiries of management;
- considering the culture inherent in the company and whether this represents a culture of honesty and ethical behaviour with a strong emphasis of detection and prevention of fraud.

We assessed the susceptibility of the company's financial statements to material misstatement and considered how fraud might occur. The audit procedures performed included, but were not limited to:

- challenging management assumptions and estimates;
- identifying and testing unusual journal entries;
- assessing how the relevant laws and regulations have been complied with and noting any instances of non compliance;
- reviewing the financial statements for compliance with relevant Accounting Standards and accounting legislation applicable to a small company;
- considering how those charged with governance have addressed the possibility of an override of essential controls or other influence over the financial reporting processes.

In addition, we also considered other non financial laws relevant to the company. These do not necessarily have a direct influence on the financial statements but might affect the company's ability to operate.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Roger Downes FCA
(Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited

Chartered Certified Accountants
Statutory Auditor

17 December 2025
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income and endowments from:							
Donations and legacies	3	1,009	-	1,009	1,237	-	1,237
Charitable activities	4	888,833	141,954	1,030,787	823,881	69,546	893,427
Investments	5	2,638	-	2,638	2,594	-	2,594
Other income	6	731	-	731	200	-	200
Total income		893,211	141,954	1,035,165	827,912	69,546	897,458
Expenditure on:							
Charitable activities	7	903,565	126,724	1,030,289	820,725	69,546	890,271
Total expenditure		903,565	126,724	1,030,289	820,725	69,546	890,271
Net gains/(losses) on investments	12	(4,112)	-	(4,112)	7,326	-	7,326
Net income/(expenditure) and movement in funds		(14,466)	15,230	764	14,513	-	14,513
Reconciliation of funds:							
Fund balances at 1 April 2024		337,507	-	337,507	322,994	-	322,994
Fund balances at 31 March 2025		323,041	15,230	338,271	337,507	-	337,507

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	14		505		750
Investments	15		84,152		88,264
			84,657		89,014
Current assets					
Debtors	16	77,735		103,109	
Cash at bank and in hand		409,141		296,706	
		486,876		399,815	
Creditors: amounts falling due within one year	17	(233,262)		(151,322)	
Net current assets			253,614		248,493
Total assets less current liabilities			338,271		337,507
Net assets			338,271		337,507
The funds of the charitable company					
Restricted income funds	19		15,230		-
Unrestricted funds			323,041		337,507
			338,271		337,507

The financial statements were approved by the Trustees on 17 December 2025

A Cotterill Andrew Cotterill

Company registration number 10143162 (England and Wales)

INCLUSION GLOUCESTERSHIRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	24		109,797		(62,964)
Investing activities					
Investment income received		2,638		2,594	
Net cash generated from investing activities			2,638		2,594
Net cash generated from financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			112,435		(60,370)
Cash and cash equivalents at beginning of year			296,706		357,076
Cash and cash equivalents at end of year			409,141		296,706

1 Accounting policies

Charity information

Inclusion Gloucestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is Railway House, Bruton Way, Gloucester, Gloucestershire, GL1 1DG, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the fixed asset investments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

The charitable company relies on external funding to cover its core costs and, despite having built up reserves in recent years, it continues to seek new and extended funding for that purpose. In the past twelve months and since the year-end, the charitable company has continued the provision of core charitable activities and has managed to retain reserves at or above target levels.

The Board has set aside designated funds to cover the delayed expenditure aswell as three months' core pay costs (2024 - core running costs). The Board has also considered the funding requirements for a period of more than twelve months from the date of approval of these financial statements and concluded that, taking into account uncertainties created by any global economic factors that are outside their control, they have and/or will be able to generate sufficient funding to continue operations throughout that period and beyond.

As a result of these conclusions, the Board considers the charitable company to be a going concern and has prepared the financial statements on that basis.

1.3 Charitable funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grant income is recognised in the period for which it covers expenditure. Donations and investment income are recognised as income on receipt.

Training income is recognised when an invoice is raised.

Room hire is recognised on receipt of the income.

1 Accounting policies **(Continued)**

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Expenditure on software and website development is written off in the year that it is incurred.

1.7 Fixed asset investments

Investments are held at open market value at the year end date.

1.8 Taxation

The charity is exempt from corporation tax on its charitable activities.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	1,009	1,237

4 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Grants received						
Performance related grants	888,833	141,954	1,030,787	823,881	69,546	893,427

Performance related grants analysis

	Grants received 2025 £	Grants received 2024 £
Training and Development	259,855	176,250
Engagement	236,586	206,096
Quality Checking	191,704	188,725
Other Grants	109,380	49,017
HUBS	98,500	85,600
MHELO and CMHT	82,866	80,778
LD Partnership Board	19,329	18,497
Barnwood	16,667	42,384
LEDER	15,900	15,000
Dramatic Change	-	31,080
	1,030,787	893,427

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	2,638	2,594

6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	731	200

7 Expenditure on charitable activities

	Charitable activities 2025	Charitable activities 2024
	£	£
Direct costs		
Staff costs	822,620	700,504
Depreciation	245	3,869
Computer costs	28,009	29,609
Travel and subsistence	6,411	8,516
Sundries	1,603	2,363
Insurance	4,732	4,399
Telephone	3,605	4,739
Postage and stationery	3,781	3,825
Room hire	12,509	11,332
Recruitment and training	11,710	7,288
Rent and rates	64,255	32,861
Repairs and renewals	5,433	25,489
Project costs	14,931	16,392
Website costs	9,118	18,252
Utility costs	7,454	5,437
	996,416	874,875
Share of support and governance costs (see note 8)		
Governance	33,873	15,396
	1,030,289	890,271
Analysis by fund		
Unrestricted funds	903,565	820,725
Restricted funds	126,724	69,546
	1,030,289	890,271

8 Support costs allocated to activities

	2025	2024
	£	£
Governance costs	33,873	15,396
Analysed between:		
Audit fees	4,795	4,000
Accountancy	6,724	5,462
Legal and professional	22,354	5,934

9 Net movement in funds

The net movement in funds is stated after charging/(crediting):

	2025	2024
	£	£
Fees payable for the audit of the charity's financial statements	4,795	4,000
Depreciation of owned tangible fixed assets	245	3,869

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

11 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
	80	64

Employment costs

	2025	2024
	£	£
Wages and salaries	822,620	700,504

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025	2024
	£	£
Aggregate compensation	54,038	51,591

12 Gains and losses on investments

	Unrestricted funds 2025	Unrestricted funds 2024
Gains/(losses) arising on:	£	£
Revaluation of investments	(4,112)	7,326

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

14 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2024	17,942
At 31 March 2025	17,942
Depreciation and impairment	
At 1 April 2024	17,192
Depreciation charged in the year	245
At 31 March 2025	17,437
Carrying amount	
At 31 March 2025	505
At 31 March 2024	750

15 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2024	88,264
Valuation changes	(4,112)
At 31 March 2025	84,152
Carrying amount	
At 31 March 2025	84,152
At 31 March 2024	88,264

15 Fixed asset investments (Continued)

	2025	2024
Investments at fair value comprise:	£	£
Cost	63,000	63,000
Valuation in 2018	(1,573)	(1,573)
Valuation in 2019	4,848	4,848
Valuation in 2020	(2,099)	(2,099)
Valuation in 2021	13,262	13,262
Valuation in 2022	6,683	6,683
Valuation in 2023	(3,183)	(3,183)
Valuation in 2024	7,326	7,326
Valuation in 2025	(4,112)	-
	84,152	88,264

There were no investment assets outside the UK.

16 Debtors

	2025	2024
Amounts falling due within one year:	£	£
Trade debtors	31,666	99,113
Other debtors	-	2,400
Prepayments and accrued income	19,960	1,596
	51,626	103,109

	2025	2024
Amounts falling due after more than one year:	£	£
Other debtors	26,109	-
Total debtors	77,735	103,109

17 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	-	11,007
Trade creditors	6,700	15,934
Other creditors	3,884	3,291
Accruals and deferred income	222,678	121,090
	233,262	151,322

18 Deferred income

Deferred income at 1 April 2024	116,556	156,034
Released from previous periods	(116,556)	(156,034)
Resources deferred in the year	217,134	116,556
Deferred income at 31 March 2025	217,134	116,556

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Lottery funded projects	-	141,954	(126,724)	15,230

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Lottery funded projects	-	69,546	(69,546)	-

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2025 £
Core Costs	154,160	-	-	66,034	-	220,194
Delayed Expenditure	45,317	-	(45,317)	77,278	-	77,278
General funds	138,030	893,211	(858,248)	(143,312)	(4,112)	25,569
	337,507	893,211	(903,565)	-	(4,112)	323,041

22 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	38,000	-
Between two and five years	6,333	-
	44,333	-

23 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

24 Cash generated from/(absorbed by) operations

	2025	2024
	£	£
Surplus for the year	764	14,513
Adjustments for:		
Investment income recognised in statement of financial activities	(2,638)	(2,594)
Fair value gains and losses on investments	4,112	(7,326)
Depreciation and impairment of tangible fixed assets	245	3,869
Movements in working capital:		
Decrease/(increase) in debtors	25,374	(40,882)
Increase/(decrease) in creditors	81,940	(30,544)
Cash generated from/(absorbed by) operations	109,797	(62,964)

25 Analysis of changes in net funds

	At 1 April 2024	Cash flows	At 31 March 2025
	£	£	£
Cash at bank and in hand	296,706	112,435	409,141
	296,706	112,435	409,141

INCLUSION GLOUCESTERSHIRE

England & Wales - Charity number 1171559

Accounts

Charity registration number 1171559

Company registration number 10143162 (England and Wales)

INCLUSION GLOUCESTERSHIRE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

INCLUSION GLOUCESTERSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R Amos A Cotterill P Cullen K Elliott S Goddard R Govan J L Hincks R J Lewis R Mockford A Wala J K R Wotherspoon P S Yeatman	
Senior management	V Livingstone-Thompson	Chief Executive Officer
Charity number	1171559	
Company number	10143162	
Registered office	Railway House Bruton Way Gloucester Gloucestershire England GL1 1DG	
Auditor	BK Plus Audit Limited 6 Manor Park Business Centre Mackenzie Way Cheltenham Gloucestershire GL51 9TX	

INCLUSION GLOUCESTERSHIRE

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INCLUSION GLOUCESTERSHIRE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's [governing document], the Companies Act 2006 and "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).

The financial statements have been prepared in accordance with the accounting policies set out in Inclusion Gloucestershire's Internal Financial Controls and Financial Procedures document.

Objectives and activities

Inclusion Gloucestershire is a user-led Disabled People's Organisation (DPO) and registered charity, based in Gloucestershire. It was founded in April 2016 to bring together the activities of two existing charitable organisations: Gloucestershire Voices and Physical Inclusion Network Gloucestershire (PING).

The charity exists to promote social inclusion for people facing disabling barriers and to improve the health, wellbeing and safeguarding of disabled people. Our vision is to help achieve an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.

The ultimate goals of the charity, as outlined in the Theory of Change, are that, as a result of the charity's activities people facing disabling barriers experience:

- A better quality of life
- Being heard, respected and valued
- More choice, control and influence.

In order to achieve its aims and objectives, Inclusion Gloucestershire works to a Three Year Strategy, underpinned by annual Business Plans and supported by Project Plans for each specific area or work.

Success in achieving deliverables is measured through:
- Six weekly internal monitoring meetings;
- Bi-monthly reports to the Board of Trustees;
- Quarterly contract monitoring reports to funders and commissioners; and
- An annual report.

How we deliver public benefit

We provide services primarily, but not exclusively, to those living in, working in, or visiting the county. Our activities include:

- supporting and facilitating peer-led social networks;
- providing information and advice about disability-related issues;
- empowering and supporting people who face disabling barriers to speak up for themselves and have their voices heard on issues that are important to them;
- facilitating disabled people to use their strengths and assets to live an independent life in the community and to be fully included in that community;
- establishing and supporting networks and activities which assist access to health care, social care, employment, transport, housing and social opportunities;
- working together with local organisations and people in the community to promote equality and to recognise the value of diversity:
- providing training and checking quality of provision to support society to remove disabling barriers.

Work is undertaken by a staff team of 61, and over the year was also delivered by 27 volunteers. Volunteers contributed to the running of Hubs and social activities, provision of peer mentoring, chairing of the MHELO peer-support network, support with marketing, day-to-day office support, research, business planning and building maintenance.

Achievements and performance

Work undertaken during the year
Inclusion Gloucestershire delivered to five key project strands in 2023/24.

Development – focused on developing and showcasing the skills of disabled people through drama, sharing information in accessible issue-based films, and delivering bespoke training. As of 31st March 2024, this area of work employed 26 part time staff, or 5.1 full time equivalent staff.

- The Dramatic Change **Drama Group** is funded by the National Lottery and runs inclusive drama sessions for members facing disabling barriers. The group focussed delivery in Gloucester and Stroud this year, with weekly sessions from April to January and fortnightly in February and March.

- We create issue based short **films** featuring disabled actors. They are an engaging, accessible and interesting way to deliver important messages. This year we released 13 films; 12 were short films about hate crime and incidents, and one was Highs and Lows: Relationship Stories (following different people's stories as they navigate the highs and lows of friendships and other relationships)

- The Gloucester drama group coproduced a **live performance** about hidden disability and the cost of living crisis, which was performed in St Mary de Crypt in May 2023. During June and July, members were also involved in performing in the Hi Street Festival (in collaboration with Artshape), a performance in Kings Square in Gloucester (in collaboration with Strike a Light), running workshops at The Big Health Day 2023, and coproducing a celebration event to showcase and reflect on the work of the Bigger Dreams, Better Lives, Brighter Futures project.

- We continued to deliver co-designed training for the **Oliver McGowan Mandatory Training in Learning Disabilities and Autism**, in partnership with Gloucestershire Health and Care NHS Foundation Trust (the lead partner). We delivered Tier 1 online training and Tier 2 face to face training to health and social care workers in Gloucestershire, and rolled out Train the Trainer courses to teach others to deliver Oliver McGowan training.

- We also deliver other **training** packages to help organisations remove disabling barriers. This included training on health awareness, Easy Read, safeguarding and training for health and social care students.

- Throughout the year we had a number of commissions to create accessible **Easy Read** information and we expanded the number of organisations we worked with in this area.

Engagement - work engaging directly with people facing disabling barriers through our existing Hubs, MHELO, Community Mental Health Transformation (CMHT) project, supported volunteering and advocacy. As of 31st March 2024, this area of work employed 34 part time staff, or 8.3 full time equivalent staff.

- Our **Inclusion Hubs** in Gloucester, Coleford and Cheltenham, and our women's only Wellbeing Hub delivered from the Friendship Café, welcome anyone with a disability or mental ill health and provide a safe space in which to socialise, take part in meaningful activities, build links with the community, complete courses and lots more!

- **MHELO** is a peer-led support network for people with current or past mental health challenges. Work this year included updating and distributing a self-care toolkit to support individuals to manage their mental health, and a range of engagement activities around issues that the group had identified as priorities to them; specifically engagement with unpaid carers and self management of mental wellbeing. We also coproduced and shared a regular newsletter and monthly update emails, and coproduced the Mental Health and Wellbeing Stakeholder Event in January.

- Our dedicated Volunteer Coordinator provides **support to volunteers** to develop their skills, utilise their experience and boost our work in roles across the organisation.

- This was the third year of the three year **Community Mental Health Transformation** project, in which we are supporting coproduction of the transformation of community mental health services in Gloucestershire. Work this year included engagement with marginalized groups, engagement at Stakeholder events across five districts, involvement and support of the People's Representation Action Board, and providing feedback on engagement to support work on annual health checks and a new person centred planning tool.

- In line with our aim to do more work around **neurodivergence**, we launched **Life in the Mind** in 2023, a podcast and multimedia project that shares the lived experiences of neurodivergent people. We also delivered the first year of a new pilot, in partnership with the **Zig Zag** project, coproducing and delivering **peer mentoring** to late identified neurodivergent adults.

- We also grew our **advocacy** service, providing a range of non-statutory advocacy including group advocacy through Speak Up groups, 1-1 individual advocacy and supporting people with self-advocacy. We continue to recruit, train and support volunteer Peer Mentors to provide structured peer support to individuals. These are the most common themes for advocacy referrals in this year:



Quality – assessing the service received by people in residential homes, supported living settings, Assessment and Treatment Units, day centres or in their own homes through domiciliary care. As of 31st March 2024, this area of work employed 23 part time staff, or 4.3 full time equivalent staff.

- In 2023/24 Inclusion Gloucestershire carried out 135 units of rigorous **Quality Checks**/follow-up visits on services for people with physical disabilities, learning disabilities, autism and/or mental ill health. Our checks are all person-centred, and as with all of our projects are led by somebody with lived experience of disability.

- Quality Checks are supported by a framework of questions, tailored to the type of setting and disability group. Following each check, a report is written and shared with the Provider, along with an Action Plan with specific areas for improvements.

- Quality Checks are commissioned by Gloucestershire County Council, and we work closely with their Quality Team to ensure that people are receiving the best possible care and support.

- This year we also undertook directly commissioned **Access Audits**, assessing and advising on the accessibility of visitor attractions, retail, hospitality and outdoor spaces.

Research, Strategy and Partnerships – work to ensure that the voice of people facing disabling barriers is heard and actively influencing change. As of 31st March 2024, this area of work employed nine part time staff, or 1.3 full time equivalent staff.

- We designed and delivered a workshop for partner organisations to **share findings** from our research and explore how they could incorporate these into their work to remove disabling barriers.

- The delivery of a **research project** into the research priorities and barriers that minoritized communities face, and a further project evaluating barriers for young people in accessing a service.

- We joined and supported the running of a new cross-sector **Research Engagement Network**, Sharing the Power.

Health and Wellbeing – work to address health inequalities and encourage prevention and early support. As of 31st March 2024, this area of work employed 21 part time staff, or 3.4 full time equivalent staff.

- This year, we continued work on the LeDeR (Learning from Lives and Deaths Review) Quality Assurance Panel. Experts by Experience are a key part of the monthly multidisciplinary Panel, reviewing and scrutinising cases each month to ensure that the voice of people with a learning disability and/or autism is central to the process. Our work includes the creation and sharing of monthly newsletters of key learning themes captured through the panels.

- This year we continued our **Your Voice** project for NHS England to engage with a thriving network of self-advocacy organisations and self-advocates with lived experience of learning disability or autism across the South West. The group have monthly meetings and collate key themes that are fed back to NHS England to influence health commissioning.

- We lead on **consulting** with people who face disabling barriers to ensure that they have their voices heard and influence real change. We do this through sessions in our Hubs around focused topics, and by facilitating individuals to get involved with the **Learning Disability Partnership Board.** This year we also took on support to the **Physical Disability and Sensory Impairment Partnership Board**, working with the Co-Chair to plan agendas and run meetings.

- We started a new project this year, employing individuals with lived experience to **coproduce** projects with **NHS England** across the South West.

- We undertook work this year with health partners to support awareness of and compliance with **Accessible Information Standards.**

Training and Development

- By the end of this year, we had delivered Oliver McGowan Tier 1 training to 1513 people, and delivered Train the Trainer training to 174 people

- 287 people were in receipt of training (other than Oliver McGowan training) this year. Courses were delivered in both online and face to face format and included:

- Health Awareness

- Easy Read

- Simulation training for health and social care students

- Safeguarding Level 2

- Bespoke training for specific organisations

- A total of 47 members attended the drama groups.

- 91% of drama participants felt that they had developed skills and knowledge in drama, and 69% felt they had developed personal skills.

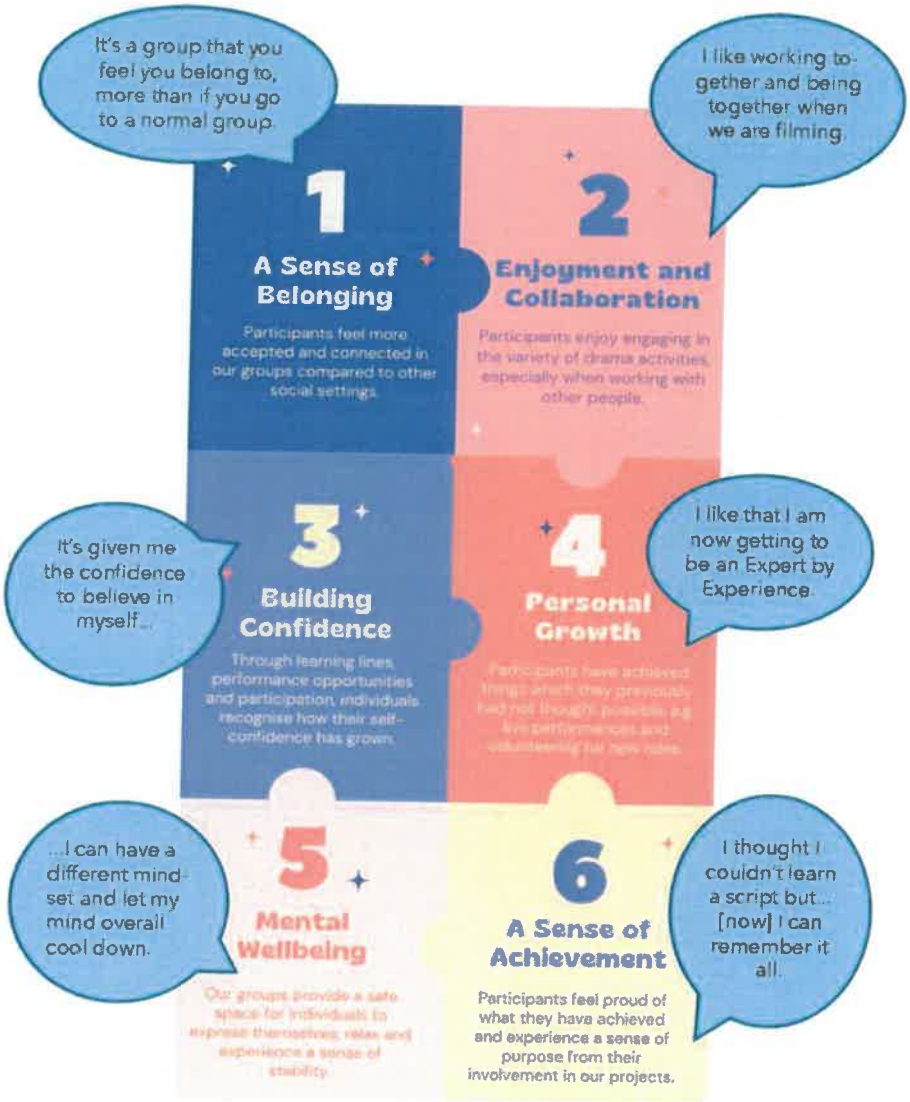
- 13 films were released and four live performances were delivered.

Feedback on our training:

"Thank you Jon and congratulations! I thought it was a really good session. Safeguarding is always a tricky subject and 3 hours is a long time, but the fact that it was so interactive made it really interested and engaging for me 😊"

"The workshops themselves were fantastic – facilitated expertly by two personable and engaging leads, one of whom had lived experience and was able to provide insightful feedback on some of the participants initial attempts at Easy Read documentation."

Feedback on the drama groups:



Engagement

- We delivered 187 Hub activities over the year, supporting 87 people in Quarters 1 and 2 and 100 people in Quarters 3 and 4.

- MHELO's membership increased by 7% to 64, and social media reached 1,200 people.

- We shared 12 Life in the Mind podcasts between its launch in January 2023 and March 2024, and in that period received 29,000 video reviews on TikTok.

- We delivered 1 to 1 advocacy to 8 people who were newly referred to us and continued providing advocacy to 12 people who we had started supporting the previous year.

- Staff delivered 175.5 hours of 1 to 1 advocacy support.

- We delivered 10 Speak Up group advocacy sessions.

Feedback from our Hubs:
""I don't feel alone anymore, I have new friends and lots of exciting new interests"

Feedback on our advocacy:

"Inclusion Gloucestershire stayed with me the whole way through… Not being 'put down', side-lined, dismissed. Treated with honesty and respect, integrity, recognised for being myself as I am. No false hopes… together we prevailed."

Health and Wellbeing

- We quality assessed LeDeR reviews of 34 people's deaths.

Quality

- We delivered 135 units of Quality Checks over the year.

- We undertook 3 Access Audits over the year.

Feedback on our quality checks:

- *"During the visit, the team were respectful, friendly and approachable, putting the person we support, and the staff team, at ease."*

- *"The quality checking coordinator is an asset to the team. Such a pleasure to have her and the expert by experience at the setting. The coordinator was fair and realistic."*

Research, Strategy and Partnerships

- We delivered Research Champion training to 8 people from the Muslim community.

- We facilitated the newly formed Research Engagement Network, holding 20 meetings with partners.

- We used our research findings to hold a workshop to share data with partners to support them in their work and funding bids.

List of abbreviations

The following abbreviations have been used in this report:

CMHT – Community Mental Health Transformation project
DPO – Disabled People's Organisation
GEM – Going the Extra Mile project
ICB – Integrated Care Board
LeDeR – Learning from Lives and Deaths of Autistic People and People with Learning Disabilities
MHELO – Mental Health Experience Led Opportunities (mental health peer support network)
SLT – Senior Leadership Team
ULO – user led organisation

Financial review
Income for the year was £904,784 and total expenditure was £890,271 giving a surplus of £14,513 in the year. Direct pay costs accounted for 77% of the resources expended.

Closing reserves were £337,507 of which:
- £138,030 is unrestricted
- £154,160 is held as free reserves equating to 3 months running costs
- £45,317 is designated for delayed expenditure, not incurred in this financial year but expected in 2024/25.

Reserves policy
The directors have adopted a policy objective to hold free reserves which would enable the charity to materially continue its operations for 3 months and meet its obligations to suppliers and employees. The previous year's reserve level of £154,160 was maintained this year, which is covered in the closing unrestricted funds.

Principal funding sources
We are grateful to the following funding sources who enabled us to deliver our projects in 2023/24:

- Barnwood Trust, for funding a strategic partnership that enables us to do more work around research, strategy and influencing change

- Gloucestershire County Council and the Integrated Care Board for funding our Quality Checking and MHELO work

- Gloucestershire County Council Thriving Communities for funding our Inclusion Hubs

- Gloucestershire County Council for funding our engagement work and co-chairing work for the Learning Disability Partnership Board and Physical Disability and Sensory Impairment Partnership Board

- Gloucestershire County Councill for funding our Autistic Youth Forum

- Health Education England and NHS England for funding our partnership work to design and deliver Oliver McGowan Mandatory Training

- The National Lottery for funding our drama, training, volunteering and advocacy work

- The National Institute for Health Research, for funding our research into research priorities for minoritized communities

- The ICB for funding our work around Community Mental Health Transformation, Reasonable Adjustments and LeDeR

- NHS England and Improvement for funding our Your Voice project and advocacy evaluation work

- Gloucestershire Community Rail Partnership for funding Access Audit work

-The ICB for funding our involvement in the VCS Strategic Partnership Board.

Investment policy
In addition to its own reserves, the charity holds income paid in advance of contract delivery. As these resources are required in the short term all of the charity's cash balances are held available for immediate withdrawal. To optimise interest income some of the balances are deposited with charity sector investment funds at preferential rates.

Key risks are summarised below.

Financial
A significant risk this year was a loss of funding. We faced risks due to short term funding (contracts of 1 year or less), inflation and shrinking Local Authority budgets. Unprecedented rates of inflation not being matched by rises in contract value and cost of living pressures for stakeholders created further financial pressure. This year we also undertook an office move in October 2023, which resulted in one off additional costs, but these had been planned for.

Operational Delivery
A further significant risk this year was around operational delivery, with the likelihood of external factors (including extreme weather, the office move) affecting ability to deliver to contract. A lack of resources (in particular staff, due to sickness or vacancies in the team) to deliver to contract was another significant risk this year.

Information and data security
A risk that continued to increase this year was information and data security, in particular the risk of a cyber attack, hack or loss of data through human error. The increasing sophistication of cyber attacks, combined with our growth and corresponding increased data handling, necessitated the introduction of more data security measures (including a change in phone system and wider use of multifactor authentication) and training for staff. This year we had hoped to have an efficient database system supporting our data handling, but issues at the provider end meant that this was not operational for the full year.

Risks to our people
We were conscious of the risk of burnout due to ongoing change and covering vacancies/absences within our team. We undertook a review of the SLT structure and had a restructure in the second half of the year, creating a new Deputy CEO role and reconfiguring existing Director roles. Supporting disabled people through increasingly challenging life circumstances, brought about by growing inequalities, also created additional stress and trauma for some of our team. We introduced a new EAP (employee assistance programme) this year to try to mitigate some of these issues.

Risks to people who face disabling barriers
We continue to see increased risks and a disproportionate impact of health and wellbeing inequalities and cost of living pressures on many of the individuals we exist to support. In some of our projects this resulted in us supporting individuals with increasingly complex levels of unmet need. As an organisation, we need to support individuals safely, work to meet unmet demand where we can, and continue to be a voice for people facing disabling barriers.

Managing risk
The operational team and Board monitor risk by keeping an organisational Risk Register, which is reviewed and updated monthly by the Senior Leadership Team and reported on to the Board who hold an oversight.

The Risk Register covers risks in the following categories, along with risk ratings, owners, and mitigating action:
- Financial
- Leadership and governance
- Reputation
- Operational delivery
- Statutory, regulatory, legal
- Business information systems and governance
- HR
- Project specific

Plans for future periods
Our business plan for 2024/25 highlights actions that we will take to achieve the aims set out in the third year of our refreshed Three Year Strategy:

Make sure the voice of disabled people is louder, and creating change
- Represent disabled people in work around climate change and the cost of living
- Undertake widespread engagement work and research to understand and represent the priorities of people facing disabling barriers in Gloucestershire
- Develop and deliver our work around neurodivergence
- Grow and deliver our training offer in order to reduce disabling barriers

Work together to empower people and remove disabling barriers
- Support other organisations to work in a coproduced way through training and sharing standards
- Develop our peer support offer and scope opportunities to scale up our advocacy offer
- Create more marketing materials to better show the impact of our workCreate a funding plan to guide our funding priorities

Be a strong organisation
- Move office and ensure accessibility
- Strengthen support and training for the staff team
- Develop and evidence progression pathways for staff
- Review our own equality and diversity measures, seeking advice from a range of perspectives and expertise
- Create frameworks for project management and project proposals

Be sustainable so we can make a positive difference for longer
- Secure further funding
- Develop our fundraising plans and capacity
- Fill funding gaps resulting from inflation
- Do further work around climate change

Get stronger and bigger, supporting more people
- Implement training and resources for the team around diversity and cultural sensitivity
- Map gaps and opportunities for geographic growth
- Focussed work on employment and with children and young people
- Develop, market and grow our membership.

Structure, governance and management
The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

R Amos
A Cotterill
P Cullen
K Elliott
S Goddard
R Govan
J L Hincks
R J Lewis
R Mockford
A Wala
J K R Wotherspoon
P S Yeatman

Recruitment and appointment of trustees
All of the directors give their time voluntarily and receive no benefits from the charity.

The organisation strives to ensure the composition of the board of directors reflects the community it serves including directors with lived experience of disabling barriers.

A third of the directors retire by rotation at each Annual General Meeting and are eligible for re-election. Directors co-opted during the year and newly proposed nominees are also eligible for election at the Annual General Meeting.

The board of directors is responsible for setting the strategic direction of the charity and delegates the implementation of this policy to the Chief Executive, Senior Leadership Team and managers. Performance is kept under review at regular board meetings where the directors receive operational and financial reports.

The board of directors receives an induction pack outlining roles and responsibilities of trustees, and with background to the charity. Training on disability awareness and safeguarding is offered to all trustees, as is an introduction to the role of a trustee. Additional training and mentoring are offered as required and the Chair and Deputy Chair regularly support the wider board in 1 to 1 sessions.

The charity maintains standing policies and procedures covering its duties and responsibilities including:

- A wide range of HR policies
- Anti-Bribery and Corruption Policy
- Business Continuity Plan
- Code of Conduct
- Complaints and Compliments Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Data Protection Policy
- Environmental Policy
- Equal Opportunities Policy
- Grievance Procedure
- Health and Safety Policy
- Internal Financial Controls and Financial Procedures
- IT Communications and Usage Policy
- Lone Working Policy
- Risk Management Policy
- Safeguarding Policy
- Social Media Policy
- Volunteer Policy
- Whistleblowing Policy.
-

Trustees delegate day-to-day management of the charity to Chief Executive Officer, Vicci Livingstone-Thompson.

Remuneration policy
Pay and remuneration for the charity's Senior Leadership Team is set by the board of directors. All staff, including the Senior Leadership Team, have pay rates that are benchmarked against the National Joint Council for Local Government Services (NJC) pay scales. Pay rates are reviewed, but not necessarily increased, annually.

Partnership working is crucial to Inclusion Gloucestershire, and we are proud to have linked with several key organisations in 2023/24 including:

- Access Social Care
- Active Gloucestershire
- Active Impact
- Barnwood Trust
- Bath Spa University
- Building Circles
- Camphill Village Trust
- Cheltenham Borough Homes
- Coventry Building Society
- Disability Rights UK
- Family Partnership Solutions
- Friendship Café
- Glo-Active
- Gloucester Cathedral
- Gloucestershire Action for Refugees and Asylum Seekers
- Gloucestershire Community Rail Partnership
- Gloucestershire Constabulary
- Gloucestershire County Council
- Gloucestershire Deaf Association
- Gloucestershire Health and Care NHS Foundation Trust
- Gloucestershire Hospitals NHS Foundation Trust
- Gloucestershire Integrated Care Board
- Gloucestershire Safeguarding Adults Board
- Gloucestershire VCS Alliance
- Health Education England
- Healthwatch Gloucestershire
- Kingfisher Treasure Seekers
- Leonard Cheshire
- NHS England and NHS Improvement
- NHS Gloucestershire Integrated Care Board
- PoHWER
- Recovery College
- The Independence Trust
- The National Institute for Health Research
- The National Lottery
- The National Trust
- The Nelson Trust
- The Resuscitation Council
- The Salvation Army
- The University of Bath
- The University of Gloucestershire
- The University of the West of England
- The Zig Zag project

Statement of Trustees responsibilities

The Trustees, who are also the directors of Inclusion Gloucestershire for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial 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 charitable company for that year.

In preparing these 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; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited (formerly Andorran Limited) be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees report was approved by the Board of Trustees and signed on its behalf by:

A Wala

20 December 2024

INCLUSION GLOUCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinion

We have audited the financial statements of Inclusion Gloucestershire (the 'charitable company') for the year ended 31 March 2024 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that, despite us planning and performing our audit in accordance with auditing standards, one or more material misstatements in the financial statements may have gone undetected by our audit. As with any audit, there is a high risk that irregularities and fraud will go undetected where they involve matters such as misrepresentations from management, collusion, deliberate omissions and override of controls. It is not the role of the auditor to prevent non-compliance and we cannot be expected to detect every instance of non-compliance with all laws and regulations.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiries of management including a pre audit meeting;
- obtaining and reviewing supporting documentation of policies concerning the laws and regulations applicable to the business;
- understanding how the company complies with its regulatory framework by making enquiries of management;
- considering the culture inherent in the company and whether this represents a culture of honesty and ethical behaviour with a strong emphasis of detection and prevention of fraud.

We assessed the susceptibility of the company's financial statements to material misstatement and considered how fraud might occur. The audit procedures performed included, but were not limited to:

- challenging management assumptions and estimates;
- identifying and testing unusual journal entries;
- assessing how the relevant laws and regulations have been complied with and noting any instances of non compliance;
- reviewing the financial statements for compliance with relevant Accounting Standards and accounting legislation applicable to a small company;
- considering how those charged with governance have addressed the possibility of an override of essential controls or other influence over the financial reporting processes.

In addition, we also considered other non financial laws relevant to the company. These do not necessarily have a direct influence on the financial statements but might affect the company's ability to operate.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Roger Downes FCA
(Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited

Chartered Certified Accountants
Statutory Auditor

20 December 2024

6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income and endowments from:							
Donations and legacies	3	1,237	-	1,237	5,336	-	5,336
Charitable activities	4	823,881	69,546	893,427	559,793	159,906	719,699
Investments	5	2,594	-	2,594	2,440	-	2,440
Other income	6	200	-	200	16,999	-	16,999
Total income		827,912	69,546	897,458	584,568	159,906	744,474
Expenditure on:							
Charitable activities	7	820,725	69,546	890,271	542,723	193,907	736,630
Total expenditure		820,725	69,546	890,271	542,723	193,907	736,630
Net gains/(losses) on investments	12	7,326	-	7,326	(3,183)	-	(3,183)
Net income		14,513	-	14,513	38,662	(34,001)	4,661
Transfers between funds		-	-	-	(712)	712	-
Net movement in funds	9	14,513	-	14,513	37,950	(33,289)	4,661
Reconciliation of funds:							
Fund balances at 1 April 2023		322,994	-	322,994	285,044	33,289	318,333
Fund balances at 31 March 2024		337,507	-	337,507	322,994	-	322,994

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	14		750		4,619
Investments	15		88,264		80,938
			89,014		85,557
Current assets					
Debtors	16	103,109		62,227	
Cash at bank and in hand		296,706		357,076	
		399,815		419,303	
Creditors: amounts falling due within one year	17	(151,322)		(181,866)	
Net current assets			248,493		237,437
Total assets less current liabilities			337,507		322,994
Net assets			337,507		322,994
The funds of the charitable company					
Unrestricted funds			337,507		322,994
			337,507		322,994

The financial statements were approved by the Trustees on 20 December 2024

A Wala

A Wala

Company registration number 10143162 (England and Wales)

INCLUSION GLOUCESTERSHIRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	22		(62,964)		101,693
Investing activities					
Purchase of tangible fixed assets		-		(1,141)	
Investment income received		2,594		2,440	
Net cash generated from investing activities			2,594		1,299
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(60,370)		102,992
Cash and cash equivalents at beginning of year			357,076		254,084
Cash and cash equivalents at end of year			296,706		357,076

1 Accounting policies

Charity information

Inclusion Gloucestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is Railway House, Bruton Way, Gloucester, Gloucestershire, GL1 1DG, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

The charitable company relies on external funding to cover its core costs and, despite having built up reserves in recent years, it continues to seek new and extended funding for that purpose. In the past twelve months and since the year-end, the charitable company has continued the provision of core charitable activities and has managed to retain reserves at or above target levels.

The Board has set aside designated funds to cover the cost of dilapidations and three months' core costs. The Board has also considered the funding requirements for a period of more than twelve months from the date of approval of these financial statements and concluded that, taking into account uncertainties created by any global economic factors that are outside their control, they have and/or will be able to generate sufficient funding to continue operations throughout that period and beyond.

As a result of these conclusions, the Board considers the charitable company to be a going concern and has prepared the financial statements on that basis.

1.3 Charitable funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grant income is recognised in the period for which it covers expenditure. Donations and investment income are recognised as income on receipt.

Training income is recognised when an invoice is raised.

Room hire is recognised on receipt of the income.

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Over the period of the lease
Fixtures and fittings	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Expenditure on software and website development is written off in the year that it is incurred.

1.7 Fixed asset investments

Investments are held at open market value at the year end date.

1.8 Taxation

The charity is exempt from corporation tax on its charitable activities.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	1,237	5,336

4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Grants received						
Performance related grants	823,881	69,546	893,427	559,793	159,906	719,699

Performance related grants analysis

	Grants received 2024 £	Grants received 2023 £
Engagement	206,096	157,625
Quality Checking	188,725	186,682
Training and Development	176,250	72,305
HUBS	85,600	85,000
MHELO and CMHT	80,778	56,983
Other Grants	49,017	18,059
Barnwood	42,384	41,566
Dramatic Change	31,080	50,820
LD Partnership Board	18,497	15,515
LEDER	15,000	17,394
GEM	-	17,750
	893,427	719,699

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	2,594	2,440

6 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	200	16,999

7 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Staff costs	700,504	549,557
Depreciation	3,869	6,354
Computer costs	29,609	31,348
Travel and subsistence	8,516	7,105
Sundries	2,363	287
Insurance	4,399	4,058
Telephone	4,739	4,656
Postage and stationery	3,825	4,816
Room hire	11,332	10,521
Recruitment and training	7,288	7,623
Rent and rates	32,861	27,617
Repairs and renewals	25,489	1,397
Project costs	16,392	47,227
Website costs	18,252	9,984
Utility costs	5,437	7,666
	874,875	720,216
Share of support and governance costs (see note 8)		
Governance	15,396	16,414
	890,271	736,630
Analysis by fund		
Unrestricted funds	820,725	542,723
Restricted funds	69,546	193,907
	890,271	736,630

8 Support costs allocated to activities

	2024 £	2023 £
Governance costs	15,396	16,414
Analysed between:		
Audit fees	4,000	3,750
Accountancy	5,462	4,552
Legal and professional	5,934	8,112

9 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	4,000	3,750
Depreciation of owned tangible fixed assets	3,869	6,354

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	64	56

Employment costs

	2024 £	2023 £
Wages and salaries	700,504	549,557

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel
The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	51,591	54,296

12 Gains and losses on investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Gains/(losses) arising on:		
Revaluation of investments	7,326	(3,183)

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

14 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Total
	£	£	£
Cost			
At 1 April 2023	24,386	17,942	42,328
Disposals	(24,386)	-	(24,386)
At 31 March 2024	-	17,942	17,942
Depreciation and impairment			
At 1 April 2023	21,703	16,006	37,709
Depreciation charged in the year	2,683	1,186	3,869
Eliminated in respect of disposals	(24,386)	-	(24,386)
At 31 March 2024	-	17,192	17,192
Carrying amount			
At 31 March 2024	-	750	750
At 31 March 2023	2,683	1,936	4,619

15 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2023	80,938
Valuation changes	7,326
At 31 March 2024	88,264
Carrying amount	
At 31 March 2024	88,264
At 31 March 2023	80,938

Investments at fair value comprise:	2024 £	2023 £
Cost	63,000	(63,000)
Valuation in 2018	(1,573)	1,573
Valuation in 2019	4,848	4,848
Valuation in 2020	(2,099)	(2,099)
Valuation in 2021	13,262	13,262
Valuation in 2022	6,683	6,683
Valuation in 2023	(3,183)	(3,183)
Valuation in 2024	7,326	-
	88,264	80,938

There were no investment assets outside the UK.

16 Debtors

Amounts falling due within one year:	2024 £	2023 £
Trade debtors	99,113	54,964
Other debtors	2,400	9
Prepayments and accrued income	1,596	7,254
	103,109	62,227

17 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	11,007	5,129
Trade creditors	15,934	13,361
Other creditors	3,291	2,872
Accruals and deferred income	121,090	160,504
	151,322	181,866

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Lottery	-	69,546	(69,546)	-	-

Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
GEM	4,399	22,977	(28,088)	712	-
Lottery	28,890	136,929	(165,819)	-	-
	33,289	159,906	(193,907)	712	-

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 March 2024
	£	£	£	£	£	£
Dilapidations	20,000	-	(24,240)	4,240	-	-
Core Costs	154,160	-	-	-	-	154,160
Delayed Expenditure	51,384	-	(51,384)	45,317	-	45,317
General funds	97,450	827,912	(745,101)	(49,557)	7,326	138,030
	322,994	827,912	(820,725)	-	7,326	337,507

19 Unrestricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2023 £
Dilapidations	20,000	-	-	-	-	20,000
Core Costs	154,160	-	-	-	-	154,160
Delayed Expenditure	49,747	-	-	1,637	-	51,384
General funds	61,137	584,568	(542,723)	(2,349)	(3,183)	97,450
	285,044	584,568	(542,723)	(712)	(3,183)	322,994

Details of Designated Funds

Dilapidations
Funds set aside for dilapidations to the former premises under the lease at St. Michael's Court. This fund was utilised in the current year.

Core Costs
Reserve to materially cover three months core running costs in line with Charity Commission guidance.

Delayed Expenditure
Funds that could not be spent against contracts but that are required in future years.

Details of Restricted Funds

Going the Extra Mile (GEM) Employment Support Project
Income received in advance to be spent on wage and project costs to deliver 1-1 employment support.

Lottery funded projects - Drama Group, Training and Volunteering and Advocacy
Unspent income on a three-year project to be spent on additional and extended delivery of the provision of a drama group, training, supported volunteering and non-statutory advocacy, as agreed with the funder.

Transfers between funds
Transfers between designated funds are made to/from the General Fund to reflect the balances determined annually by the trustees to be required for individual designated funds.

20 Financial commitments, guarantees and contingent liabilities

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees, no such liability exists at the year end.

21 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

22 Cash generated from operations

	2024	2023
	£	£
Surplus for the year	14,513	4,661
Adjustments for:		
Investment income recognised in statement of financial activities	(2,594)	(2,440)
Fair value gains and losses on investments	(7,326)	3,183
Depreciation and impairment of tangible fixed assets	3,869	6,354
Movements in working capital:		
(Increase)/decrease in debtors	(40,882)	45,602
(Decrease)/increase in creditors	(30,544)	44,333
Cash (absorbed by)/generated from operations	(62,964)	101,693

23 Analysis of changes in net funds

The charitable company had no material debt during the year.

INCLUSION GLOUCESTERSHIRE

England & Wales - Charity number 1171559

Accounts

REGISTERED COMPANY NUMBER: 10143162 (England and Wales)
REGISTERED CHARITY NUMBER: 1171559

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 FOR INCLUSION GLOUCESTERSHIRE

INCLUSION GLOUCESTERSHIRE

BIGGER DREAMS ▶ BETTER LIVES ▶ BRIGHTER FUTURES

Andorran Limited (Statutory Auditor)
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

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REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES	R Amos J A Beech (resigned 30.11.22) A Cotterill P Cullen K Elliott J L Hincks R J Lewis A Wala J K R Wotherspoon P S Yeatman G Mockford (resigned 9.6.22) R Mockford S Goddard R Govan
REGISTERED OFFICE	Railway House Bruton Way Gloucester Gloucestershire GL1 1DG
REGISTERED COMPANY NUMBER	10143162 (England and Wales)
REGISTERED CHARITY NUMBER	1171559
AUDITORS	Andorran Limited 6 Manor Park Business Centre Mackenzie Way Cheltenham Gloucestershire GL51 9TX

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

The financial statements have been prepared in accordance with the accounting policies set out in Inclusion Gloucestershire's Internal Financial Controls and Financial Procedures document.

OBJECTIVES AND ACTIVITIES

Objectives and activities

Inclusion Gloucestershire is a user-led Disabled People's Organisation (DPO) and registered charity, based in Gloucestershire. It was founded in April 2016 to bring together the activities of two existing charitable organisations: Gloucestershire Voices and Physical Inclusion Network Gloucestershire (PING).

The charity exists to promote social inclusion for people facing disabling barriers and to improve the health, wellbeing and safeguarding of disabled people. Our vision is to help achieve an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.

The ultimate goals of the charity, as outlined in the Theory of Change, are that, as a result of the charity's activities, people facing disabling barriers experience:

- A better quality of life
- Being heard, respected and valued
- More choice, control and influence

In order to achieve its aims and objectives, Inclusion Gloucestershire works to a Three-Year Strategy, underpinned by annual Business Plans and supported by Project Plans for each specific area or work.

Success in achieving deliverables is measured through:

- Monthly internal monitoring meetings;
- Bi-monthly reports to the Board of Trustees;
- Quarterly contract monitoring reports to funders and commissioners; and
- An annual report.

How we deliver public benefit

We provide services primarily, but not exclusively, to those living in, working in, or visiting the county. Our activities include:

- supporting and facilitating peer-led social networks;
- providing information and advice about disability-related issues;
- empowering and supporting people who face disabling barriers to speak up for themselves and have their voices heard on issues that are important to them;
- assisting disabled people to use their strengths and assets to live an independent life in the community and to be fully included in that community;
- establishing and supporting networks and activities which assist access to health care, social care, employment, transport, housing and social opportunities;
- working together with local organisations and people in the community to promote equality and to recognise the value of diversity.

Work is undertaken by a staff team of 61, the majority of whom have lived experience of disabling barriers, and over the year was also delivered by 27 volunteers. Volunteers contributed to the running of Hubs and social activities, provision of peer mentoring, chairing of the MHELO (Mental Health Experience Led Opportunities) peer-support network, support with marketing, day-to-day office support, research, business planning and building maintenance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year

Inclusion Gloucestershire delivered to five key project strands in 2022/23:

Development - focused on developing and showcasing the skills of disabled people through drama, sharing information in accessible issue-based films, and delivering bespoke training. As of 31st March 2023, this area of work employed 20 part time staff, or 5.2 full time equivalent staff.

- The Dramatic Change **Drama Group** is funded by the National Lottery and runs inclusive drama sessions for members facing disabling barriers on a weekly basis. The group build skills and confidence, act out scenarios and create films and plays. In 2022/23 we continued delivering our two existing drama groups in Gloucester and the Forest of Dean, and set up four new groups in Painswick, Cirencester, Stroud and Cheltenham.
- We create issue based short **films** featuring disabled actors. They are an engaging, accessible and interesting way to deliver important messages. This year we made four films about Hate Crime, which have also been used to support the delivery of training.
- We also created three **forum theatre** pieces to train a variety of professionals including police, health and social care workers.
- We continued to deliver co-designed training for the **Oliver McGowan Mandatory Training in Learning Disabilities and Autism**, in partnership with Gloucestershire Health and Care NHS Foundation Trust (the lead partner) and Family Partnership Solutions. The Tier 1 training that we had developed as part of the trial was selected to be the national model, so this year as well as delivering Tier 1 and Tier 2 training, we developed a Train the Trainer package designed to teach others how to deliver Tier 1 training.
- We also deliver bespoke **training** packages. This included training for staff to support disabled people to become more physically active, training for healthcare workers to support people with learning disabilities who are receiving cancer treatment, and training for statutory organisations around inclusive practice.
- Throughout the year we had a number of commissions to create accessible **Easy Read** information and we expanded the number of organisations we worked with in this area.

Engagement - work engaging directly with people facing disabling barriers through our existing Hubs, MHELO, GEM (Going the Extra Mile) project, Community Mental Health Transformation project (CMHT), supported volunteering and advocacy. As of 31st March 2023, this area of work employed 26 part time staff, or 6.8 full time equivalent staff.

- Our **Inclusion Hubs** in Gloucester, Coleford and Cheltenham, and our women's only Wellbeing Hub delivered from the Friendship Café, welcome anyone with a disability or mental ill health and provide a safe space in which to socialise, take part in meaningful activities, build links with the community, complete courses and lot more!
- **MHELO** is a peer-led support network for people with current or past mental health challenges. Work in 22/23 included distribution of a self-care toolkit to support individuals to manage their mental health, and a range of engagement activities around issues that the group had identified as priorities to them; specifically benefits, digital inclusion, Community Mental Health Transformation and experience with GPs.
- We were a partner in the **GEM project** and employed a Navigator Developer to work 1 to 1 with people with disabilities or impairments to move them towards work, training or education. With the GEM project ending in Quarter 4 of the year, we started working more closely with the Forwards team at Gloucestershire County Council, and our GEM Navigator Developer retained employment by beginning a secondment in January with this team.
- This year we grew our supported **volunteering** service, with a dedicated Volunteer Coordinator to provide support to volunteers to develop their skills, utilise their experience and boost our work in roles across the organisation.
- This was the second year of the three-year Community Mental Health Transformation project, in which we are supporting coproduction of the transformation of community mental health services in Gloucestershire. Work this year included engagement events in the Forest of Dean to support the coproduction of a new localised model, involvement and support of the People's Representation Action Board, comprised of lived experience representatives, voluntary sector representatives and statutory partners, and providing feedback on engagement to support work on annual health checks and a new person centred planning tool.

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year - Engagement (continued)

- We also grew our advocacy service, providing a range of non-statutory advocacy including group advocacy through Speak Up groups, 1-1 individual advocacy and supporting people with self-advocacy. We continue to recruit, train and support volunteer Peer Mentors to provide structured peer support to individuals. These are the most common themes for advocacy referrals in this year:



Quality - assessing the service received by people in residential homes, supported living settings, Assessment and Treatment Units, day centres or in their own homes through domiciliary care. As of 31st March 2023, this area of work employed 17 part time staff, or 4 full time equivalent staff.

- In 2022/23 Inclusion Gloucestershire carried out 138 units of rigorous **Quality Checks**/follow-up visits on services for people with physical disabilities, learning disabilities, autism and/or mental ill health. Our checks are all person-centred, and as with all our projects are led by somebody with lived experience of disability.
- Quality Checks are supported by a framework of questions, tailored to the type of setting and disability group. Following each check, a report is written and shared with the Provider, along with an Action Plan with specific areas for improvements.
- Quality Checks are commissioned by Gloucestershire County Council, and we work closely with their Quality Team to ensure that people are receiving the best possible care and support.
- This year we also undertook directly commissioned **Access Audits**, assessing and advising on the accessibility of visitor attractions, retail, hospitality and outdoor spaces.

ACHIEVEMENT AND PERFORMANCE
Charitable activities - work undertaken during the year (continued)

Research, Strategy and Partnerships - work to ensure that the voice of people facing disabling barriers is heard and actively influencing change. As of 31st March 2023, this area of work employed four part time staff, or 0.72 full time equivalent staff.

- Further work was carried out to analyse and share findings from the coproduced **survey** that was undertaken in 2021 to understand the key priorities and worries of disabled people in Gloucestershire. Four further reports were written and shared this year. These included specific asks and recommendations to make life better for people facing disabling barriers. We met with commissioners from social care, health and housing to discuss the findings from the survey and agree specific areas where action is needed.
- Our new coproduced **Three-Year Strategy** was launched, identifying key areas for the organisation to focus on based on wider context, and the priorities of the people we represent.
- Existing **partnerships** were strengthened, and new partnerships formed with new partnership projects being delivered through Drama, Film, Quality Checking, Advocacy, CMHT and Training projects.

Health and Wellbeing - work to address health inequalities and encourage prevention and early support. As of 31st March 2023, this area of work employed 12 part time staff, or 2.3 full time equivalent staff.

- In 2022/23 we continued work on the LeDeR (Learning from Lives and Deaths Review) Quality Assurance Panel. Experts by Experience are a key part of the monthly multidisciplinary Panel, reviewing and scrutinising cases each month to ensure that the voice of people with a learning disability and/or autism is central to the process. Our work includes the creation and sharing of monthly newsletters of key learning themes captured through the panels.
- This year we continued our **Your Voice** project for NHS England to engage with a thriving network of self-advocacy organisations and self-advocates with lived experience of learning disability or autism across the South West. The group have monthly meetings and collate key themes that are fed back to NHS England to influence health commissioning. This year we recorded our first podcast, to be launched the following year.
- We lead on **consulting** with people who face disabling barriers to ensure that they have their voices heard and influence real change. We do this through sessions in our Hubs around focused topics, and by facilitating individuals to get involved with the Learning Disability Partnership Board.
- In 2022/23 work culminated on our project to **evaluate the effectiveness of a range of advocacy services** across the South West, commissioned by NHS England and NHS Improvement.
- We undertook work this year with health partners to support awareness of and compliance with **Accessible Information Standards.**

Training and Development
- By the end of this year, we had delivered Oliver McGowan training to over 4600 people, and delivered Train the Trainer training to 111 people.
- 264 people were in receipt of training (other than Oliver McGowan training) this year. Courses were delivered in both online and face to face format and included:
  - Reasonable Adjustment
  - Understanding Hate Crime
  - Easy Read
  - Inclusive Communications
  - Bespoke training for specific organisations
- A total of 132 members (95 new this year) attended the drama groups this year.
- 11 films or plays were produced.

ACHIEVEMENT AND PERFORMANCE
Charitable activities - work undertaken during the year - training and development (Continued)

Feedback on our training:



Feedback on the drama groups:

"The drama group has provided me with stability while I've been in a mentally exhausting place. It's let my mind calm down. That might sound ironic to other people but when I become a different character at drama, I can have a different mindset and let my mind overall cool down."

"Doing drama - it helps me have confidence in myself - I like to try different things."

"I feel it gives me more strength - it makes my brain more active. Most of the time I'm sitting down in the chair and standing up for drama makes me more active and I feel like I have more energy."

Engagement
- We ran 154 Hub sessions over the year, supporting 131 people in Quarters 1 and 2 and 81 people in Quarters 3 and 4.
- MHELO's membership increased by 22% to 60.
- We delivered 1 to 1 advocacy to 25 people who were newly referred to us, and continued providing support to 16 people who we had started supporting the previous year.
- In total we delivered 342.75 hours of 1 to 1 advocacy support, 229.5 hours of which were delivered by staff and 113.25 by peer mentor volunteers.
- We delivered 9 Speak Up group advocacy sessions, attended by 127 people.

Feedback from our Hubs:

"I always look forward to Wednesday because I know I have Hub on Wednesday"

"It's somewhere I can go and get away from it all and be me"

"Mondays and Wednesdays [when I attend the Hub] are the only days I really see people"

ACHIEVEMENT AND PERFORMANCE
Charitable activities - work undertaken during the year (continued)

Quality
- We delivered 138 units of Quality Checks over the year.
- We undertook 23 Access Audits over the year.

Feedback on our quality checks:

"Having an external, impartial and knowledgeable lens shone on your work, gives validation to what you do well, but it also highlights any blind spots or areas you can improve. The service users subsequently benefit from the "even better if" aspect of the report."

"It was a well organised, clearly explained process. The tone was encouraging and supportive. The feedback was constructive and insightful. Using the online Quality portal was very straightforward."

"It is good to have another perspective on the service we run and make improvements. Good communication and feedback was thorough."

Research, Strategy and Partnerships
We wrote four new reports, and used our findings to inform our new Three-Year Strategy and influence decision makers

Health and Wellbeing
- We quality assessed 26 LeDeR reviews.
- We coproduced a short film about Accessible Information Standards.
- In November 2022, we hosted a Coproduction Conference for organisations across the South West.++

List of abbreviations
The following abbreviations have been used in the report:

CMHT	-	Community Mental Health Transformation project
DPO	-	Disabled People's Organisation
GEM	-	Going the Extra Mile project
ICB	-	Integrated Care Board
LeDer	-	Learning from Lives and Deaths of Autistic People and People with Learning Disabilities
MHELO	-	Mental Health Experience Led Opportunities (mental health peer support network)
ULO	-	User Led Organisation

FINANCIAL REVIEW

Financial review

Income for the year was £744,474 and total expenditure was £739,813 giving a surplus of £4,661 on the year. Direct pay costs accounted for 74% of the resources expended.

Closing reserves were £322,994 of which:

- £97,450 is unrestricted.
- £20,000 is held as designated for dilapidations to return the office building at St Michael's Court to its original state at the end of the lease (November 2023).
- £154,160 is held as free reserves equating to approximately 3 months running costs.
- £51,384 is designated for delayed expenditure, not incurred in this financial year but expected in 2023/24.

Reserves Policy

The directors have adopted a policy objective to hold free reserves which would enable the charity to materially continue its operations for 3 months and meet its obligations to suppliers and employees. The previous year's reserve level of £154,160 was maintained this year, which is covered in the closing unrestricted funds.

Principal Funding Sources

We are grateful to the following funding sources who enabled us to deliver our projects in 2022/23:

- Barnwood Trust, for funding a strategic partnership that enables us to do more work around research, strategy and influencing change;
- Gloucestershire County Council and the Clinical Commissioning Group for funding our Quality Checking and MHELO work;
- Gloucestershire County Council Thriving Communities for funding our Inclusion Hubs;
- Gloucestershire County Council for funding our engagement work and co-chairing work for the Learning Disability Partnership Board;
- Gloucestershire County Council for funding our work to research and create a film about advocacy services;
- Gloucestershire County Council for funding our Autistic Youth Forum;
- Health Education England and NHS England for funding our partnership work to design and deliver Oliver McGowan Mandatory Training;
- The Big Lottery Fund and the European Social Fund for funding the GEM Project;
- The National Lottery for funding our drama, training, volunteering and advocacy work;
- The ICB for funding our work around Community Mental Health Transformation, Reasonable Adjustments and LeDeR;
- NHS England and Improvement for funding our Your Voice project and advocacy evaluation work;
- South West Ambulance Trust for funding our work to evaluate the experiences of people with learning disabilities and autistic people;
- Gloucestershire Community Rail Partnership for funding Access Audit work;
- The ICB for funding our involvement in the VCS Strategic Partnership Board.

Investments

In addition to its own reserves, the charity holds income paid in advance of contract delivery. As these resources are required in the short term all of the charity's cash balances are held available for immediate withdrawal. To optimise interest income some of the balances are deposited with charity sector investment funds at preferential rates.

FUTURE PLANS

2022 saw the launch of our Three-Year Strategy, with five strategic aims. Our business plan for 2023/24 highlights actions that we will take to achieve these aims in the second year of the strategy:

1. **Deliver from strong foundations**
   a. Develop fundraising and marketing capacity including implementing a Fundraising Strategy
   b. Greater monitoring and impact measurement, facilitated by use of a new database
   c. Monitor and improve accessibility of our own premises and information
   d. Strengthen and improve support for staff, including around continuity of employment
2. **Boost our sustainability**
   a. Secure new multiyear contracts to replace those ending
   b. Grow income generating work, particularly in training delivery
3. **Strengthen and develop what we currently offer**
   a. Support organisations and systems including the Integrated Care Board to embed meaningful coproduction
   b. Embed coproduction standards internally and externally
   c. Strengthen partnerships, especially with organisations working with ethnically diverse communities
   d. Develop advocacy and mentoring work to meet increased demand
   e. Develop progression pathways for our staff
   f. Review and develop our Easy Read offer.
4. **Be the voice of people facing disabling barriers, driving change in society**
   a. Deliver specific topic based research and report on this
   b. Increase the number of peer supporters/mentors we have and develop the offer.
   c. Launch a neurodivergent peer support offer.
5. **Grow and expand our offer**
   a. Develop partnerships, increasing engagement with diverse communities
   b. Implement training and resources for the team around diversity and cultural sensitivity
   c. Review our own equality and diversity measures, seeking advice from a range of perspectives and expertise
   d. Undertake bespoke research aimed at minoritized communities
   e. Develop our Access Audits, with set income targets.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees, who are also the directors for the purpose of company law, are listed on page 1 of these financial statements.

Two directors were employed by the charity in other roles, but stepped down to become co-opted directors without voting rights during the course of the year. All of the other directors give their time voluntarily and receive no benefits from the charity.

The organisation strives to ensure the composition of the board of directors reflects the community it serves including directors with lived experience of disabling barriers.

A third of the directors retire by rotation at each Annual General Meeting and are eligible for re-election. Directors co-opted during the year and newly proposed nominees are also eligible for election at the Annual General Meeting.

The board of directors is responsible for setting the strategic direction of the charity and delegates the implementation of this policy to the Chief Executive, Senior Leadership Team and managers. Performance is kept under review at regular board meetings where the directors receive operational and financial reports.

The board of directors receives an induction pack outlining roles and responsibilities of trustees, and with background to the charity. Training on disability awareness and safeguarding is offered to all trustees, as is an introduction to the role of a trustee. Additional training and mentoring are offered as required and the Chair and Deputy Chair regularly support the wider board in 1 to 1 session.

Trustees delegate day-to-day management of the charity to the Chief Executive Officer, Vicci Livingstone-Thompson.

Procedures and policies

The charity maintains standing policies and procedures covering its duties and responsibilities including:

A wide range of HR policies
Anti-Bribery and Corruption
Business Continuity Plan
Code of Conduct
Complaints and Compliments
Confidentiality
Conflict of Interest
Data Protection
Environmental
Equal Opportunities
Grievance
Health and Safety
Internal Financial Controls and Procedures
IT Communications and Usage
Lone Working
Risk Management
Safeguarding
Social Media
Volunteer and Whistleblowing.

Pay and remuneration for the charity's Senior Leadership Team is set by the board of directors. All staff, including the Senior Leadership Team, have pay rates that are benchmarked against the National Joint Council for Local Government Services (NJC) pay scales. Pay rates are reviewed, but not necessarily increased, annually.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Partnership working is crucial to Inclusion Gloucestershire and we are proud to have linked with several key organisations in 2022/23 including:

Access Social Care
Active Gloucestershire
Active Impact
Barnwood Trust
Building Circles
Camphill Village Trust
Cheltenham Borough Homes
Coventry Building Society
Disability Rights UK
Family Partnership Solutions
Friendship Cafe
GEM Project
Glo-Active
Gloucester Cathedral
Gloucestershire Action for Refugees and Asylum Seekers
Gloucestershire Clinical Commissioning Group
Gloucestershire Community Rail Partnership
Gloucestershire County Council,
Gloucestershire Deaf Association
Gloucestershire Health and Care NHS Foundation Trust
Gloucestershire Hospitals NHS Foundation Trust
Gloucestershire Safeguarding Adults Board
Gloucestershire VCS Alliance
Health Education England
Healthwatch Gloucestershire
Kingfisher Treasure Seekers
Leonard Cheshire
NHS England and NHS Improvement
NHS Gloucestershire Integrated Care Board
PoHWER
Recovery College
The Independence Trust
The National Lottery
The National Trust
The Nelson Trust
The Resuscitation Council
The Salvation Army
The University of Bath
The University of Gloucestershire

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk assessment

Key risks are summarised below.

Financial

Overtaking COVID-19, our highest rated risk this year was a loss of funding. We faced risks due to short term funding (contracts of 1 year or less), austerity, inflation and shrinking Local Authority budgets. Unprecedented rates of inflation not being matched by rises in contract value and cost of living pressures for stakeholders created further financial pressure.

Operational Delivery

Our second most significant risk this year was around operational delivery, with a higher likelihood of external factors (including extreme weather, financial pressures and the pandemic) affecting ability to deliver to contract. A lack of resources (in particular staff, due to sickness or vacancies in the team) to deliver to contract was another significant risk this year.

Information and data security

A risk that became increasingly relevant this year was information and data security, in particular the risk of a cyber attack, hack or loss of data through human error. The increasing sophistication of cyber attacks, combined with our growth and corresponding increased data handling, necessitated the introduction of more data security measures and training for staff.

Risks to our people

We were conscious of the risk of burnout due to ongoing change and covering vacancies/absences within our team. Supporting disabled people through increasingly challenging life circumstances, brought about by growing inequalities, also created additional stress and trauma for some of our team.

Risks to people who face disabling barriers

We saw increased risks and a disproportionate impact of the pandemic, wider health and wellbeing inequalities and cost of living pressures on many of the individuals we exist to support. In some of our projects this resulted in us supporting individuals with increasingly complex levels of unmet need. As an organisation, we need to support individuals safely, work to meet unmet demand where we can, and continue to be a voice for people facing disabling barriers.

Managing risk

The operational team and Board monitor risk by keeping an organisational Risk Register, which is reviewed and updated monthly by the Senior Leadership Team and reported on to the Board who hold an oversight.

The Risk Register covers risks in the following categories, along with risk ratings, owners, and mitigating action:

- Financial
- Leadership and governance
- Reputation
- Operational delivery
- Statutory, regulatory, legal
- Business information systems and governance
- HR
- Project specific

TRUSTEES' RESPONSIBILITY STATEMENT

The trustees (who are also the directors of Inclusion Gloucestershire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Andorran Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on ....15/12/2023..... and signed on its behalf by:

Andrew Cotterill
.....
A Cotterill - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinion

We have audited the financial statements of Inclusion Gloucestershire (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiries of management including a pre audit meeting;
- obtaining and reviewing supporting documentation of policies concerning the laws and regulations applicable to the charity's business;
- understanding how the charitable company complies with its regulatory framework by making enquiries of management ;
- considering the culture inherent in the company and whether this represents a culture of honesty and ethical behaviour with a strong emphasis of detection and prevention of fraud.

Auditors' responsibilities for the audit of the financial statements - continued
We assessed the susceptibility of the charitable company's financial statements to material misstatement and considered how fraud might occur. The audit procedures performed included, but were not limited to:

- challenging management assumptions and estimates;
- identifying and testing unusual journal entries;
- assessing how the relevant laws and regulations have been complied with and noting any instances of non-compliance;
- reviewing the financial statements for compliance with relevant Accounting Standards and accounting legislation applicable to a charity;
- considering how those charged with governance have addressed the possibility of an override of essential controls or other influence over the financial reporting processes.

In addition, we also considered other non-financial laws relevant to the charitable company. These do not necessarily have a direct influence on the financial statements but might affect the charitable company's ability to operate.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Roger Downes FCA (Senior Statutory Auditor)
for and on behalf of Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

Date: 18 December 2023

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	5,336	-	5,336	6,974
Charitable activities	4				
Charitable activities		559,793	159,906	719,699	743,162
Investment income	3	2,440	-	2,440	2,309
Other income	5	16,999	-	16,999	6,825
Total		584,568	159,906	744,474	759,270
EXPENDITURE ON					
Charitable activities	6				
Charitable activities		542,723	193,907	736,630	710,131
Net gains/(losses) on investments		(3,183)	-	(3,183)	6,683
NET INCOME/(EXPENDITURE)		38,662	(34,001)	4,661	55,822
Transfers between funds	17	(712)	712	-	-
Net movement in funds		37,950	(33,289)	4,661	55,822
RECONCILIATION OF FUNDS					
Total funds brought forward		285,044	33,289	318,333	262,511
TOTAL FUNDS CARRIED FORWARD		322,994	-	322,994	318,333

The notes form part of these financial statements

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL POSITION
31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	13	4,619	-	4,619	9,832
Investments	14	80,938	-	80,938	84,121
		85,557	-	85,557	93,953
CURRENT ASSETS					
Debtors	15	62,227	-	62,227	107,829
Cash at bank and in hand		357,076	-	357,076	254,084
		419,303	-	419,303	361,913
CREDITORS					
Amounts falling due within one year	16	(181,866)	-	(181,866)	(137,533)
NET CURRENT ASSETS		237,437	-	237,437	224,380
TOTAL ASSETS LESS CURRENT LIABILITIES		322,994	-	322,994	318,333
NET ASSETS		322,994	-	322,994	318,333
FUNDS	17				
Unrestricted funds:					
General fund				97,450	61,137
Designated Fund - Dilapidations				20,000	20,000
Designated Fund - Core Costs				154,160	154,160
Designated Fund - Delayed Expenditure				51,384	49,747
				322,994	285,044
Restricted funds				-	33,289
TOTAL FUNDS				322,994	318,333

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..14/12/2023..... and were signed on its behalf by:

Andrew Cotterill

A Cotterill - Trustee

The notes form part of these financial statements

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	101,692	34,647
Net cash provided by operating activities		101,692	34,647
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,141)	-
Sale of fixed asset investments		(3,183)	6,683
CCLA movement		3,184	(6,683)
Interest received		2,440	2,309
Net cash provided by investing activities		1,300	2,309
Change in cash and cash equivalents in the reporting period		102,992	36,956
Cash and cash equivalents at the beginning of the reporting period		254,084	217,128
Cash and cash equivalents at the end of the reporting perlod		357,076	254,084

The notes form part of these financial statements

NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.23 £	31.3.22 £
Net income for the reporting period (as per the Statement of Financial Activities)	4,661	55,822
Adjustments for:		
Depreciation charges	6,353	8,048
Losses/(gain) on investments	3,183	(6,683)
Interest received	(2,440)	(2,309)
Decrease/(increase) in debtors	45,602	(65,705)
Increase in creditors	44,333	45,474
Net cash provided by operations	101,692	34,647

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.22 £	Cash flow £	At 31.3.23 £
Net cash			
Cash at bank and in hand	254,084	102,992	357,076
	254,084	102,992	357,076
Total	254,084	102,992	357,076

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern
The charitable company relies on external funding to cover its core costs and, despite having built up reserves in recent years, it continues to seek new and extended funding for that purpose. In the past twelve months and since the year-end, the charitable company has continued the provision of core charitable activities and has managed to retain reserves at or above target levels.

The Board has set aside designated funds to cover the cost of dilapidations and three months' core costs. The Board has also considered the funding requirements for a period of more than twelve months from the date of approval of these financial statements and concluded that, taking into account uncertainties created by any global economic factors that are outside their control, they have and/or will be able to generate sufficient funding to continue operations throughout that period and beyond.

As a result of these conclusions, the Board considers the charitable company to be a going concern and has prepared the financial statements on that basis.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grant income is recognised in the period for which it covers expenditure. Donations and investment income are recognised as income on receipt.

Training income is recognised when an invoice is raised.

Room hire is recognised on receipt of the income.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	-	Over the period of the lease
Office equipment	-	25% on cost

Expenditure on software and website development is written off in the year that it is incurred.

Investments
Investments are held at open market value at the year-end date.

continued...

5. OTHER INCOME

	31.3.23	31.3.22
	£	£
Other income	16,999	6,825

Other income includes commissioned training, Access to Work, SMP and room hire.

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Charitable activities	720,216	16,414	736,630

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.23	31.3.22
	£	£
Staff costs	549,557	478,029
Insurance	4,058	5,364
Telephone	4,656	2,881
Postage and stationery	4,816	4,746
Sundries	288	2,397
Travel and subsistence	7,105	6,063
Computer costs	31,348	19,944
Room hire	10,521	7,722
Recruitment and training	7,623	7,884
Rent and rates	27,617	29,108
Repairs and renewals	1,397	7,976
Project costs	47,227	87,919
Website costs	9,984	20,699
Utility costs	7,666	2,405
Depreciation	6,353	8,048
	720,216	691,185

8. SUPPORT COSTS

	Governance costs
	£
Charitable activities	16,414

continued...

8. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Governance costs

	31.3.23 Charitable activities £	31.3.22 Total activities £
Auditors' remuneration	3,750	4,173
Accountancy fees	4,552	9,268
HR and consultancy	8,112	5,505
	16,414	18,946

9. NET INCOME/(EXPENDITURE)

There were no unusual items to report for either the current or comparative years.

10. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to any of the trustees during the year for work carried out in their employment roles, in accordance with the powers in the Articles of Association (2022: £6,435). None of the trustees received any remuneration for their services as acting as a trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

11. STAFF COSTS

	31.3.23 £	31.3.22 £
Wages and salaries	549,557	478,029
	549,557	478,029

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

	31.3.23	31.3.22
Charity staff	56	55

No employees received emoluments in excess of £60,000.

continued...

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	68,690	103,502	(111,055)	61,137
Designated Fund - Budget Deficit	3,490	-	(3,490)	-
Designated Fund - Dilapidations	20,000	-	-	20,000
Designated Fund - Core Costs	134,082	-	20,078	154,160
Designated Fund - Delayed Expenditure	36,249	(36,249)	49,747	49,747
	262,511	67,253	(44,720)	285,044
Restricted funds				
GEM	-	-	4,399	4,399
Lottery	-	(11,431)	40,321	28,890
	-	(11,431)	44,720	33,289
TOTAL FUNDS	262,511	55,822	-	318,333

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	642,688	(545,869)	6,683	103,502
Designated Fund - Delayed Expenditure	-	(36,249)	-	(36,249)
	642,688	(582,118)	6,683	67,253
Restricted funds				
Lottery	116,582	(128,013)	-	(11,431)
TOTAL FUNDS	759,270	(710,131)	6,683	55,822

Details of Designated Funds

Budget Deficit
At 31 March 2023, reserves are being set aside to cover the budgeted deficit for 2023-24.

Dilapidations
Funds set aside for dilapidations to the premises under the lease at St. Michael's Court.

Core Costs
Reserve to materially cover three months core running costs in line with Charity Commission guidance.

Delayed Expenditure
Funds that could not be spent against contracts but that are required in future years.

continued...

17. MOVEMENT IN FUNDS - continued

Details of Restricted Funds

Going the Extra Mile (GEM) Employment Support Project
Income received in advance to be spent on wage and project costs to deliver 1-1 employment support.

Lottery funded projects - Drama Group, Training and Volunteering and Advocacy
Unspent income on a three-year project to be spent on additional and extended delivery of the provision of a drama group, training, supported volunteering and non-statutory advocacy, as agreed with the funder.

Transfers between funds

Transfers between designated funds are made to/from the General Fund to reflect the balances determined annually by the trustees to be required for individual designated funds.

18. CONTINGENT LIABILITIES

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees, no such liability exists at the year end.

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

INCLUSION GLOUCESTERSHIRE

England & Wales - Charity number 1171559

Accounts

REGISTERED COMPANY NUMBER: 10143162 (England and Wales)
REGISTERED CHARITY NUMBER: 1171559

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

FOR

INCLUSION GLOUCESTERSHIRE

Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

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FOR THE YEAR ENDED 31 MARCH 2022

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INCLUSION GLOUCESTERSHIRE

REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES	R Amos Ms J A Beech (appointed 1.6.21) A Cotterill P Cullen K Elliott Ms T M Flook (resigned 1.3.22) Mrs J L Hincks (resigned 8.6.22) Ms D A Holder (resigned 1.3.22) R J Lewis Ms A Wala Ms J K R Wotherspoon P S Yeatman G Mockford (appointed 27.1.22) (resigned 9.6.22) Ms R Mockford (appointed 27.1.22) Ms S Goddard (appointed 27.12.21) Ms R Govan (appointed 27.1.22)
REGISTERED OFFICE	2 St Michaels Court St Michaels Square Brunswick Road Gloucester Gloucestershire GL1 1JB
REGISTERED COMPANY NUMBER	10143162 (England and Wales)
REGISTERED CHARITY NUMBER	1171559
AUDITORS	Andorran Limited 6 Manor Park Business Centre Mackenzie Way Cheltenham Gloucestershire GL51 9TX

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

The financial statements have been prepared in accordance with the accounting policies set out in Inclusion Gloucestershire's Internal Financial Controls and Financial Procedures document.

OBJECTIVES AND ACTIVITIES

Objectives and activities

Inclusion Gloucestershire is a user-led Disabled People's Organisation (DPO) and registered charity, based in Gloucestershire. It was founded in April 2016 to bring together the activities of two existing charitable organisations: Gloucestershire Voices and Physical Inclusion Network Gloucestershire (PING).

The charity exists to promote social inclusion for people facing disabling barriers and to improve the health, wellbeing and safeguarding of disabled people. Our vision is to help achieve an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.

The ultimate goals of the charity, as outlined in the Theory of Change, are that, as a result of the charity's activities people facing disabling barriers experience:

- A better quality of life
- Being heard, respected and valued
- More choice, control and influence

In order to achieve its aims and objectives, Inclusion Gloucestershire works to a Three Year Strategy, underpinned by annual Business Plans and supported by Project Plans for each specific area or work.

Success in achieving deliverables is measured through:

- Monthly internal monitoring meetings;
- Bi-monthly reports to the Board of Trustees;
- Quarterly contract monitoring reports to funders and commissioners; and
- An annual report.

How we deliver public benefit

We provide services primarily, but not exclusively, to those living in, working in, or visiting the county. Our activities include:

- supporting and facilitating peer-led social networks;
- providing information and advice about disability-related issues;
- supporting people with disabilities, conditions or impairments to speak up for themselves and have their voices heard on issues that are important to them;
- assisting disabled people to use their strengths and assets to live an independent life in the community and to be fully included in that community;
- establishing and supporting networks and activities which assist access to health care, social care, employment, transport, housing and social opportunities;
- working together with local organisations and people in the community to promote equality and to recognise the value of diversity.

Work is undertaken by a staff team of 55, and over the year was also delivered by 26 volunteers. Volunteers contributed to the running of Hubs and social activities, provision of peer mentoring, chairing of the MHELO peer-support network, support with marketing, day-to-day office support, research, business planning and building maintenance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year

Inclusion Gloucestershire delivered to five key project strands in 2021/22, introducing the new strand of Health and Wellbeing to reflect the growth in projects in this area:

Development - focused on developing and showcasing the skills of disabled people through drama, sharing information in accessible issue-based films, and delivering bespoke training. As of 31 March 2022, this area of work employed 18 part-time staff or 3.25 full-time equivalent staff.

The Dramatic Change **Drama Group** is funded by the National Lottery and runs inclusive drama sessions for members facing disabling barriers on a weekly basis. The group build skills and confidence, act out scenarios and create films and plays. In 2021/22 we set up a second weekly group in Gloucester, and two new groups in partnership with community or ganisations in the Forest of Dean and Wootton-Under-Edge.

We create issue-based short **films** featuring disabled actors. They are an engaging, accessible and interesting way to deliver important messages. This year we made three films; one about labels and two aimed at enabling support workers to have effective conversations to encourage disabled people to engage in physical activity. We started planning and script writing for two further films with health partners about ReSPECT (Recommended Summary Plan for Emergency Care and Treatment) and RESTORE mini, a system of recording health and well-being information. Work was undertaken to map advocacy services in the county and create a short film ab out advocacy options available, to be created the following year.

Having co-designed training for the **Oliver McGowan Mandatory Training Trial in Learning Disabilities and Autism**, this year that training was delivered in partnership with Gloucestershire Health and Care Foundation Trust (the lead partner), Gloucestershire County Council and Family Partnership Solutions. This project saw us employ a team of Experts by Experience to codesign and deliver the training package (including 108 online webinars and 19 face to face sessions).

We also deliver bespoke **training** packages. This included training designed for staff at the University of Bath about supporting disabled students into employment, training around supporting disabled people to take part in exercise, training for healthcare workers about making reasonable adjustments, training for people with learning disabilities about Annu al Health Checks and training for learning disability nursing students.

Our **barriers to mobility** project culminated this year with a film produced in partnership with Gloucestershire County Council to highli ght barriers to using public transport, awareness raising calendars and a final report.

Throughout the year we had a number of commissions to create accessible **Easy Read** information and we expanded the number of organisations we worked with in this area.

Engagement - work engaging directly with people facing disabling barriers through our existing Hubs, MHELO, GEM project, volunteering and advocacy. A new project this year was work on the Community Mental Health Transformation Project. As of 31st March 2022, this area of work employed 26 part time staff, or 6 full ti me equivalent staff.

Our **Inclusion Hubs** in Gloucester, Coleford and Cheltenham, and Hub for minoritised communities, in partnership with the Friendship Café, started the first year of a new three year contract offering greater security to the project. In the first 6 months of the year, a mix of remote and face to face support was provided in accordance with government restrictions. By the last 6 months of the year, all Hub activity was face to face. The Hubs welcome anyone with a disability or mental ill health and provide a safe space in which to socialise, take part in meani ngful activities, build links with the community, complete courses and lots more!

In 2021/22 we continued to carry out focussed work with **women minoritised by ethnicity** around the impact of COVID-19. This enabled us to research and address barriers to engagement and receiving information, and support with some of the disproportionate challenges faced by these communities.

ACHIEVEMENT AND PERFORMANCE
Charitable activities - work undertaken during the year (continued)

MHELO is a peer-led support network for people with current or past mental health challenges. It also has a strong and growing online presence on Facebook and Instagram. Work in 21/22 included distribution of a self-care toolkit to support individuals to manage their mental health. MHELO launched a survey to better understand experiences of the benefits system, and has been working closely with commissioning partners to feedback on Gloucestershire Health and Care NHS Foundation Trust's Mental Health Strategy and facilitate meetings that feed into the Clinical Programme Group.

We are a partner in the **GEM Project** and employ a Navigator Developer who works 1 to 1 with people with disabilities or impairments to move them towards work, training or education.

This year we grew our supported **volunteering** service, with a dedicated Volunteer Coordinator to provide support to volunteers to develop their skills, utilise their experience and boost our work in roles across the organisation.

We also grew our **advocacy** service, providing a range of non-statutory advocacy including group advocacy through Speak Up groups, 1-1 individual advocacy and supporting people with self-advocacy. We continue to recruit, train and support volunteer Peer Mentors to provide structured peer support to individuals.

Quality - assessing the service received by people in residential homes, supported living settings, Assessment and Treatment Units, day centres or in their own homes through domiciliary care. As of 31 March 2022, this area of work employed 23 part-time staff or 5.2 full-time equivalent staff.

In 2021/22 Inclusion Gloucestershire carried out 161 units of rigorous **Quality Checks**/follow-up visits on services for people with physical disabilities, learning disabilities, autism and/or mental ill health. Our checks are all person-centred, and as with all of our projects are led by somebody with lived experience of disability.

Quality Checks are supported by a framework of questions, tailored to the type of setting and disability group. Following each check, a report is written and shared with the Provider, along with an Action Plan with specific areas for improvements.

Quality Checks are commissioned by Gloucestershire County Council and we work closely with their Quality Team to ensure that people are receiving the best possible care and support.

We undertook a mix of virtual (via video call) and face to face Quality Checks dependent on COVID restrictions. By quarter 4, 26 of 33 visits were face to face.

Research, Strategy and Partnerships - work to ensure that the voice of people facing disabling barriers is heard and actively influencing change. As of 31 March 2022, this area of work employed two part-time staff or 0.4 full-time equivalent staff.

A coproduced **survey** was undertaken to understand the key priorities and worries of disabled people in Gloucestershire. As a result, six detailed reports and a headline and summary report of the findings were produced and shared with key decision makers and commissioners. These included specific asks and recommendations to make life better for people facing disabling barriers.

Coproduction work was undertaken to inform our new **Three Year Strategy**, identifying key areas for the organisation to focus on based on wider context, and the priorities of the people we represent. This strategy was launched the following year.

Work was undertaken to feed into **national policy and strategy**, including the National Disability Strategy and All Age Autism Strategy.

Existing partnerships were strengthened, and new partnerships formed with new partnership projects being delivered through Drama, Film, Quality Checking, Advocacy and Training projects.

ACHIEVEMENT AND PERFORMANCE
Charitable activities - work undertaken during the year (continued)

Health and Wellbeing - work to address health inequalities and encourage prevention and early support. This is a new workstream for 2021/22 but includes some health related projects previously coming under the Engagement strand. As of 31st March 2022, this area of work employed 11 part time staff, or 3.4 full time equivalent staff.

In 2021/22 we continued work on the **LeDeR** (Learning from Lives and Deaths Review) Quality Assurance Panel. Experts by Experience are a key part of the monthly multidisciplinary Panel, reviewing and scrutinising 4-5 cases per month to ensure that the voice of people with a learning disability and/or autism is central to the process. This year we extended our LeDeR work to include the creation and sharing of monthly newsletters of key learning themes captured through the panels.

This year we continued our **Your Voice** project for NHS England to develop a thriving network of self-advocacy organisations and engage with self-advocates with lived experience of learning disability or autism across the South West. The group have monthly meetings for autistic self-advocates and self-advocates with a learning disability and collate key themes that are fed back to NHS England to influence health commissioning.

We lead on **consulting** with people who face disabling barriers to ensure that they have their voices heard and influence real change. We do this through sessions in our Hubs around focused topics, and by facilitating individuals to get involved with the **Learning Disability Partnership Board** .

In 2021/22 work began on a new project to **evaluate the effectiveness of a range of advocacy services** across the South West, commissioned by NHS England and NHS Improvement. This work continued into the following financial year.

Training and Development
134 people were in receipt of training this year. Courses were delivered in both online and face to face format and included:

- Supporting Disabled Students to Reach Goals Around Employment
- Easy Read
- Inclusive communications

100% of training recipients reported via feedback form that they enjoyed and were engaged by the training experience and 100% said they had increased knowledge or skill.

New drama groups were set up in the Forest of Dean and Wotton-under-Edge to further extend our geographical reach and enable more people in Gloucestershire facing disabling barriers to access drama activity.

A total of 55 members (37 new this year) attended the 4 drama groups this year.

Feedback on our training:

'Thanks so much for this morning, we've already started putting our training into action!'

Feedback on the drama groups:

'It's fun and we do something different each week'.

ACHIEVEMENT AND PERFORMANCE

Engagement

In Quarters 1 and 2 due to national lockdowns, we provided a mixture of face to face and remote support to all 46 of our engaged Hub members. This consisted of:

- 62 face to face Hub sessions
- 47 individual phone calls
- 6 group Zoom sessions
- Connecting people to services of others including GEM online

In Quarters 3 and 4 we ran 72 face to face sessions, reaching 72 members.

We worked with Gloucestershire County Council to use the Hub as a COVID test distribution point, handing out 3,570 lateral flow tests over the year and running 20 sessions on COVID safety how to carry out a self-test.

Feedback from our Hubs:

"I like art, I like doing all the art stuff. I get on with everyone here. I got really nervous about COVID, but it was really good to come back again."

"Inclusion Gloucestershire kept me going through the lockdowns".

MHELO's membership increased to 49. There was ongoing strong online engagement, with Facebook following increasing from 567 to 620 over the year, and Instagram increasing to 178 followers.

Quality

We delivered 161 units of Quality Checks over the year.

We worked hard to deliver as closely as possible to targets in a challenging year that saw multiple short notice cancellations by providers due to COVID cases in the homes we were visiting.

The Quality Checking process was refined, improved and consolidated over the year, making it more accessible for individuals that we visit and our staff team

Feedback on our quality checks:

"Such a person-centred touch, I give you a score of VERY GOOD for the whole approach to the inspection, I wish it was an annual experience!"

"With Covid and not being able to do a physical visit, this did not prevent a really in-depth review of the service. It definitely wasn't a token gesture! Really lovely working with the expert by experience - this is definitely essential for all services."

Research, Strategy and Partnerships

We launched a coproduced survey that was completed by 136 people and was used to inform our future strategy and influence decision makers.

Health and Wellbeing

We quality assessed 40 LeDeR reviews.

The Your Voice network grew to include 17 groups from across the South West.

In September 2021, we co-hosted and presented at NHS England's co-production showcase. We ran two workshops about self-advocacy over the two days.

FINANCIAL REVIEW

Financial review

Income for the year was £765,953 and total expenditure was £710,131 giving a surplus of £55,822 on the year. Direct pay costs accounted for 67% of the resources expended.

Closing reserves were £285,044 of which:

- £61,137 is unrestricted.
- £20,000 is held as designated for dilapidations to return the office building to its original state at the end of the lease (November 2023).
- £49,747 is designated for delayed expenditure, not incurred in this financial year but expected in 2022/23.
- £154,160 is held as free reserves equating to 3 months running costs.

Reserves Policy

The directors have adopted a policy objective to hold free reserves which would enable the charity to continue its operations for 3 months and meet its obligations to suppliers and employees. This currently equates to £154,160 which is covered in the closing unrestricted funds.

Principal Funding Sources

We are grateful to the following funding sources who enabled us to deliver our projects in 2021/22:

- Digital Innovation Fund, for funding our work researching, reporting on and actioning barriers to mobility on public transport;
- Disability Action National Emergency Fund, for funding additional work to engage with ethnically diverse communities during the pandemic;
- Gloucestershire County Council and the Clinical Commissioning Group for funding our Quality Checking and MHELO work;
- Gloucestershire County Council Thriving Communities for funding our Inclusion Hubs;
- Gloucestershire County Council for funding our engagement work and co-chairing work for the Learning Disability Partnership Board;
- Barnwood Trust, for funding a strategic partnership that enables us to do more work around research, strategy and influencing change;
- The Big Lottery Fund and the European Social Fund for funding the GEM Project;
- The National Lottery for funding our drama, training, volunteering and advocacy work;
- The Clinical Commissioning Group for funding our work around Community Mental Health Transformation, Reasonable Adjustments and LeDeR;
- NHS England and Improvement for funding our Your Voice project and advocacy evaluation work;
- Gloucestershire County Council for funding our work to research and create a film about advocacy services;
- Health Education England for funding our partnership work to design and deliver the Oliver McGowan Mandatory Training.

Investments

In addition to its own reserves, the charity holds income paid in advance of contract delivery. As these resources are required in the short term all of the charity's cash balances are held available for immediate withdrawal. To optimise interest income some of the balances are deposited with charity sector investment funds at preferential rates.

FUTURE PLANS

2022 saw the launch of our new Three Year Strategy, with the following five strategic aims:

1. Deliver from strong foundations
2. Boost our sustainability
3. Strengthen and develop what we currently offer
4. Be the voice of people facing disabling barriers, driving change in society
5. Grow and expand our offer

Our business plan for 2022/23 highlights actions that we will take to achieve this in the first year of the strategy:

Key Strategic Objective	What needs to be done
Deliver strong foundations	**Fundraising** - A 3 year refreshed fundraising strategy will be produced and shared internally. The strategy will be supplemented with a written targeted 1 year annual plan for 2022/23.
	Financial - Financial processes to enhance delivery and reporting will be developed, implemented and reviewed. This will include all staff facing processes (timesheets, expenses, payroll and financial controls and accounting methods).
	Marketing - New image management processes will have been implemented, communicated and reviewed to ensure GDPR compliance.
	Marketing - Marketing and fundraising capacity within the organisation will have grown through increased expertise and recruitment to a voluntary role.
	Marketing - Website will be reviewed and enhanced with improved accessibility options and current information.
	HR - A programme to review existing policies will have been developed, with work to ensure that priority HR policies are reviewed, refreshed, accessible and communicated. Identify and address policy gaps.
	Health and Safety - Access audits on all premises we use will have been completed.
	Health and Safety - Internal health and safety training will have been reviewed and will be redesigned and co delivered on an ongoing basis.
	Database- Content management infrastructure will have been developed through procurement, development and implementation of a database and content management system to capture activities, themes, member data, progress against strategies and KPIs.
Boost our sustainability	**Long Term Contracts** - New contracts for QC and hubs will have been secured in 2022.
	Diversify Income Streams - Individual appointed to dedicated income generating fundraising role and has produced 3 year refreshed fundraising strategy and annual plan for 2022/23. Alternative and new sources of funding identified - both generic and specialist e.g., service delivery, research, mentoring, advocacy, employment support, health inequalities, QC leisure and 1 year plan for bidding formulated. Spontaneous bids in line with values submitted. Define financial exit strategies for Lottery work and alternative funding sources.

Boost our sustainability - continued

Overheads and Full Funding - Defined budgeting principles and budget apportionments will have been agreed for all new budgets and will have been applied. This will include areas that are currently underfunded like accessible communications budgets, marketing, fundraising, inflation, pay awards etc. A phased plan to achieve the budget principles for existing projects will have been defined. A financial continuity plan will have been developed to plan for the loss of key contracts.

Strengths and develop what we currently offer

Leaders in coproduction - Coproduction standards will have been developed, published on our website and encouraged and implemented throughout partnership groups/ programmes and our direct work.

Partnerships - Stronger partnerships will have been developed with Healthwatch and the ICS and with a range of organisations working with those from ethnically diverse communities and with targeted geographical areas of Stroud and the Cotswolds.

Partnerships - A stronger understanding of user led organisations will exist with a view to extending partnership work in this area in the future.

Impact Measurement - Service specific approaches will have been developed and implemented (with support of database) in individual projects with strong linkages to Theories of Change - these will be used in marketing materials.

Develop training, advocacy and mentoring - We will have scoped funding opportunities and submitted bids to build on Lottery work. We will have developed advocacy services to be aligned to the Advocacy Code of Practice and ensured staff competency and confide nce in this.

Be the voice of people facing disabling barriers, driving change in society

Legitimate and recognised voice - We will have strengthened internal service specific forums to ensure we are hearing and responding to the views of people connected to our organisation.

Legitimate and recognised voice - We will have conducted specific topic based research and participatory research (alone and in partnership with other organisations), collated themes from a variety of sources and reported on these to decision making forums and the wider public. We will have engaged and influenced the terms and conditions available locally to actively engage with Experts by Experience.

Legitimate and recognised voice - We will have had a visible presence in disability specific Partnership Boards and influenced the redesign of forums and the voice of people in the development of th e Integrated Care System.

Be the voice of people facing disabling barriers, driving change in society - continued	**People with lived experience are central to decision making** - We will ensure internal task and finish groups will be made up of people with mixed experiences and will have ensured that Board members are supported to fully influence decision making. **Peer Support Offer** - We will have increased the number of peer supporters/mentors and the range of opportunities that they engage with. **Develop Training and awareness in relation to the social model of disability and safe and equal acce**ss - We will have delivered Disability Awareness training and ensured ongoing awareness through internal and external forums.
Grow and expand our offer	**Diversify** - We will have developed key strategic partnerships with organisations working with those from diverse communities as part of CMHT and wider engagement/research work resulting in increased engagement from those from diverse communities in our offer. **Diversify** - We will have implemented training and resources for the team to better support diverse and minoritised communities. This may include training and support around working in culturally sensitive and respectful ways. **Grow in Reach** - health inequalities - We will have undertaken research and specific projects to understand and begin to tackle health inequalities and improve people's experiences, working alongside partners as appropriate. **Grow in Reach** - Employment Support -We will have identified future opportunities for potential employment support funding and partnership development with educational providers and national projects.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees, who are also the directors for the purpose of company law, are listed on page 1 of these financial statements.

Two directors were employed by the charity in other roles. All of the other directors give their time voluntarily and receive no benefits from the charity.

The organisation strives to ensure the composition of the board of directors reflects the community it serves including directors with lived experience of disabling barriers. A third of the directors retire by rotation at each Annual General Meeting and are eligible for re-election. Directors co-opted during the year and newly proposed nominees are also eligible for election at the Annual General Meeting.

The board of directors is responsible for setting the strategic direction of the charity and delegates the implementation of this policy to the Chief Executive, Senior Leadership Team and managers. Performance is kept under review at regular board meetings where the directors receive operational and financial reports.

The board of directors receives an induction pack outlining roles and responsibilities of trustees, and with background to the charity. Training on disability awareness and safeguarding is offered to all trustees, as is an introduction to the role of a trustee. Additional training and mentoring are offered as required and the Chair and Deputy Chair regularly support the wider board in 1 to 1 sessions.

Trustees delegate day-to-day management of the charity to the Chief Executive Officer, Vicci Livingstone-Thompson.

Procedures and policies

The charity maintains standing policies and procedures covering its duties and responsibilities including:

A wide range of HR policies
Anti-Bribery and Corruption
Business Continuity Plan
Code of Conduct
Complaints and Compliments
Confidentiality
Conflict of Interest
Data Protection
Environmental
Equal Opportunities
Grievance
Health and Safety
Internal Financial Controls and Procedures
IT Communications and Usage
Lone Working
Risk Management
Safeguarding
Social Media
Volunteer and Whistleblowing.

Pay and remuneration for the charity's Senior Leadership Team is set by the board of directors. All staff, including the Senior Leadership Team, have pay rates that are benchmarked against the National Joint Council for Local Government Services (NJC) pay scales. Pay rates are reviewed, but not necessarily increased, annually.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Partnership working is crucial to Inclusion Gloucestershire and we are proud to have linked with several key organisations in 2021/22 including:

Access Social Care
Active Gloucestershire
Active Impact
Barnwood Trust
Building Circles
Camphill Village Trust
Cheltenham Borough Homes
Coventry Building Society
Disability Rights UK
Family Partnership Solutions
Friendship Cafe
GEM Project
Gloucester Cathedral
Gloucestershire Action for Refugees and Asylum Seekers
Gloucestershire Clinical Commissioning Group
Gloucestershire County Council,
Gloucestershire Deaf Association
Gloucestershire Domestic Abuse Support Service
Gloucestershire Health and Care NHS Foundation Trust
Gloucestershire Hospitals NHS Foundation Trust
Gloucestershire Safeguarding Adults Board
Health Education England
Kingfisher Treasure Seekers
Leonard Cheshire
NHS England and NHS Improvement
PoHWER
Recovery College
The Independence Trust
The National Lottery
The Nelson Trust
The Salvation Army
The University of Bath
The University of Gloucestershire

Risk assessment

2021/22 saw the organisation face ongoing risks posed by the pandemic, combined with wider challenges faced by the voluntary and community sector, and global issues creating new and unique circumstances. Key risks are summarised below:

COVID-19

The pandemic created risks around the health and safety of our staff, volunteers and people who use our services. Ongoing changes to restrictions and new lockdowns this year meant that the action taken by us to mitigate risk had to be constantly reviewed and updated throughout the year. Aside from health and safety, the pandemic created risk around our ability to deliver to contracts, retain funding and maintain a reputation of operating safely and effectively. The pandemic had an impact on wellbeing beyond physical health and safety, and we continued to see a higher than normal rate of staff turnover this year.

Financial

More broadly, we faced risks due to short term funding (contracts of 1 year or less), austerity and shrinking Local Authority budgets. The war in Ukraine in the latter part of the financial year and rising fuel prices began to have an impact on costs that would continue into the following year. This brought challenges due to the unprecedented rate of inflation not being matched by rises in contract value.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk assessment - continued

Risks to our people

Aside from the risks re COVID-19, we were conscious of the risk of burnout due to ongoing change for our team. The team worked tirelessly throughout the pandemic, but working remotely, supporting individuals 1 to 1 rather than in groups, and responding to changing guidelines, created huge amounts of additional work. Supporting disabled people through increasingly challenging life circumstances, brought about by growing inequalities, also created additional stress and trauma for some of our team.

Risks to people who face disabling barriers

We saw increased risks and a disproportionate impact of the pandemic, wider health and wellbeing inequalities and financial pressures on many of the individuals we exist to support. In some of our projects this resulted in us supporting individuals with increasingly complex levels of unmet need. As an organisation, we need to support individuals safely, work to meet unmet demand where we can, and continue to be a voice for people facing disabling barriers.

Managing risk

The operational team and Board monitor risk by keeping an organisational Risk Register, which is reviewed and updated monthly by the Senior Leadership Team and reported on to the Board who hold an oversight.

The Risk Register covers risks in the following categories, along with risk ratings, owners, and mitigating action:

- Financial
- Leadership and governance
- Reputation
- Operational delivery
- Statutory, regulatory, legal
- Business information systems and governance
- HR
- Project specific controls are in place to provide reasonable assurance against fraud and error.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Inclusion Gloucestershire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Andorran Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 15 December 2022 and signed on its behalf by:

A Cotterill - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinion

We have audited the financial statements of Inclusion Gloucestershire (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiries of management including a pre audit meeting;
- obtaining and reviewing supporting documentation of policies concerning the laws and regulations applicable to the charity's business;
- understanding how the charitable company complies with its regulatory framework by making enquiries of management ;
- considering the culture inherent in the company and whether this represents a culture of honesty and ethical behaviour with a strong emphasis of detection and prevention of fraud.

Auditors' responsibilities for the audit of the financial statements - continued
We assessed the susceptibility of the charitable company's financial statements to material misstatement and considered how fraud might occur. The audit procedures performed included, but were not limited to:

- challenging management assumptions and estimates;
- identifying and testing unusual journal entries;
- assessing how the relevant laws and regulations have been complied with and noting any instances of non compliance;
- reviewing the financial statements for compliance with relevant Accounting Standards and accounting legislation applicable to a charity;
- considering how those charged with governance have addressed the possibility of an override of essential controls or other influence over the financial reporting processes.

In addition, we also considered other non financial laws relevant to the charitable company. These do not necessarily have a direct influence on the financial statements but might affect the charitable company's ability to operate.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Roger Downes FCA (Senior Statutory Auditor)
for and on behalf of Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

15 December 2022

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	6,974	-	6,974	17,916
Charitable activities					
Charitable activities		626,580	116,582	743,162	495,037
Investment income	3	8,992	-	8,992	15,566
Other income		6,825	-	6,825	2,241
Total		649,371	116,582	765,953	530,760
EXPENDITURE ON					
Charitable activities	5				
Charitable activities		582,118	128,013	710,131	465,018
NET INCOME/(EXPENDITURE)		67,253	(11,431)	55,822	65,742
Transfers between funds	16	(44,720)	44,720	-	-
Net movement in funds		22,533	33,289	55,822	65,742
RECONCILIATION OF FUNDS					
Total funds brought forward		262,511	-	262,511	196,769
TOTAL FUNDS CARRIED FORWARD		285,044	33,289	318,333	262,511

The notes form part of these financial statements

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL POSITION
31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	12	9,832	-	9,832	17,880
Investments	13	84,121	-	84,121	77,438
		93,953	-	93,953	95,318
CURRENT ASSETS					
Debtors	14	107,829	-	107,829	42,124
Cash at bank and in hand		220,795	33,289	254,084	217,128
		328,624	33,289	361,913	259,252
CREDITORS					
Amounts falling due within one year	15	(137,533)	-	(137,533)	(92,059)
NET CURRENT ASSETS		191,091	33,289	224,380	167,193
TOTAL ASSETS LESS CURRENT LIABILITIES		285,044	33,289	318,333	262,511
NET ASSETS		285,044	33,289	318,333	262,511
FUNDS	16				
Unrestricted funds:					
General fund				61,137	68,690
Designated Fund - Budget Deficit				-	3,490
Designated Fund - Dilapidations				20,000	20,000
Designated Fund - Core Costs				154,160	134,082
Designated Fund - Delayed Expenditure				49,747	36,249
				285,044	262,511
Restricted funds				33,289	-
TOTAL FUNDS				318,333	262,511

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15 December 2022 and were signed on its behalf by:

A Cotterill - Trustee

The notes form part of these financial statements

INCLUSION GLOUCESTERSHIRE

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	31.3.22 £	31.3.21 £
Cash flows from operating activities			
Cash generated from operations	1	34,647	146,483
Net cash provided by operating activities		34,647	146,483
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(1,677)
CCLA movement		(6,683)	(13,262)
Interest received		8,992	15,566
Net cash provided by investing activities		2,309	627
Change in cash and cash equivalents in the reporting period		36,956	147,110
Cash and cash equivalents at the beginning of the reporting period		217,128	70,018
Cash and cash equivalents at the end of the reporting period		254,084	217,128

The notes form part of these financial statements

NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.22 £	31.3.21 £
Net income for the reporting period (as per the Statement of Financial Activities)	55,822	65,742
Adjustments for:		
Depreciation charges	8,048	7,976
Interest received	(8,992)	(15,566)
(Increase)/decrease in debtors	(65,705)	60,061
Increase in creditors	45,474	28,270
Net cash provided by operations	34,647	146,483

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	217,128	36,956	254,084
	217,128	36,956	254,084
Total	217,128	36,956	254,084

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The charitable company relies on external funding to cover its core costs and, despite having built up reserves in recent years, it continues to seek new and extended funding for that purpose. In the past twelve months and since the year-end, the charitable company has continued the provision of core charitable activities and has managed to retain reserves at or above target levels.

The Board has set aside designated funds to cover the cost of dilapidations and three months' core costs. The Board has also considered the funding requirements for a period of more than twelve months from the date of approval of these financial statements and concluded that, taking into account uncertainties created by matters such as the recent coronavirus pandemic and other global economic factors that are outside their control, they have and/or will be able to generate sufficient funding to continue operations throughout that period and beyond. As a result of these conclusions, the Board considers the charitable company to be a going concern and has prepared the financial statements on that basis.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grant income is recognised in the period for which it covers expenditure. Donations and investment income are recognised as income on receipt.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	-	Over the period of the lease
Office equipment	-	25% on cost

Expenditure on software and website development is written off in the year that it is incurred.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

continued...

1. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Investment valuation
Investments are held at open market value at the year end date.

2. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	6,974	17,916

3. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	2,309	2,304
Unrealised gains/losses on investments	6,683	13,262
	8,992	15,566

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.22	31.3.21
		£	£
Grants	Charitable activities	743,162	495,037

Grants received, included in the above, are as follows:

	31.3.22	31.3.21
	£	£
Quality Checking	175,882	160,119
Engagement	145,584	86,124
Other Grants	80,742	26,735
HUBS	70,395	61,180
Training and Development	68,733	51,473
MHELO	47,174	13,668
Dramatic Change	46,361	38,454
Barnwood	40,000	-
GEM	39,498	33,225
LD Partnership Board	17,126	15,000
LEDER	11,667	5,419
Coronovirus Job Retention Scheme	-	3,640
	743,162	495,037

continued...

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Charitable activities	691,185	18,946	710,131

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.22	31.3.21
	£	£
Staff costs	478,029	342,740
Insurance	5,364	3,062
Telephone	2,881	7,799
Postage and stationery	4,746	5,180
Advertising	-	945
Sundries	2,397	1,215
Travel and subsistence	6,063	1,724
Computer costs	19,944	18,988
Room hire	7,722	1,387
Recruitment and training	7,884	6,640
Rent and rates	29,108	27,669
Repairs and renewals	7,921	2,241
Cleaning	55	974
Project costs	87,919	14,338
Website costs	20,699	930
Utility costs	2,405	4,232
Bad debts	-	1,951
Depreciation	8,048	7,976
	691,185	449,991

7. SUPPORT COSTS

	Governance costs
	£
Charitable activities	18,946

Support costs, included in the above, are as follows:

Governance costs

	31.3.22 Charitable activities	31.3.21 Total activities
	£	£
Auditors' remuneration	4,173	3,540
Accountancy fees	9,268	5,665
HR and consultancy	5,505	5,822
	18,946	15,027

continued...

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Auditors' remuneration	4,173	3,540
Depreciation - owned assets	8,048	7,976

9. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £6,435 (2021: £6,392) was paid to two of the trustees during the year for work carried out in their employment roles, in accordance with the powers in the Articles of Association. None of the trustees received any remuneration for their services as acting as a trustee. Both of these trustees resigned on 1 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

10. STAFF COSTS

	31.3.22	31.3.21
	£	£
Wages and salaries	478,029	342,740
	478,029	342,740

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

	31.3.22	31.3.21
Charity staff	55	37

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

There were no restricted funds reported for the year to 31 March 2021 and therefore all movements related to unrestricted funds.

continued...

12. TANGIBLE FIXED ASSETS

	Short leasehold £	Office equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	24,386	16,801	41,187
DEPRECIATION			
At 1 April 2021	12,508	10,799	23,307
Charge for year	4,597	3,451	8,048
At 31 March 2022	17,105	14,250	31,355
NET BOOK VALUE			
At 31 March 2022	7,281	2,551	9,832
At 31 March 2021	11,878	6,002	17,880

13. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2021	77,438
Revaluations	6,683
At 31 March 2022	84,121
NET BOOK VALUE	
At 31 March 2022	84,121
At 31 March 2021	77,438

There were no investment assets outside the UK.

Cost or valuation at 31 March 2022 is represented by:

	Listed investments £
Valuation in 2022	6,683
Valuation in 2021	13,262
Valuation in 2020	(2,099)
Valuation in 2019	4,848
Valuation in 2018	(1,573)
Cost	63,000
	84,121

continued...

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	97,428	29,853
Other debtors	3,231	-
Prepayments and accrued income	7,170	12,271
	107,829	42,124

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	16,658	6,710
Social security and other taxes	-	5,107
Other creditors	1,751	10,680
Accruals and deferred income	119,124	69,562
	137,533	92,059

16. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	Transfers between funds	At 31.3.22
	£	£	£	£
Unrestricted funds				
General fund	68,690	103,502	(111,055)	61,137
Designated Fund - Budget Deficit	3,490	-	(3,490)	-
Designated Fund - Dilapidations	20,000	-	-	20,000
Designated Fund - Core Costs	134,082	-	20,078	154,160
Designated Fund - Delayed Expenditure	36,249	(36,249)	49,747	49,747
	262,511	67,253	(44,720)	285,044
Restricted funds				
GEM	-	-	4,399	4,399
Lottery	-	(11,431)	40,321	28,890
	-	(11,431)	44,720	33,289
TOTAL FUNDS	262,511	55,822	-	318,333

continued...

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	649,371	(545,869)	103,502
Designated Fund - Delayed Expenditure	-	(36,249)	(36,249)
	649,371	(582,118)	67,253
Restricted funds			
Lottery	116,582	(128,013)	(11,431)
TOTAL FUNDS	765,953	(710,131)	55,822

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	34,031	65,742	(31,083)	68,690
Designated Fund - Budget Deficit	42,738	-	(39,248)	3,490
Designated Fund - Dilapidations	20,000	-	-	20,000
Designated Fund - Core Costs	100,000	-	34,082	134,082
Designated Fund - Delayed Expenditure	-	-	36,249	36,249
	196,769	65,742	-	262,511
TOTAL FUNDS	196,769	65,742	-	262,511

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	530,760	(465,018)	65,742
TOTAL FUNDS	530,760	(465,018)	65,742

Details of Designated Funds

Budget Deficit
At 31 March 2021, reserves were set aside to cover the budgeted deficit for 2021-22. A surplus is budgeted for 2022-23 and therefore no designated fund for this purpose is required at 31 March 2022.

Dilapidations
Funds set aside for dilapidations to the premises under the current lease.

continued...

16. MOVEMENT IN FUNDS - continued

Details of Designated Funds - continued

Core Costs
Reserve to cover three months core running costs in line with Charity Commission guidance.

Delayed Expenditure
Funds that could not be spent against contracts but that are required in 2022-23 to deliver delayed activity.

Details of Restricted Funds

Going the Extra Mile (GEM) Employment Support Project
Income received in advance to be spent on wage and project costs to deliver 1-1 employment support.

Lottery funded projects - Drama Group, Training and Volunteering and Advocacy
Unspent income on a three-year project to be spent on additional and extended delivery of the provision of a drama group, training, supported volunteering and non-statutory advocacy, as agreed with the funder.

Transfers between funds

Transfers between designated funds are made to/from the General Fund to reflect the balances determined annually by the trustees to be required for individual designated funds.

The transfers to restricted funds in the year to 31 March 2022 are to recognise that these balances were not shown against restricted funds in the year to 31 March 2021 but actually relate to restricted activities that are reported as such in 2021-22.

17. CONTINGENT LIABILITIES

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees, no such liability exists at the year end.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

INCLUSION GLOUCESTERSHIRE

England & Wales - Charity number 1171559

Accounts

REGISTERED COMPANY NUMBER: 10143162 (England and Wales)
REGISTERED CHARITY NUMBER: 1171559

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 FOR INCLUSION GLOUCESTERSHIRE

Andorran Limited (Statutory Auditor)
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

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REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES	R Amos Ms J A Beech (appointed 1.6.21) A Cotterill P Cullen K Elliott Ms T M Flook Mrs J L Hincks Ms D A Holder R J Lewis Ms A Wala Ms J K R Wotherspoon P S Yeatman P Harper (resigned 7.4.20)
REGISTERED OFFICE	2 St Michaels Court St Michaels Square Brunswick Road Gloucester Gloucestershire GL1 1JB
REGISTERED COMPANY NUMBER	10143162 (England and Wales)
REGISTERED CHARITY NUMBER	1171559
AUDITORS	Andorran Limited 6 Manor Park Business Centre Mackenzie Way Cheltenham Gloucestershire GL51 9TX

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

The financial statements have been prepared in accordance with the accounting policies set out in Inclusion Gloucestershire's Internal Financial Controls and Financial Procedures document.

OBJECTIVES AND ACTIVITIES

Objectives and activities

Inclusion Gloucestershire is a user-led Disabled People's Organisation (DPULO) and registered charity, based in Gloucestershire. It was founded in April 2016 to bring together the activities of two existing charitable organisations: Gloucestershire Voices and Physical Inclusion Network Gloucestershire (PING).

The charity exists to promote social inclusion for people with disabilities and to improve the health, wellbeing and safeguarding of people with disabilities. Our vision is to help achieve an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.

The ultimate goals of the charity, as outlined in the Theory of Change, are that, as a result of the charity's activities:

- People with disabilities and/or mental ill health say that they are at the centre and forefront of driving change in all aspects of their lives.
- People with disabilities and/or mental ill health are part of an inclusive society that values, respects and includes people who face disabling barriers, every day and in every way.
- People with disabilities and/or mental ill health say they experience the best possible heath, wellbeing and quality of life.

In order to achieve its aims and objectives, Inclusion Gloucestershire works to a Three Year Strategy, underpinned by annual Business Plans and supported by Project Plans for each specific area or work.

Success in achieving deliverables is measured through:

- monthly internal monitoring meetings;
- bi-monthly reports to the Board of Trustees;
- quarterly contract monitoring reports to funders and commissioners; and
- an annual report.

How we deliver public benefit

We provide services primarily, but not exclusively, to those living in, working in, or visiting the county. Our activities include:

- supporting and facilitating peer-led social networks;
- providing information and advice about disability-related issues;
- supporting people with disabilities, conditions or impairments to speak up for themselves and have their voices heard on issues that are important to them;
- assisting people with disabilities to use their strengths and assets to live an independent life in the community and to be fully included in that community;
- establishing and supporting networks and activities which assist access to health care, social care, employment, transport, housing and social opportunities;
- working together with local organisations and people in the community to promote equality and to recognise the value of diversity.

Work is undertaken by a staff team of 37, and over the year was also delivered by 14 volunteers. Volunteers contributed to the running of Hubs and social activities, chairing of the MHELO peer-support network, maintaining the charity's website, support with marketing, day-to-day office support, research, business planning and building maintenance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year

Inclusion Gloucestershire delivered to four key project strands in 2020/21:

Development - focused on developing and showcasing the skills of people with disabilities through drama, sharing information in accessible issue-based films, and delivering user-led training. As of 31 March 2021, this area of work employed 15 part-time staff or 2.3 full-time equivalent staff.

The Dramatic Change **Drama Group** runs inclusive drama sessions for members facing disabling barriers on a weekly basis. The group build skills and confidence, act out scenarios and create films and plays. In 2020/21 our funding for Dramatic Change came from a new source - The National Lottery, and the start of this newly funded work was delayed slightly due to COVID-19, so the project was paused between April and June 2020, before Drama sessions resumed via video sessions in the Autumn. Drama activity packs were sent and regular welfare telephone calls were made to those unable to take part online.

We create issue-based short **films** featuring disabled actors. They are an engaging, accessible and interesting way to deliver important messages. This year we made two films about 'superpowers' showcasing the talents and abilities of disabled people, and marketing our drama offer. We also began planning for a number of films to be developed in the next financial year, on Hate Crime, Advocacy, and to train students at the University of Gloucestershire.

In August 2020 we began designing and delivering the Oliver McGowan Mandatory Training Trial in Learning Disabilities and Autism, in partnership with Gloucestershire Health and Care Foundation Trust (the lead partner), Gloucestershire County Council and Family Partnership Solutions. This trial project saw us employ a team of Experts by Experience to codesign the training package (including online webinars and face to face sessions), ready for delivery to begin from April 2021.

We also deliver bespoke **training** packages. Our Lottery funded work saw us produce three new training packages on Mental Health Awareness, Easy Read Communications and Transforming Services with Coproduction, all of which can now be marketed as income generating products. Over the year, training was trialled with a small group, ready to roll out more widely the following year.

In October 2020 we began a 12 month project funded by the **Digital Innovation Fund**, addressing **barriers to mobility** specifically on public transport. Working with Gloucestershire County Council, we researched barriers, engaging with a range of disabled people via networks and a survey, and then created a report with recommendations. Work continued into the next year, with the creation of a film and running of events.

In 2020/21 we carried out work to support GPs to make **Reasonable Adjustments**, creating coproduced 'top tips' for communication. To respond to the need for alternative training delivery methods as a result of COVID-19, we also adapted our Forum Theatre film about reasonable adjustments for Annual Health Checks to be an online training session with completed assessment of learning which was accredited with CPD.

Throughout the year we had a number of commissions to create accessible **Easy Read** information and we expanded the number of organisations we worked with in this area. We carried out regular work to 'translate' into Easy Read fortnightly COVID updates issued by Gloucestershire County Council.

Engagement - work engaging directly with people with disabilities through our existing Hubs, MHELO and GEM project, and new projects this year including work on LeDeR, a COVID information hub, creation of a self-advocacy network, volunteering and advocacy. As of 31 March 2021, this area of work employed 22 part-time staff or 6.9 full-time equivalent staff.

Our **Inclusion Hubs** in Gloucester, Coleford and Cheltenham, and Hub for ethnically diverse communities, in partnership with the Friendship Café, were impacted by the COVID-19 lockdown. In the periods that face to face group sessions were not allowed, we offered remote support to all members via phone, WhatsApp group chats, posting activity packs, and online Zoom sessions. We provided more intensive 1-1 support to a number of members who were at risk during lockdowns. Group sessions resumed in the late summer. We welcome anyone with a disability or mental ill health and the Hubs provide a safe space in which to socialise, take part in meaningful activities, build links with the community, complete courses and lots more!

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year (continued)

In 2020/21 we secured additional funding to carry out focussed work with **ethnically diverse communities** around the impact of COVID-19. This enabled us to research and address barriers to engagement and receiving information, and support with some of the disproportionate challenges faced by these communities.

MHELO is a peer-led support network for people with current or past mental health challenges. It also has a strong and growing online presence on Facebook and Instagram. Work in 20/21 included coproducing content of a self-care toolkit. This resource will be made available across Gloucestershire in 21/22 to support individuals to manage their mental health. MHELO held consultations with members on the Government White Paper on the Mental Health Act and this formed a key part of Gloucestershire's response. Work was completed on redesigning membership processes and building membership with more proactive marketing of MHELO.

We are a partner in the **GEM Project** and employ a Navigator Developer who works 1 to 1 with people with disabilities or impairments to move them towards work, training or education.

We lead on **consulting** with people who face disabling barriers to ensure that they have their voices heard and influence real change. We do this through sessions in our Hubs around focused topics, and by facilitating individuals get involved with the Learning Disability Partnership Board. This year, this was more important than ever, and we took up new roles in strategic COVID-19 related groups and task forces, feeding in key issues on behalf of disabled people and the organisations that support them. We continue to have a regular presence Partnership Boards in the county and this year carried out research and reported on good practice in other areas of the country, contributing to Gloucestershire's Partnership Board Review.

In 2020/21 we continued work on the **LeDeR** (Learning from Death Review) Quality Assurance Panel. We employed Experts by Experience to take part in the monthly Panel, reviewing and scrutinising 4-5 cases per month to ensure that the voice of people with a learning disability and/or autism is central to the process.

This year we continued our project for **NHS England** to research self-advocacy organisations and engage with self-advocates with lived experience of learning disability or autism across the South West. We launched a new Careers That Care website, promoting health and social care careers. We also worked collaboratively with Health Education England on a new careers website they were developing.

This year we launched our new **volunteering** service, with a dedicated Volunteer Coordinator to provide support to volunteers to develop their skills, utilise their experience and boost our work in roles across the organisation.

We also launched our **advocacy** service, providing a range of non-statutory advocacy including group advocacy through Speak Up groups, 1-1 individual advocacy and supporting people with self-advocacy. We began to develop a group of volunteer Peer Mentors to provide structured peer support to individuals.

Quality - assessing the service received by people in residential homes, supported living settings, Assessment and Treatment Units, day centres or in their own homes through domiciliary care. As of 31 March 2021, this area of work employed 23 part-time staff or 3.7 full-time equivalent staff.

In 2020/21 Inclusion Gloucestershire carried out 82 rigorous Quality Checks/follow-up visits on services for people with physical disabilities, learning disabilities, autism and/or mental ill health. Our checks are all person-centred, and as with all of our projects are led by somebody with lived experience of disability.

Quality Checks are supported by a framework of questions, tailored to the type of setting and disability group. Following each check, a report is written and shared with the Provider, along with an Action Plan with specific areas for improvements.

Quality Checks are commissioned by Gloucestershire County Council and we work closely with their Quality Team to ensure that people are receiving the best possible care and support.

ACHIEVEMENT AND PERFORMANCE

Charitable activities - work undertaken during the year (continued)

The pandemic significantly impacted our quality checking work due to the pressures that settings were under, and restrictions around visitors entering the properties. It was agreed with commissioners that we would work on redesigning our processes in Q1 and Q2. This has involved significant co-design and testing and the new model and approach was rolled out in virtual and face to face quality checks. It has been evaluated, adjusted and is now in place with positive feedback from all involved.

Our planned contract commencement in Somerset for Quality Checking of services for people with a learning disability was deferred in 2020/21 due to the pandemic.

Research, Strategy and Partnerships - work to ensure that the voice of people facing disabling barriers is heard and actively influencing change. As of 31 March 2021, this area of work employed one part-time staff or 0.4 full-time equivalent staff.

We jointly researched people's views on health services in partnership with another local charity, Kingfisher Treasure Seekers. This work was led by people with lived experience and culminated in a report which has been referenced in wider Gloucestershire reports. The work was aimed at improving knowledge about the experience of people from diverse communities.

We have identified research as a new area of further work for us and we began a defined workstream at the end of 2020/21, with the aim of better understanding key issues for people facing disabling barriers, and using that voice to influence change at a strategic level.

With Covid-19 already causing significant uncertainty and complexity at the the end of the financial year 2019-20, the decision was made to have a broad organisational business plan for 2020-21 rather than detailed plans for each area of business. This contained the following aims:

REVIEW OF ACHIEVEMENTS AGAINST BUSINESS PLAN

Objective from 2020/21 Business Plan	End of Year outcome
Maintain service delivery in a way that is safe and meets the needs of both members and funders. This may require negotiating alternative delivery methods and KPIs for some projects.	We adapted quickly to continue delivering services across all our projects, offering continuity of support for members. Where people were digitally excluded, we found other methods of support such as posting activity packs or support over the phone. We kept funders informed of plans, negotiated alternative forms of service delivery and agreed different work for our Quality Checking team.
Deliver a high standard of projects, meeting KPIs and the needs of the people we support (be they original KPIs or adjusted due to COVID-19).	We carefully monitored and reported on KPIs throughout the year, developing more robust systems to measure our work remotely. There were some areas of work in which it was impossible to meet KPIs, due to difficulties carrying out quality checks when care settings were under significant pressure, and in drama we needed to limit numbers for online sessions to ensure sessions could run effectively. There were challenges meeting GEM targets as participants faced additional barriers due to the pandemic which meant that they were less able to engage. Launching a new training service solely online meant that KPI's relating to delivery were not met; these were addressed through focussing on developing content based on priorities identified from questionnaire responses and targeted marketing work.

ACHIEVEMENT AND PERFORMANCE

Objective from 2020-21 Business Plan	End of Year outcome
Deliver a high standard of projects, meeting KPIs and the needs of the people we support (be they original KPIs or adjusted due to COVID-19).	1-1 mentoring/advocacy KPI's were not met due to additional work to ensure appropriate training and processes were in place. Targets have been adjusted in order for us to achieve these during the second year of project delivery. In some services, for example all hubs, the frequency and nature of contact with people changed and increased.
Maintain funding at a minimum of the budgeted level with the aspiration to bring in further contracts throughout the year.	We started the year with a budgeted income of £447,874 and expected deficit of £42,738. We ended the year with actual income of £530,760 and a surplus of £65,742. We did not lose any existing contracts during the year, but income dipped due to the delay of the start of some of our Lottery funded projects. However, costs decreased by a larger proportion, resulting in the final surplus. We brought in additional contracts through the year including: - £15,000 for research and creation of a film on local advocacy offers - £5,000 COVID support from Gloucestershire Funders and £5,000 from Gloucestershire Community Foundation - £9,052 from the DPO COVID Emergency Fund to carry out focussed work with diverse communities - A further 12 months funding for our BME Women's Group - Partnership funding from Barnwood Trust - £2,665 for a partnership project with Gloucester Cathedral - £19,083 for a Digital Innovation Fund project.
Protect employees, volunteers and individuals we provide a service to and the general public from infection risk as much as possible.	It was essential to us to fully understand and adhere to safety measures, and upon the reopening of the office and face to face services we reconfigured layouts to enable social distancing, installed screens and hand sanitiser, provided face masks, antibacterial gel, cleaning supplies and single use items where needed, and complied with Test and Trace. We ensured that all frontline staff would have early access to the COVID-19 vaccine, and supported contact tracing as necessary. Staff were supported to self-isolate with additional COVID-related sick pay on offer by us as an organisation to support staff. Reasonable adjustments have and continue to be made for people to recognise their own vulnerabilities, including extended working from home/alternative ways of working. We secured funding to collect and create accessible resources about COVID-19 on a dedicated page on our website which continues to be updated weekly. We supported the Council by putting into Easy Read their regular (fortnightly for most of the year) COVID-19 bulletin.
Keep people informed and clear about their roles.	We were really pleased the number of staff reporting feeling 'Very happy' (9 or 10 out of 10) at work in our 2021 Staff Survey was 66.7%, up from 27% the previous year; a further 33.3% rated their happiness at a 7 or 8 out of 10.

ACHIEVEMENT AND PERFORMANCE

Objective from 2020/21 Business Plan	End of Year outcome
Keep people informed and clear about their roles.	We communicated as quickly and clearly as possible with staff after any new government advice or decision. Two members of staff were furloughed during the first lockdown, one at their request due to caring responsibilities, and another because their office based cleaning job could not be completed at home. All other employees maintained their hours of work and all showed great adaptability and flexibility in their approach to work. Staff turnover was slightly higher than usual this year. Exit interviews helped us to identify that the pandemic contributed to this, with individuals re-evaluating priorities, or facing increasing demands at home.
Keep funders and people we provide a service to informed and clear about our delivery methods and what they can expect from us.	We communicated with funders and members regularly throughout the year and used a variety of methods, and as soon as possible each time that there was a change to delivery. We recognise that closure of face to face services was very disappointing for some members, and endeavoured to always provide alternative support.
Be responsive to changing circumstances.	We worked flexibly and planned ahead where possible, to be able to respond as quickly as possible to changes. This included: - Drafting plans and statements, ready to be shared on the evening of government announcements. - A quick turnaround on emergency funding bids to enable us to increase capacity to meet increased demand. - Restructuring service delivery for projects in which traditional delivery was no longer possible. - Putting in place increased support (such as safeguarding support, 1-1 daily check ins, and referrals to other organisations) for individuals particularly at risk. - Setting up all staff to work from home within days of lockdown and upskilling many in their use of IT.
Plan and implement new Lottery funded projects.	In order to give the new Lottery-funded projects the support, planning and staffing that they required, it was agreed with funders that we would delay the start date into the summer. We then: - Successfully recruited and inducted a number of new staff with full involvement from those with lived experience. - Completed detailed project planning. - Networked with key partners and stakeholders. - Co-designed new services and supporting processes. - Undertook marketing of new services. - Had COVID safe launches of new services.
Deliver to the third year of the 3 Year Strategy and create a new strategy to guide us beyond 2021.	Delivery continued on the final year of the 3 Year Strategy. The decision was made by the Board to extend the existing 3 Year Strategy to the end of the calendar year of 2021, and implement a new strategy for 2022.

ACHIEVEMENT AND PERFORMANCE

Objective from 2020/21 Business Plan

Emerge from COVID-19 even stronger (in terms of reputation, opportunities, partnerships and processes).

End of Year outcome

Whilst 2020/21 was a very challenging year, we feel that our adaptive and proactive response to the challenges has:

- Boosted our reputation with funders, partners, staff and people who use our services.
- Enabled us to seize new opportunities, as evidenced by the contracts secured throughout the year
- Facilitated partnership working, with great collaborative work seen throughout Gloucestershire, for example on the Collaborative Partnership Board and Vaccination Equity Group
- Enabled us to improve and tighten up processes in the way that we run to ensure that we are keeping people safe, working effectively, being more inclusive, can work remotely, and can respond to change.

Training and Development

We have completed creation of 3 training packages and delivered to 14 attendees:

- Mental Health Awareness
- Easy Read Communications
- Transforming Services with Coproduction

We had 4803 YouTube views of our short films totalling 188 watch hours.

Our drama group offered 18 places over the year.

On the Oliver McGowan Mandatory Training project we employed 5 Experts by Experience who co-designed 30 minute webinars and full day face-to-face training sessions with delivery planned from April 2021.

Engagement

In Quarters 1 and 4, due to national lockdowns, we provided remote support to all 40 of our engaged Hub members. This consisted of 988 contacts via:

- Individual telephone calls
- Individual face time calls
- Individual text conversations
- Group face time calls
- Group Zoom calls
- Group WhatsApp chats
- Postal deliveries of activity packs for people to complete at home
- Postal delivery of suggestions for activities and /or supportive messages
- Connecting people to services of others including GEM online

Some of the feedback that we had about the remote support we offered is as follows:

"You are one of the few organisers of all the activities I attended who has gone to so much trouble to keep in contact over lockdown."

"It helped to know someone was out there trying to make a difference and planning on doing something in the future."

"Made me feel hope and that there was something at the end of the tunnel"

"The texts, phone calls and video calls have been a real boost as this lockdown has affected me badly and to know someone cares and shares with you is great."

"The contact is much appreciated and greatly helped just to know we weren't able to meet but we were still cared about."

ACHIEVEMENT AND PERFORMANCE

Engagement - continued

In Quarters 2 and 3 we were able to run face to face activities, which included outdoor sessions in July and August, and a return to indoor sessions with additional safety measures in September to November.

We moved quickly to adapt to lockdowns, ensuring that there was continuity of support for Hub members.

Our BAME Women's Group provided an invaluable source of support and friendship to 37 women over the year through telephone calls, texts, WhatsApp, Zoom sessions, postal deliveries and connecting people to online sessions and support. Concerns around COVID-19 and language barriers in accessing COVID information were addressed. Some of the shared experiences around Covid-19 concerns, vaccines, grief and caring responsibilities have had a huge impact on our members. 25 members were able to access regular online Zoom sessions that we organised.

Feedback from our women's group:

"I have really felt supported during the lockdown. I love reading the messages because they uplift me and the art packs have been something to look forward to. Thank you"

MHELO held consultation events around the Mental Health Act proposed changes, and two focus groups to develop a Self-Care toolkit over the year and maintained an active role in various Mental Health Forums. There was ongoing strong online engagement, with Facebook following increasing from 545 to 567 over the year.

17 people were supported through GEM to move towards education, employment or training, with 6 achieving recognised outcomes.

Quality

We delivered 82 units of Quality Checks over the year (3 were carried over from 2019/20).

During the initial lockdown, commissioners requested that we carry out work that did not involve visits to settings, due to the pressure that these settings were under. Instead it was agreed that we would redesign our quality checking process, creating Standard Assessment Tools, five new coproduced Quality standards and a revised Rating System, which we then piloted in quarters 3 and 4.

We started to deliver COVID-secure quality checks over video call, or socially distanced and outdoor quality checks in Q3 and Q4.

We created an Easy Read leaflet for providers to use in conversations with residents about the COVID-19 vaccine.

Feedback on our quality checks:

"It was balanced, considered and fair."

"The team were a pleasure to cooperate with, understanding, approachable, thoughtful and considerate."

"Everything went as well as it could in the current climate."

Research, Strategy and Partnerships

Our dedicated staff team working on Research, Strategy and Partnerships were not in place until March 2021, but we are proud of much of the work that we did throughout the year. We engaged with the wider community about concerns and issues related to the pandemic, from difficulty accessing shopping to concerns about vaccination priority groups, and fed this into the county's Vaccine Equity Group on behalf of the county's disabled population.

We supported Barnwood Trust's Let's Be Clear campaign for clear face masks.

We completed research into Health Inequalities in Partnership with Kingfisher Treasure Seekers.

FINANCIAL REVIEW

Financial review

Income for the year was £530,760 and total expenditure was £465,018giving a surplus of £65,742 on the year. Direct pay costs accounted for 74% of the resources expended.

Closing reserves were £262,511 of which:

- £68,690 is unrestricted.
- £3,490 is held as designated for a budgeted deficit in the following financial year.
- £20,000 is held as designated for dilapidations to return the office building to its original state at the end of the lease (November 2023).
- £36,249 is designated for delayed expenditure, not incurred in this financial year but expected in 2021/22.
- £134,082 is held as free reserves equating to 3 months running costs.

Reserves Policy

The directors have adopted a policy objective to hold free reserves which would enable the charity to continue its operations for 3 months and meet its obligations to suppliers and employees. This currently equates to £134,082 which is covered in the closing unrestricted funds.

Principal Funding Sources

We are grateful to the following funding sources who enabled us to deliver our projects in 2020/21:

- Digital Innovation Fund, for funding our work researching, reporting on and actioning barriers to mobility on public transport;
- Disability Action National Emergency Fund, for funding additional work to engage with ethnically diverse communities during the pandemic;
- Gloucestershire County Council and the Clinical Commissioning Group for funding our Quality Checking and MHELO work;
- Gloucestershire County Council Thriving Communities for funding our Inclusion Hubs;
- Gloucestershire County Council for funding our engagement work and co-chairing work for the Learning Disability Partnership Board;
- Seeability, for funding our work to promote digital inclusion and prevent isolation;
- The Big Lottery Fund and the European Social Fund for funding the GEM Project;
- The National Lottery for funding our drama, training, volunteering and advocacy work;
- The Clinical Commissioning Group for funding our work around Reasonable Adjustments and LeDeR;
- NHS England and Improvement for funding our work engaging with self-advocates and promoting careers in health and social care across the South West.

Investments

In addition to its own reserves, the charity holds income paid in advance of contract delivery. As these resources are required in the short term all of the charity's cash balances are held available for immediate withdrawal. To optimise interest income some of the balances are deposited with charity sector investment funds at preferential rates.

FUTURE PLANS

Our priorities for 2021-22 are to maintain high quality service delivery in a safe, effective and coproduced way; return to face to face service delivery and work in line with the spring/summer Roadmap out of Lockdown; deliver final elements of the current Three Year Strategy, and coproduce and launch a new 3-Year Strategy. The following specific plan was identified, based on outstanding elements of the current 3-Year Strategy:

Priority	What needs to be done
Ensure that the voice of disabled people is heard and makes a difference	Develop, launch and use member survey to inform future strategy and other areas of work. Develop our membership. Develop number of people using our services. Develop our impact measurement and thematic review systems.

FUTURE PLANS

Priority	What needs to be done
Define next Three Year Strategy in a user-led way	Develop, launch and use member survey to inform future strategy.
Develop work on Marketing and Fundraising	Create Marketing and Fundraising plans with SMART outcomes. Link to project plans.
	Use and monitor.
Follow funding strategy	Set up review system for funding plan.
	Update current funding plan.
Develop income generating business specifically in training and quality assurance	Launch training packages and continue to develop new ones, in line with market research. Develop a marketing plan for QC.
	Secure QC commissions in new areas of work.
Secure longer-term contracts	Groundwork for multi-year QC contract.
	Keep working to secure other long term contracts/funding.
	Plan for sustainability beyond Lottery funding.
Expand the Quality Checking agenda to get private commissions by developing and marketing our bespoke offer and securing contracts	Develop a marketing plan for QC.
	Consider work with the CQC or larger provider associations rather than individual providers.
	Restart Care and Treatment reviews.
Follow our Marketing Strategy	Update current marketing plan.
	Set up review system for marketing plan.
	Increase marketing capacity and skills.
	Further develop website.
	Launch new leaflets.
	Consistency and clarity with branding.
Grow partnerships	Expand within partnerships that already exist.
	Scope funding opportunities for joint projects.
	Put in joint bids.
Manage data better	Review data needs.
	Identify funding for database.
	Commission database.

FUTURE PLANS

Priority	What needs to be done
Better financial management	Restructure finance department.
	Increase finance capacity.
	Introduce better systems for accounts, payroll etc.

IMPACT OF COVID19

At the start of the financial year, COVID-19 and the resulting lockdown was already having a significant impact on the organisation's operations and it was clear that this would continue. The impact of COVID-19 on the charity can be summarised as follows.

Financial

No loss of income other than the cancellation of Easy Read courses in Q1 (expected income approx. £500). Alternative service delivery methods were agreed with funders so funding levels were maintained across all projects. The commencement date of Lottery funded projects was delayed from 1 April to 1 June, meaning that whilst income will not be affected over the total project life, it was lower in this financial year. However alternative income was secured that surpasses this loss, in the form of emergency grants, contracts for new or additional work to meet COVID-related need, and non-COVID-related contracts.

Expenditure throughout the year was significantly lower than budgeted, in part due to low or no travel or venue hire costs, and also due to some vacancies in the staff team (unrelated to COVID-19).

As of 31 March 2021, we are in a significantly better financial position than budgeted at the start of the year, having ended the year with a surplus of £65,742, rather than a deficit as budgeted.

Staff

The impact of COVID-19 on staff has varied, but all have gone above and beyond to enable us to continue service delivery. Additional support has been put in place during this difficult year for staff. A small number of staff have caught COVID-19, but there have been no outbreaks within our services.

Members/those who use our services

The impact of the pandemic has affected disabled individuals disproportionately. Many of the people that we work with are:

- less likely to have access to or be comfortable using IT equipment to access remote support;
- at greater risk of isolation both before and during the pandemic;
- at greater risk of domestic abuse and other safeguarding issues during lockdowns;
- more likely to be furloughed or lose their jobs in 2020/21;
- more likely to experience health complications due to COVID-19;
- more likely to experience mental ill health due to lockdowns and concern about COVID-19;
- more likely to be impacted by reduced access to health care and routine therapies;
- more likely to be severely financially impacted by the pandemic.

Reputation

We identified early on the need to respond quickly to the ever-changing wider context and put in place stringent safety measures. This has given us the opportunity to prove our resilience, adaptability and commitment to safe delivery of services. Feedback from individuals using services, funders, partners and staff has been positive, and we have secured several new contracts this year, and seen extensions of existing ones.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees, who are also the directors for the purpose of company law, are listed on page 1 of these financial statements.

Two directors were employed by the charity in other roles. All of the other directors give their time voluntarily and receive no benefits from the charity.

The organisation strives to ensure the composition of the board of directors reflects the community it serves including directors with lived experience of disability. A third of the directors retire by rotation at each Annual General Meeting and are eligible for re-election. Directors co-opted during the year and newly proposed nominees are also eligible for election at the Annual General Meeting.

The board of directors is responsible for setting the strategic direction of the charity and delegates the implementation of this policy to the Chief Executive, Senior Leadership Team and managers. Performance is kept under review at regular board meetings where the directors receive operational and financial reports.

The board of directors receives an induction pack outlining roles and responsibilities of trustees, and with background to the charity. Training on disability awareness and safeguarding is offered to all trustees, as is an introduction to the role of a trustee. Additional training and mentoring is offered as required and the Chair and Deputy Chair regularly support the wider board in 1 to 1 sessions. The introduction of a mentoring programme for trustees is planned for 2021/22.

Trustees delegate day-to-day management of the charity to the Chief Executive Officer, Vicci Livingstone-Thompson.

Procedures and policies

The charity maintains standing policies and procedures covering its duties and responsibilities including:

A wide range of HR policies
Anti-Bribery and Corruption
Business Continuity Plan
Code of Conduct
Complaints and Compliments
Confidentiality
Conflict of Interest
Data Protection
Environmental
Equal Opportunities
Grievance
Health and Safety
Internal Financial Controls and Procedures
IT Communications and Usage
Lone Working
Risk Management
Safeguarding
Social Media
Volunteer and Whistleblowing.

Pay and remuneration for the charity's Senior Leadership Team is set by the board of directors. All staff, including the Senior Leadership Team, have pay rates that are benchmarked against the National Joint Council for Local Government Services (NJC) pay scales. Pay rates are reviewed, but not necessarily increased, annually.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Partnership working is crucial to Inclusion Gloucestershire and we are proud to have linked with several key organisations in 2020/21 including:

Access Social Care
Active Gloucestershire
Active Impact
Barnwood Trust
Building Circles
Camphill Village Trust
Cheltenham Borough Homes
Coventry Building Society
Family Partnership Solutions
Friendship Cafe
GEM Project
Gloucester Cathedral
Gloucestershire Action for Refugees and Asylum Seekers
Gloucestershire Clinical Commissioning Group
Gloucestershire County Council,
Gloucestershire Deaf Association
Gloucestershire Domestic Abuse Support Service
Gloucestershire Health and Care NHS Foundation Trust
Gloucestershire Hospitals NHS Foundation Trust
Gloucestershire Safeguarding Adults Board
Health Education England
Kingfisher Treasure Seekers
Leonard Cheshire
NHS England and NHS Improvement
PoHWER
Recovery College
The Independence Trust
The National Lottery
The Nelson Trust
The Salvation Army
The University of Bath
The University of Gloucestershire

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk assessment

2020/21 was a uniquely challenging year due to the immediate risks posed by the pandemic, combined with wider ongoing challenges faced by the voluntary and community sector. Key risks are summarised below.

Covid-19

The pandemic created risks around the health and safety of our staff, volunteers and people who use our services. Given the new and ever-changing nature of the pandemic and wider restrictions, the action taken by us to mitigate risk had to be constantly reviewed and updated throughout the year. Aside from health and safety, the pandemic created risk around our ability to deliver to contracts, retain funding and maintain a reputation of operating safely and effectively. The pandemic had an impact on wellbeing beyond physical health and safety, and we saw a higher than normal rate of staff turnover this year.

Financial

More broadly, we faced risks due to short term funding (contracts of 1 year or less), austerity and shrinking Local Authority budgets. We started 2020/21 without some of the contracts that we had the previous year (such as Local Authority funding for our drama group, or for the Glos Assistants PA Directory), and some of our other contracts remained at the same level despite costs rising. The pandemic created some funding opportunities in 2020/21 as we responded to unmet need, but we are conscious that there will be a long term economic impact of the pandemic.

Risks to our people

Aside from the Covid-related risks noted above, we were conscious of the risk of burnout due to constant change for our team. The team worked tirelessly throughout the pandemic, but working remotely, supporting individuals 1 to 1 rather than in groups, and responding to changing guidelines, created huge amounts of additional work.

Risks to people who face disabling barriers

We saw increased risks and a disproportionate impact of the pandemic on many of the individuals we exist to support. This required us to take extra measures in much of our work to keep people safe, for example requiring staff who undertake Quality Checks to be vaccinated against COVID-19 and take lateral flow tests within 24 hours of a visit. We saw first-hand the impact of the confusion and isolation of the pandemic and tried to address this in some way through our projects, such as creating a hub of accessible information about COVID-19. However, there remains a risk that disabled people, including our staff and people we deliver services to, will be disproportionately negatively impacted by the pandemic in areas such as finances, management of health, employment, education, housing, and isolation for years to come. As an organisation, we need to support individuals, work to meet unmet demand where we can, and continue to be a voice of people facing disabling barriers.

Managing risk

The operational team and Board monitor risk by keeping an organisational Risk Register, which is reviewed and updated monthly by the Senior Leadership Team and reported on to the Board who hold an oversight. Specific additional risk assessments and strategies were introduced this year relating to COVID-19 that were reviewed on a frequent basis.

The Risk Register covers risks in the following categories, along with risk ratings, owners and mitigating action:

- financial;
- leadership and governance;
- reputation;
- operational delivery;
- statutory, regulatory and legal;
- business information systems and governance;
- HR;
- project specific.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Inclusion Gloucestershire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Andorran Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 30th November 2021 *and signed on its behalf by:*

A Wala

.....

Ms A Wala - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF INCLUSION GLOUCESTERSHIRE

Opinion

We have audited the financial statements of Inclusion Gloucestershire (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiries of management including a pre audit meeting;
- obtaining and reviewing supporting documentation of policies concerning the laws and regulations applicable to the charity's business;
- understanding how the charitable company complies with its regulatory framework by making enquiries of management ;
- considering the culture inherent in the company and whether this represents a culture of honesty and ethical behaviour with a strong emphasis of detection and prevention of fraud.

Auditors' responsibilities for the audit of the financial statements - continued
We assessed the susceptibility of the charitable company's financial statements to material misstatement and considered how fraud might occur. The audit procedures performed included, but were not limited to:

- challenging management assumptions and estimates;
- identifying and testing unusual journal entries;
- assessing how the relevant laws and regulations have been complied with and noting any instances of non compliance;
- reviewing the financial statements for compliance with relevant Accounting Standards and accounting legislation applicable to a charity;
- considering how those charged with governance have addressed the possibility of an override of essential controls or other influence over the financial reporting processes.

In addition, we also considered other non financial laws relevant to the charitable company. These do not necessarily have a direct influence on the financial statements but might affect the charitable company's ability to operate.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Roger Downes FCA (Senior Statutory Auditor)
for and on behalf of Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

1 December 2021

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	31.3.21 Unrestricted funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	17,916	2,664
Charitable activities	4		
Charitable activities		495,037	431,863
Investment income	3	15,566	464
Other income		2,241	3,273
Total		530,760	438,264
EXPENDITURE ON			
Charitable activities	5		
Charitable activities		465,018	447,266
NET INCOME/(EXPENDITURE)		65,742	(9,002)
RECONCILIATION OF FUNDS			
Total funds brought forward		196,769	205,771
TOTAL FUNDS CARRIED FORWARD		262,511	196,769

The notes form part of these financial statements

INCLUSION GLOUCESTERSHIRE

STATEMENT OF FINANCIAL POSITION
31 MARCH 2021

	Notes	31.3.21 Unrestricted funds £	31.3.20 Total funds £
FIXED ASSETS			
Tangible assets	12	17,880	24,179
Investments	13	77,438	64,176
		95,318	88,355
CURRENT ASSETS			
Debtors	14	42,124	102,185
Cash at bank and in hand		217,128	70,018
		259,252	172,203
CREDITORS			
Amounts falling due within one year	15	(92,059)	(63,789)
NET CURRENT ASSETS		167,193	108,414
TOTAL ASSETS LESS CURRENT LIABILITIES		262,511	196,769
NET ASSETS		262,511	196,769
FUNDS	16		
Unrestricted funds:			
General fund		68,690	34,031
Designated Fund - Budget Deficit		3,490	42,738
Designated Fund - Dilapidations		20,000	20,000
Designated Fund - Core Costs		134,082	100,000
Designated Fund - Delayed Expenditure		36,249	-
		262,511	196,769
TOTAL FUNDS		262,511	196,769

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30/11/2021 and were signed on its behalf by:

.....
K Elliott - Trustee

The notes form part of these financial statements

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	146,483	(62,768)
Net cash provided by/(used in) operating activities		146,483	(62,768)
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,677)	(1,559)
CCLA movement		(13,262)	2,098
Interest received		15,566	464
Net cash provided by investing activities		627	1,003
Change in cash and cash equivalents in the reporting period		147,110	(61,765)
Cash and cash equivalents at the beginning of the reporting period		70,018	131,783
Cash and cash equivalents at the end of the reporting period		217,128	70,018

The notes form part of these financial statements

NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	65,742	(9,002)
Adjustments for:		
Depreciation charges	7,976	7,750
Interest received	(15,566)	(464)
Decrease/(increase) in debtors	60,061	(59,132)
Increase/(decrease) in creditors	28,270	(1,920)
Net cash provided by/(used in) operations	146,483	(62,768)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	70,018	147,110	217,128
	70,018	147,110	217,128
Total	70,018	147,110	217,128

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The charitable company relies on external funding to cover its core costs and, despite having built up reserves in recent years, it continues to seek new and extended funding for that purpose. In the past twelve months and since the year-end, the charitable company has continued the provision of core charitable activities and has managed to retain reserves at or above target levels.

The Board has set aside designated funds to cover the budget deficit for the year to 31 March 2022, the cost of dilapidations and three months' core costs. The Board has also considered the funding requirements for a period of more than twelve months from the date of approval of these financial statements and concluded that, taking into account uncertainties created by matters such as the current coronavirus pandemic that are outside their control, they have and/or will be able to generate sufficient funding to continue operations throughout that period and beyond. As a result of these conclusions, the Board considers the charitable company to be a going concern and has prepared the financial statements on that basis.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	-	Over the period of the lease
Office equipment	-	25% on cost

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

continued...

1. ACCOUNTING POLICIES - continued

Investment valuation
Investments are held at open market value at the year end date.

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	17,916	2,664

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	2,304	2,563
Unrealised gains/losses on investments	13,262	(2,099)
	15,566	464

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.21	31.3.20
		£	£
Grants	Charitable activities	495,037	431,863

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
Quality Checking	160,119	163,168
Engagement	86,124	-
HUBS	61,180	102,395
PA Training	51,473	25,215
Dramatic Change	38,454	65,995
GEM	33,225	19,859
LD Partnership Board	15,000	-
MHELO	13,668	13,668
LEDER	5,419	2,080
Gloucestershire Assistants	-	12,167
Other Quality Checking	-	3,400
Youth Peer Mentoring	-	2,703
Other Grants	26,735	21,213
Coronovirus Job Retention Scheme	3,640	-
	495,037	431,863

continued...

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Charitable activities	449,991	15,027	465,018

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.21	31.3.20
	£	£
Staff costs	342,740	329,276
Insurance	3,062	3,452
Telephone	7,799	5,144
Postage and stationery	5,180	4,658
Advertising	945	798
Sundries	1,215	2,021
Travel and subsistence	1,724	9,126
Computer costs	18,988	6,439
Room hire	1,387	12,505
Recruitment and training	6,640	2,685
Rent and rates	27,669	28,281
Repairs and renewals	2,241	228
Cleaning	974	1,171
Project costs	14,338	9,248
Website costs	930	958
Utility costs	4,232	3,520
Bank charges	-	36
Bad debts	1,951	-
Depreciation	7,976	7,750
	449,991	427,296

7. SUPPORT COSTS

	Governance costs
	£
Charitable activities	15,027

Support costs, included in the above, are as follows:

Governance costs

	31.3.21 Charitable activities	31.3.20 Total activities
	£	£
Auditors' remuneration	3,540	3,540
Accountancy fees	5,665	7,917
HR and consultancy	5,822	8,513
	15,027	19,970

continued...

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Auditors' remuneration	3,540	3,540
Depreciation - owned assets	7,976	7,749

9. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £6,392 (2020: £6,685) was paid to one of the trustees during the year for work carried out in their employment roles, in accordance with the powers in the Articles of Association. None of the trustees received any remuneration for their services as acting as a trustee.

Trustees' expenses

Travel expenses of £nil (2020: £52) were reimbursed to two of the trustees during the year.

10. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	342,740	329,276
	342,740	329,276

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

	31.3.21	31.3.20
Charity staff	37	36

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

There are no restricted funds and therefore all movements relate to unrestricted funds.

continued...

12. TANGIBLE FIXED ASSETS

	Short leasehold £	Office equipment £	Totals £
COST			
At 1 April 2020	24,386	15,124	39,510
Additions	-	1,677	1,677
At 31 March 2021	24,386	16,801	41,187
DEPRECIATION			
At 1 April 2020	7,911	7,420	15,331
Charge for year	4,597	3,379	7,976
At 31 March 2021	12,508	10,799	23,307
NET BOOK VALUE			
At 31 March 2021	11,878	6,002	17,880
At 31 March 2020	16,475	7,704	24,179

13. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2020	64,176
Revaluations	13,262
At 31 March 2021	77,438
NET BOOK VALUE	
At 31 March 2021	77,438
At 31 March 2020	64,176

There were no investment assets outside the UK.

Cost or valuation at 31 March 2021 is represented by:

	Listed investments £
Valuation in 2021	13,262
Valuation in 2020	(2,099)
Valuation in 2019	4,848
Valuation in 2018	(1,573)
Cost	63,000
	77,438

continued...

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	29,853	90,927
Prepayments and accrued income	12,271	11,258
	42,124	102,185

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	6,710	17,227
Social security and other taxes	5,107	6,374
Other creditors	10,680	1,324
Accruals and deferred income	69,562	38,864
	92,059	63,789

16. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	34,031	65,742	(31,083)	68,690
Designated Fund - Budget Deficit	42,738	-	(39,248)	3,490
Designated Fund - Dilapidations	20,000	-	-	20,000
Designated Fund - Core Costs	100,000	-	34,082	134,082
Designated Fund - Delayed Expenditure	-	-	36,249	36,249
	196,769	65,742	-	262,511
TOTAL FUNDS	196,769	65,742	-	262,511

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	530,760	(465,018)	65,742
TOTAL FUNDS	530,760	(465,018)	65,742

continued...

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	45,462	(9,002)	(2,429)	34,031
Designated Fund - Budget Deficit	40,309	-	2,429	42,738
Designated Fund - Dilapidations	20,000	-	-	20,000
Designated Fund - Core Costs	100,000	-	-	100,000
	205,771	(9,002)	-	196,769
TOTAL FUNDS	205,771	(9,002)	-	196,769

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	438,264	(447,266)	(9,002)
TOTAL FUNDS	438,264	(447,266)	(9,002)

Details of Designated Funds

Budget Deficit
Reserves set a side to cover the budgeted deficit for 2021-22.

Dilapidations
Funds set aside for dilapidations to the premises under the current lease.

Core Costs
Reserve to cover three months core running costs in line with Charity Commission guidance.

Delayed Expenditure
Funds that could not be spent against contracts due to the Covid-19 pandemic but that are required in 2021-22 to deliver delayed activity.

Transfers between funds

Transfers between designated funds are made to/from the General Fund to reflect the balances determined annually by the trustees to be required for individual designated funds.

continued...

17. CONTINGENT LIABILITIES

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees, no such liability exists at the year end.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.