

EQUAL PEOPLE MENCAP

England & Wales · Charity number 298609

Details

Other names	EQUAL PEOPLE (KENSINGTON AND CHELSEA), EQUAL PEOPLE
Status	Registered
Legal form	Charitable company
Company number	02150599
Registered	1988-03-23
Register	View on the Charity Commission register

Contact

Address	Equal People (Kensington & Chelsea) 73 St. Charles Square London W10 6EJ
Phone	02089640544
Email	enquiries@equalpeoplemencap.org.uk
Website	www.equalpeoplemencap.org.uk

Activities

Objects: THE SOCIETY IS ESTABLISHED PRIMARILY TO PROMOTE THE CARE, TREATMENT AND EDUCATION OF LEARNING DISABLED CHILDREN AND ADULTS AND WILL ALSO WORK TO SUPPORT AND PROMOTE THE CARE, TREATMENT AND EDUCATION OF OTHER VULNERABLE CLIENT GROUPS. (THE "OBJECTS").

Activities: A Drop-In & Activities service at our Resource Centre, Floating, community based support inc independent living and personal care for vulnerable people inc pwld. We enable people to take control of their lives. Equal People mencap have established a strong reputation for innovative practice empowering people to achieve their aims, contribute, participate in and influence their local community.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Accommodation/housing, Amateur Sport
- **Who:** People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED - IN PRACTICE KENSINGTON AND CHELSEA
- City Of Westminster
- Hammersmith And Fulham
- Kensington And Chelsea

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,759,105	£1,619,032	£194,910	50
2024-03-31	£1,558,467	£1,603,585	£54,837	54
2023-03-31	£1,532,689	£1,622,630	£99,955	67
2022-03-31	£1,627,520	£1,654,232	£189,896	72
2021-03-31	£1,533,200	£1,524,741	£216,608	62

Trustees

Name	Role	Appointed
Melinda Jane Gilbert	Chair	2019-01-15
Caroline Mary Davis		2026-02-12
Diana Mary Martin		2020-06-09
Jonathan Wharram		2023-03-15

EQUAL PEOPLE MENCAP

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Accounts



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025



STATEMENT OF RECOMMENDED PRACTICE 2024-2025

Contents

1. Reference and administrative details of the Charity, its trustees and Advisors
2. Structure, Governance and Management
3. Objectives and Activities & Achievements and Performance
4. Financial Review
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EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2025

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE mencap OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address: 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert Chair*

Mrs Diana Martin*

Dr Yvonne Clair Ndifor Ngechop * Treasurer

Dr Jonathan Wharram*

Mr Nooran Solhekol

Mr Robert Ebanks

Ms Tracey Dale

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Ben Aiyenuro Chief Finance and Operating Officer

Deidre Julien Interim Floating Support Manager

Sonia Timlett Network Hope Project and Centre Manager

Nicholas Walsh Chief Executive

1.4 Bankers

Barclays Bank

Leicester

LE872BB

1.5 Auditors

Kingston Burrowes Audit Ltd

308 Ewell Road

Surbiton

Surrey

KT6 7AL

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act.

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th, 2010, in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

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The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management at March 31st, 2024, four people with learning disabilities and one relative of an individual with learning disabilities were Council of Management members. Two Trustees have extensive managerial and leadership knowledge, experience and skills. One volunteer organisation experience, knowledge and skills. One Trustee has extensive experience in the media sector. One is a retired GP. One Trustee has many years of experience in the finance sector.

Equal People mencap have a minimum of four Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by:

- All Trustees (Council of Management members) not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Chief Finance and Operating Officer
- The Floating Support Manager
- The Network Hope/Centre Manager

In addition, Equal People mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g. Carers Days, Barbecues, Wellbeing Festivals, Health Check Hub days and Amici Dance sessions,

The Council of Management will review all services and make decisions. The Finance/ Fundraising Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance/Fundraising Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Chair, and attended by the Treasurer, Chief Finance and Operating Officer and Chief Executive.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carers issues.
- Have financial experience, knowledge and skills.
- Have good awareness of Trustee responsibilities.
- Have good experience, knowledge and skills of housing, social care issues and monitoring.
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media.
- Have good understanding and commitment to Equal People mencap's aims and ethos.
- Have lived experience.
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities (NCVO).

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We are seeking Trustees with HR knowledge and experience and from the corporate world.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of eight, four of whom are Trustees responsible for decisions made who meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment for senior staff
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Chief Finance and Operating Officer Network Hope/centre Manager, and Floating Support/ and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National mencap, North West London mencap equivalents and other local charities.

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2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality, policy and procedure requirements and senior staff attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning.

Our major statutory Stakeholder is the Bi-Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. Support continued throughout the year. Our Network Hope and activities service had a full programme of both in person and online activities and groups. Between April 2024 and March 2025, we ran 704 supported activities, training sessions or events. The number of hours of funded floating support was above 46,000.

6 monthly monitoring reports are completed for the Bi Borough Social Services in relation to funds provided for core, resource centre drop-in and activities The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We were successful in bidding to the National Lottery for a further three years of funding for the Network Hope Project. This began in September 2022 and provides wellbeing support and activities to vulnerable individuals in North Kensington. This is a three-year Project to August 2025. Six-monthly reports are submitted to the National Lottery. We have successfully bid for continuation funding from Sept 2025 to August 2028.

We were successful in bidding to The City Bridge Foundation for three years funding for the Learning Together Project until September 2026. This supports us to offer training sessions in catering, gardening and IT and building a pathway into employment. Annual reports are provided to the City Bridge Foundation.

We received two years funding from the Dr Carritt Legacy Fund (2024-2026) which enabled funding from the Hode Foundation and Baily Thomas Charitable Trust.

We were successful with two bids to RBKC. The Voluntary Service Support Fund (3 years) and Community Health Programme (two and a half years).

Equal People mencap are registered to provide personal Care with the Care Quality Commission. The last inspection report was published in January 2019. An online inspection in November 2022 confirmed a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe,
- Effective
- Caring,
- Responsive
- Well led

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Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers_
- Westminster LD & Transition & Children's Care Managers_
- Bi Borough Commissioning Managers_
- Bi Borough Transition Care Managers_
- Bi Borough Mental Health Care Managers_
- Primary Health Care Trust Managers & Staff
- Bi Borough Community Health Programme Commissioners_
- Learning Disability Partnership Board_
- National Mencap_
- Certitude
- Pursuing independent Paths
- Integrity care
- The Advocacy Project
- SASH
- St Charles Wellbeing Centre
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Pre-Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC/ Brent Leisure Centres
- Triplepoint
- 20:20
- Nourish Hub
- Dalgarno Centre
- Worknest (HR and contracts)
- Competitive Solutions (Fundraising)
- Riven (IT & Security)
- Catholic Children Society (Landlords)

The Royal Borough of Kensington & Chelsea Borough have an agreement with The Borough of Westminster. This means that adult social care and learning disability services are commissioned and monitored by one team covering the two boroughs. Equal People Mencap will continue to work within this arrangement.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis (Management agreement)_
- Octavia Housing (Management Agreement)
- The Peabody Trust (Management Agreement) _

2.3 Risk Management

Risks:

A risk register and consequent contingency and action plan is updated at least monthly and reviewed by Trustees at Finance sub-Committee and Trustee meetings.

- Financial through loss of service contracts, voids, fraud, insurance claims
- H&S/Maintenance: Infection control, fire etc
- Staff: maintaining, skills, experience, recruitment levels to match demand_
- Governance: COM membership & level of experience
- Compliance: Training, policies and procedures, monitoring and recording, GDPR and Data Security, staff handbooks. Worknest and Riven provided support.

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- a. Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two-year intervals.
- b. Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2024. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues. All managers and staff have completed sexual harassment training.
- c. Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- d. Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2024. All staff inducted and trained in relation to these procedures.
- e. Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2024. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- f. COVID-19. Equal People Mencap: (i) Updated our Infection control policy and procedures in September 2024 (ii) updated a COVID 19 risk assessment for our Centre, staff, members and community support (iii) Developed a COVID 19 contingency and action plan in the event of a return. (iv) ensured all our staff and members have access to protective equipment, gel, accessible information on staying safe.
- g. Building security is maintained through a 24-hour contracted alarm & response system.
- h. Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place and updated quarterly. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud-based storage system in March 2020. We have updated our database to the online Charitylog and staff rota/app system, to enable all staff to access information, make records etc. We plan to move to the Log My Care database system in autumn 2025.
- i. In line with our Communication strategy our Instagram, YouTube and Facebook accounts and website are regularly updated to enable EPM and our members to share their ideas, achievements, activities, thoughts and with the local and wider community.
- j. Advisory Groups, activity and individual support session feedback, and monthly manager feedback surveys and our accessible complaints procedures ensure that consultation with tenants and users continued.
- k. Service Standards and Desired Outcomes, i.e. person-centred individual aims and wishes alongside over-arching outcomes are constantly monitored. This includes improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment. We aim to ensure Equal People mencap's ethos, values and mission statement are put into practice.
- l. We have worked hard to challenge digital exclusion for the vulnerable people we support. The pandemic meant that contact, information and support has become even more reliant upon internet access. Equal People mencap have supported individuals to learn digital skills, access support and stay in contact. Our previous participation in Let's Get Digital and NHS Charities DigitALL projects has enabled us to offer equipment, data and 1:1 and group digital training to our members.

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- m. The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2026 by RBKC/Bi Borough Social Services. We are involved in the Framework Process for funding beyond this date.
- n. Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being. Equal People mencap has maintained the number of individuals buying our support and now provides 1000 hours per week.
- o. Referrals to provide health related support, transition and complex needs support were maintained but adapted in line with individual need. The Chief Executive, Network Hope/Centre Manager and Floating Support Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.
- p. Finance systems are in place, e.g. dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud.
- q. Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause).
- r. Team Meetings and training days held enable our staff team to look at feedback about our services from users and to plan together our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders. Meeting moved to online via Zoom when necessary.
- s. Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. GDPR policy and procedures, Privacy document and staff Privacy document updated June 2024, Data Protection Certificate renewed to December 2024. NHS Data Protection Toolkit completed and certified June 2024.

3. Equal People mencap's OBJECTIVES AND ACTIVITIES

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community – including using digital equipment to stay connected to key, social and professional contacts, access information and participate. (iv) Economic Well-Being (v) Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing. We aim to 'make 'safeguarding personal', giving individuals the information they need to identify abuse and report it.

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Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

An easy read version of our ethos and values was created by our members supported by staff and is on our website and forms part of the induction, training and expected daily practice of all staff and volunteers. Renewed June 2024

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture that supports people to move towards realising their dreams.

Personalising support services: We recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express themselves, can make informed choices and take increasing responsibility in all areas of their lives.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap's Centre or out in the community through our Network Hope and Activity Services, the daily Drop-In and/or 1:1 support through personal budgets to attend and participate in community activities and events.
- provide opportunities for paid employment and/or training opportunities through our cooking, gardening, baking and IT training groups.
- Voice and develop person-centred plans setting down a route towards each individual's aims and wishes.
- enable the local community to understand more about people with learning disabilities, autism, neurodiversity and complex needs and the positive contribution people with disabilities can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- Accessible information about other support agencies and opportunities. Networking opportunities.
- an accessible, safe and welcoming environment at our Resource Centre.
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life – including digitally
- support with personal care and domiciliary tasks
- supported activities/trips for carers

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3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

- The total number of beneficiaries (members/carers) now using or consulting our service is 350 over one year. Equal People mencap is providing support to people from 30 different countries speaking 25 different languages.
- Floating Support includes a 24-hour emergency out of hours on-call service staffed by the Floating Support Management Team. This ensures all service users and staff have both telephone and, where necessary, in-person support out of office hours.

3.2.2 Quotes from members/carers

Gardening

"I'm impressed with the garden "F

"I enjoy doing gardening, I want to be your number one gardener as I have experience in a farm" M

"Look at how far we've come, you see teamwork makes the dream work " R

"I had so much fun, I did a really good job, didn't I? K

Cooking

"This is the best food we've made. Ten out of Ten

"I had fun lady, I enjoy baking"

Beautiful Octopus Club

"I had a really good time" A

"A really good night, thank you guys"- R

"So so so much fun I had, I can't wait for the next one" S

"I enjoyed this night, was so good thanks" – P

"Good night, yeah I enjoyed it"

Carers

"You have done a great job. Thank you for helping my son gain confidence with such lovely staff. He is so happy!"

"I love bringing my client to Zumba because the activity is nice, and bingo is really interesting for the client, I support. Keep up the good work!"

"The staff are so lovely and caring. A loves coming here, and I appreciate everything they do."

"We always tell friends, family, and social workers about how great you are and how wonderful Mencap is!"

"Thank you for keeping this place open for all Service Users to come, enjoy, and connect."

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"You are doing such a good job. I love bringing my client to Equal People, where she is treated as an individual. Keep it up!"

"Nancy and I love coming to Equal People. Everybody is so friendly and helpful. Nancy has built great relationships with her peers, and Andy enjoys the meaningful activities!"

"Karim loves coming to the day centre. He enjoys the activities and friends and always comes home with a smile on his face."

"Nice food! Disappointed I missed the mince pie, though."

"You're doing a great job. I love the activities and the joy they bring to the people I support. Please keep it up!"

Equal People mencap's Instagram page has a record of many of the activities and events throughout the year.

3.3. Service specific Aims and Objectives

3.3.1 Resource Centre & Drop In Activities Service: Aims & Objectives

Our Resource Centre is open as a Drop-In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities. It is also a base for on-call managers and a welfare or emergency space for members who need to go out into the community.

This was jointly funded by RBKC Social Care, The City Bridge Foundation, Kensington and Chelsea Foundation, RBKC Voluntary Service Support Fund, RBKC Community Health Programme and individual donations.

- Users can influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised are shared with the Council of Management. Project ideas are developed from member suggestions and shared to enable the co-production of consequent project and funder applications.
- We advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial) and via Instagram and Whatsapp.
- We provide Activities that are User led.
- We provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. We provide at least two 'out of hours' community activities each month.
- We have started to operate as a quarterly hub for health checks (Blood pressure, BMI, pin prick blood tests etc)
- We provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify, and report concerns or abuse themselves.
- We seek to make our activities accessible to all service users. Where we cannot provide the support, we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We provide up a variety of up to date and well-maintained equipment to support the activities.
- We offer and support a variety of activities in the local and wider community.
- We actively seek out partnership working opportunities with other organisations and bodies.

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- Activities offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.
- activities.
- We offer and support a variety of activities in the local and wider community.
- We actively seek out partnership working opportunities with other organisations and bodies.
- Activities offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's 25 dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life. Our regular volunteers are joined by a team of corporate volunteers for events such as our barbecues, Wellbeing Festival and Christmas parties.

Several activities were run online as well as in person and were open to all.

The IT Group. Online and in person 1:1 and group training aiming to build skills and offer a pathway into voluntary work and employment. Free tablets and data provided. Training included learning how to do emails and access social networks such as Facebook, Instagram and WhatsApp safely, and how to access information about events, personal health and employment opportunities. Members were supported to develop their CVs. This linked to employment workshops with Balance HR professionals as well as health workshops with community nurses and GPs.

Our IT café was used throughout the week by Drop-in members.

Members regularly contributed items for our Instagram page showcasing their achievements, the training and activity groups and events.

The Music Group – This remains a very popular weekly themed music quiz with lots of tunes from the 1950s to the present and from diverse cultures. Members sang, danced and shared their musical knowledge and memories.

The Zumba group. – **Weekly group** Keeping fit and having fun together to a Latin beat. supported by a Zumba tutor. Lots of energy and enthusiasm from members and carers.

Relaxation & Massage – Online & in person Run by a trained tutor: a weekly session of accessible relaxation and massage exercises. Highly valued by all who attend.

Yoga – Online & in person – 2 sessions a week, starting and ending the week. A group enabling and teaching relaxation techniques for members, staff and the public.

The Pre-Amici dance group – Earls Court: weekly dance and movement group for people with complex needs co run with Pre-Amici. Also, an opportunity for carers to come together, share information, advice and a fun, relaxing time.

The Making Food Work Cooking & Baking Groups – enabled 30+ individuals to learn and work on all aspects of catering from growing food and preparing, cooking and serving a variety of healthy meals and cakes. Two further visits to Pizza Express for cooking experiences and catering for EPM parties and barbecues supported the weekly training groups in building skills, confidence and a pathway into employment.

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Gardening Group – ran year-round.

Members grew herbs and vegetables for the Making Food Work Project in our planters at Equal People and our allotment. Tutors taught cooking, health and safety, food hygiene and gardening skills, building knowledge confidence and skills and supporting a pathway into employment. A very well attended group. Members reported learning lots and feeling fitter and happier. There were visits to Kew, Chelsea Physic gardens and Holland Park for experiential sessions.

Keep-Fit Weekly Sessions at EPM with Disability Sports Coach tutor.

Social and Bingo Sessions –weekly.

Boccia sessions – Popular indoor bowls, red versus blue, accessible to all.

Monthly information Sessions with the Advocacy Project

Arts & Craft sessions– variety of crafts e.g. art, mosaics, sewing, t-shirt designs, pottery, -

3.4. Network Hope Project

A three-year Project renewed in September 2022 set up to support vulnerable individuals in North Kensington.

The Project had three over-arching outcome targets:

- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project, staffed by a Manager, two part time activities staff, and IT tutor, session tutors and volunteers provided a variety of in-person and online activities and support sessions that aimed to improve each individual's physical, mental and emotional well-being. The Project supports workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster and the cost-of-living crisis or who are experiencing loneliness and isolation.

Members grew herbs and vegetables for the Making Food Work Project in our planters at Equal People and our allotment. Tutors taught cooking, health and safety, food hygiene and gardening skills, building knowledge confidence and skills and supporting a pathway into employment.

- Members were able to better influence and be involved in the running and development of activities, training and courses both within Equal People mencap and in the wider community e.g. council decisions on transport, Grenfell, social care through individual feedback.
- We advertised our activities, training and courses well in advance and in an accessible way (e.g. easy read/pictorial).
- We provided Activities and training that was member led.
- We provided a full week programme of activities, including online social and activity groups, training and courses 48 weeks during the year.
- We provided at least two 'out of hours' community activities each month.
- We planned and held an outdoor Wellbeing Festival in the local community.
- We ran Carers Days inviting carers to experience the activities, share their thoughts and ideas and information and meet and mingle.

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- We provided accessible information to help make Safeguarding Personal', ran safeguarding workshops with the Advocacy project and relationship and Identity workshops with SASH. This also ensured everyone had information they needed to identify, and the confidence to report concerns or abuse themselves.
- We tried to make our activities accessible to all service users. Where we could not provide the support, we offered users or their carers/advocates information/ contact details of people who may be able to help them and helped them make contact.
- We renewed equipment used to support the activities.
- We offered and supported a variety of activities in the local and wider community.
- We worked in partnership with other organisations and bodies e.g. Disability Sports Coach, The Dalgarno Centre, Community Catalysts.
- Our Activities offered members the chance to participate, enjoy or learn as they wish. Some activities focussed on encouraging and enabling members to move towards voluntary work and paid employment.
- Records were made and updated of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

3.4.1 Achievements and Performance

Over the course of the third year of the Project we have continued to make network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular wellbeing, employment, community police and advocacy workshops and organised trips to many events and nights out. The activities have been accessed by 160 individuals plus their families and carers and 30 volunteers now work each week with our service.

Health Activities and Events:

- Feel Good Festival. Designed and run by members and staff on Little Scrubs.
- SASH (Relationship and Safe Sex and Gender & Identity Workshops) online workshops looking at relationships, identity and boundaries
- Hospital Passport workshop
- Volunteer Bureau Job placement workshop
- Journey to Self-Discovery – 6-week group facilitated with The Grenfell Recovery & Wellbeing Group
- Oral health workshops
- Diabetes Footcare workshop
- Breast Cancer workshop
- Prostate cancer workshop
- HR/ Employment Workshops
- Advocacy workshops

Training & Activity Groups

- Yoga (Community & online)
- Zumba
- Dancing
- Gardening - allotment
- Cooking/ Baking
- Cycling
- Swimming
- Money Group – Understanding money workshops
- Pizza Express cooking training days

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Social Connection

- Weekly social group
- Weekly Bingo
- DigitALL IT 1:1 and group training, free tablets and data
- Clubbing
- Dating walks
- Elizabeth Line review
- Community police – being safe workshops

Events/Trips

- Two barbecues
- A day in parliament with our MP
- Christmas party
- Cinema – monthly
- Bowling
- Nourish Hub
- Theatre (Lyric Hammersmith, RAH, Bush Frozen Light at Kings Place)
- Windsor Castle
- Kensington Palace
- Buckingham Palace
- Grenfell Remembrance
- Dating walks (Saturdays)
- Bubble Club (four visits)
- Beautiful Octopus Club
- Holland Park Ecology Centre
- Pizza Express Cooking Experience x2

3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autistic people and individuals with complex needs within RBKC, Westminster and Hammersmith & Fulham wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's /Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by two Senior Support Workers.

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, personal care to each individual. We aim to enable choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user and/or their family/carer/advocate/Care Manager where it is a child.

The Floating Support Service supports 80+ adults and children funded through Personal Budgets who are living independently in the community but require between 1hr per week and 24-hours per day independent living, personal care or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to an out of hours emergency on-call Manager (One of the Floating Support Management team). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies or staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

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The Floating Support Manager meets with The Disability Social Work Team Leader monthly to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments.

A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback, manager monitoring and surveys and regular reviews. Ideas, decisions and complaints raised will be passed on to the Council Of Management. In November each year the CEO, with support from service users completes an easyread review of all incidents, accidents and complaints in the year, our actions and learning. This informs future practice.
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People Mencap Floating Support staff will support them to access and participate in the community, individually and in groups, to attend school or, and manage their daily routines. Staff will work closely in partnership with in partnership in a 'Family Support Worker ' role with parents and carers offering support, advice, signposting and respite. The Dr Carritt Legacy fund has provided a grant over two years to support this.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them. Changes to the timetable will only be made by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.
- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training: e.g. safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act, learning disability and autism awareness, manual handling and the Care Certificate.
- Staff will keep records in partnership with service users. The records will be:
 - up to date
 - confidential within the Service
 - monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives
- Service users will be supported and encouraged to participate in and influence their local community.
- Service users will be fully consulted about where and with whom they want to live
- Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
- Service users will be supported to make their space their own.

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Maintenance: Staff, with Service users will:

- complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
- undertake fortnightly health & safety checks /42/121e)
- undertake monthly health & safety checks (FS 1 bed)
- ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
- complete a monitoring physical standards check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
- report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines.
- Monitor our response quarterly.

3.5.1 Achievements & Performance:

- Rent Arrears as at 31/03/2025 are - £ 2,811.11 – a credit due to HB payments)
- Housing Void levels:
 - NHHT Nth Ken (12 units) 8%
 - Stoneleigh St (3 units) 0%
 - Church House: (2 units) 0%

Thus, full occupancy at Church House and Stoneleigh St. Two vacancies at the end of the year in Nth Ken tenancies.

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. An online inspection in November 2022 referred to positive feedback from service users, carers and professionals and confirmed EPM 's ratings as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

The Floating support Manager Deidre Julien completed Capacity Trackers monthly. A provider Information form (PIR) was completed and submitted to the Care Quality Commission in November 2024 as required.

Floating Support staff received and completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children, harassment and health and safety and the Care Certificate. – Care Skills training modules. Management completed sexual harassment training with Worknest..

- influence their local community.
- Service users will be fully consulted about where they want to live and who they want to live with
- Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
- Service users will be supported to make their space their own.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2025

- Maintenance: Staff, with Service users will:
 - complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - undertake fortnightly health & safety checks /42/121e)
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 - ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines.
 - Monitor our response quarterly.

4. Financial Review

Against a continuing backdrop of limited resources and insecurities over funding along with a successful review and reduction of bad debts, it has been necessary to continue to invest funds in sustaining the Floating Support service alongside the expanded Activities services. Equal People mencap generated a surplus of £140,073 this year.

Our fundraising consultants, Competitive Solutions raised £628,897 to cover services during this year and beyond at a cost of £43,404.

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/BI Borough Social care have awarded Equal People Mencap £80,000 towards funding in 2022-2023 and this has been renewed for 3 years until the end of March 2026.

Equal People mencap received a further 3 years funding from the National Lottery (from Sept 2022) now renewed until September 2028.

Fundraising Expenditure

Equal People mencap have spent £43,468 in 2024-2025 as a percentage of the Chief Finance and Operating Officer Centre and Activities Manager & CEO roles are assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2026 is £1,886,896 and so the target for the general reserve is £471,724. At present reserves are at £194,910.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2025

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

5. Plans for Future Period

The consequent changing needs of our members and service users means that delivery across all of our services will continue to need to adapt throughout the year. Equal People Mencap will:

- Act upon and our regularly updated Infection Control risk assessments and EPM
- Ensure all members, staff and volunteers are safe and we have sufficient PPE and health and hygiene equipment in place. Ensure healthy living, health and hygiene information is regularly shared with service users and staff.
- Run a regular, varied weekly programme of activities online, in person and hybrid. We will support members to access and participate in a wide range of community events and run healthy living, safety and security and relationship and identity workshops. Our Centre will serve as a Community Hub for quarterly health checks for local vulnerable individuals.
- Run at least two Feelgood Health Festivals based in the community along with two Carers Days.
- Run training groups (e.g. IT, cooking, gardening) aimed at creating a pathway into employment. We will seek funding to enable us to increase paid and voluntary opportunities within Equal People. We will run HR and CV workshops and actively support individuals to identify, and access paid work opportunities.
- Floating Support services will continue to support individuals to live the life they choose and access, participate in, contribute to and influence their local and the wider community. EPM are exploring a variety of recruitment streams in order to build staffing levels. The Floating support Manager and Senior Support Workers will actively promote and advertise EPM's services in Bi Borough meetings, with Care Managers and health professionals to increase referrals.
- EPM will liaise with statutory and Trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (Worknest) to ensure we provide appropriate support and guidance to all our staff.
- We will ensure all of Equal People mencap's GDPR and privacy policies and practice are up to date and communicated to all staff. We will again complete the NHS Digital Security and Protection Toolkit and RBKC's Risk Ledger to help this process.
- Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.
- We will ensure our Activities and training programmes funded by The Bi-Borough, The National Lottery, The City Bridge Foundation, The Dr Carritt Legacy Trust, and the K&C Foundation are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued and/or alternative funding beyond contract end.

We will seek funding further for our Core services.

We aim to further build up our team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

In 2024-2025 RBKC and Westminster Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2025-2026 in line with our staffing capacity, assessment of costs (e.g. travel) and sustainability. We are actively pursuing three statutory tenders (Bi Borough Housing Related LD Support, Westminster Short Breaks LD services and RBKC Activities which will all increase both the number of people supported and our income.

EQUAL PEOPLE MENCAP
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FOR THE YEAR ENDED 31 MARCH 2025

We will explore all possible ways of recruiting more staff. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training including Oliver McGowan Tier 1 and Tier 2.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services in RBKC and Westminster will continue. Further publicising of our services to Care Managers, individuals and carers in Westminster will be prioritised in 2025. We will review our children's support and complex needs services to ensure the support is sustainable and contributes sufficiently to core and administrative costs.

Services provided will need to enable us to build up our reserves.

The Floating Support service aims to continue developing the individualised person-centred support seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Following benchmarking of our services we will actively campaign for annually increased hourly rates that will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and our Trustees.

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, communication, staff ideas and initiatives, safeguarding, positive behavioural support strategies, dignity in care building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be written up and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly, and all complaints responded to promptly and used to help to improve our service.

All Equal People Mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety) will be updated at least annually and shared with staff and Trustees for review.

Equal People mencap's contract of support sets out:

- The standard and type of service everyone can expect
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)
- A code of Conduct

EQUAL PEOPLE MENCAP
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FOR THE YEAR ENDED 31 MARCH 2025

Equal People's website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

We work in partnership and/or as part of an individual's 'network of support' with Disability Sports Coach, Open Age, the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, St Charles Wellbeing Centre, Competitive Solutions, Worknest, Riven IT, Notting Hill Genesis, Octavia Housing, The Peabody Trust, and National mencap.

Auditors: Kingston Burrowes Audit Ltd were re-appointed as the charitable company's auditors during the year.



Ms Melinda Gilbert

Chairman

DATE: 19.12.25

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2025

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2025

/..Cont'd

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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

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 directors' 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 directors' report and from the requirement to prepare a strategic report.

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.

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.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2025

/..Cont'd

Auditor's responsibilities for the audit of the financial statements /...Cont'd

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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.



Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

20 — 12 — 2025

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income from:					
Donations and grants	2	3,830	-	3,830	6,938
Charitable activities	3	1,413,502	339,973	1,753,475	1,551,016
Investments	4	1,800	-	1,800	513
Total		<u>1,419,132</u>	<u>339,973</u>	<u>1,759,105</u>	<u>1,558,467</u>
Expenditure on:					
Raising funds	5	43,468	-	43,468	58,975
Charitable activities	6	1,235,591	339,973	1,575,564	1,544,610
Total		<u>1,279,059</u>	<u>339,973</u>	<u>1,619,032</u>	<u>1,603,585</u>
Net income/(expenditure)	8	140,073	-	140,073	(45,118)
Transfers between funds		-	-	-	-
Net movement in funds		140,073	-	140,073	(45,118)
Reconciliation of funds:					
Total funds brought forward		54,837	-	54,837	99,955
Total funds carried forward		<u>£194,910</u>	<u>£Nil</u>	<u>£194,910</u>	<u>£54,837</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
 (Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		6,893		841
CURRENT ASSETS					
Debtors	12	168,021		149,521	
Cash at bank and in hand		262,238		119,565	
		<u>430,259</u>		<u>269,086</u>	
CREDITORS: Amounts falling due within one year	13	<u>242,242</u>		<u>215,090</u>	
NET CURRENT ASSETS			<u>188,017</u>		<u>53,996</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>£194,910</u>		<u>54,837</u>
INCOME FUNDS					
Restricted funds	14		-		-
Unrestricted funds	14		194,910		54,837
TOTAL FUNDS			<u>£194,910</u>		<u>£54,837</u>

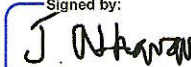
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on *19th December 2025*

Melinda Gilbert

Ms. M. Gilbert
 Chair

Dr. J. Wharram
 Trustee

Signed by:

 A1CB9EBDCD46461...

The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	140,073	(45,118)
Adjustments for:		
Depreciation charges	4,286	2,075
(Increase)/decrease in debtors	(18,500)	(32,924)
Increase/(decrease) in creditors	27,152	(20,246)
<i>Net cash provided by/(used in) operating activities</i>	<u>153,011</u>	<u>(96,213)</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(10,338)	-
<i>Net cash provided by/(used in) investing activities</i>	<u>(10,338)</u>	<u>-</u>
Change in cash and cash equivalents in the year	142,673	(96,213)
Cash and cash equivalents brought forward	119,565	215,778
Cash and cash equivalents carried forward	<u>£262,238</u>	<u>£119,565</u>
Analysis of cash and cash equivalents	2025	2024
Cash at bank and in hand	<u>£262,238</u>	<u>£119,565</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis and is included under Income for Charitable Activities (Note 3)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose. 74

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
----------------------------------	-------------------

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025
/contd...

1. ACCOUNTING POLICIES /contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Debtors and Creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Donations	<u>£3,830</u>	£Nil	<u>£3,830</u>	<u>£6,938</u>

All of the £6,938 recognised in 2024, related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	80,000	59,711	139,711	80,000
Kensington and Chelsea Foundation	-	29,393	29,393	28,887
The National Lottery Community Fund	-	19,978	19,978	-
Big Lottery Fund	-	99,569	99,569	98,312
The City Bridge Trust	-	51,238	51,238	29,457
Bailey Thomas Charitable Fund	-	7,500	7,500	-
Hodge Foundation	-	10,000	10,000	-
Open Age (DigitAll)	-	12,584	12,584	11,992
Dr Christian Carrit Foundation	-	50,000	50,000	-
The 29 th May 1961 Charitable Trust	3,000	-	3,000	-
The Screwfix Foundation	5,300	-	5,300	-
Housing and care charges				
Housing rents	197,622	-	197,622	176,751
Care and support fees	1,115,414	-	1,115,414	1,112,166
Other charitable activities				
Social activities	12,166	-	12,166	13,451
	<u>£1,413,502</u>	<u>£339,973</u>	<u>£1,753,475</u>	<u>£1,551,016</u>

Of the £1,551,016 recognised in 2024, £1,382,368 related to unrestricted funds and £168,648 to restricted funds.

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
Bank interest	<u>£1,800</u>	£Nil	<u>£1,800</u>	<u>£513</u>

All of the £513 recognised in 2024 related to unrestricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025
/contd...

5. COST OF RAISING FUNDS	2025 £	2024 £
Staff costs	15,906	13,804
Consultancy fees	27,498	45,171
Other fundraising costs	64	-
	<u>£43,468</u>	<u>£58,975</u>

All of the £58,975 recognised in 2024 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2025 £	Total 2024 £
Cost directly allocated to activities				
Staff costs	994,542	-	994,542	1,007,169
Recruitment and training	21,848	-	21,848	6,428
Volunteer expenses	-	802	802	1,435
Staff travel and subsistence	4,689	-	4,689	11,656
Housing maintenance and utilities	32,635	-	32,635	25,439
Social activities	-	9,250	9,250	11,801
Welfare	250	-	250	402
Support costs allocated to activities				
Staff costs	95,950	130,685	226,635	196,355
Premises costs	105,695	74,162	179,857	190,507
Communications	30,680	5,844	36,524	35,256
Legal and professional	12,034	-	12,034	8,571
Licences and insurance	20,793	3,051	23,844	20,530
Depreciation	-	4,286	4,286	2,075
Bank charges	322	61	383	440
Governance costs (Note 7)	12,786	2,435	15,221	14,144
Other costs	-	12,764	12,764	12,402
	<u>£1,332,224</u>	<u>£243,340</u>	<u>£1,575,564</u>	<u>£1,544,610</u>
Total 2024	<u>£1,332,224</u>	<u>£243,340</u>	<u>£1,575,564</u>	<u>£1,544,610</u>
Total 2023	<u>£1,320,478</u>	<u>£224,132</u>	<u>£1,544,610</u>	

Of the £1,544,610 recognised in 2024, £1,320,478 was charged to unrestricted funds and £224,132 was charged to restricted funds.

7. GOVERNANCE COSTS	2025 £	2024 £
Staff costs	8,969	8,136
Auditor's remuneration	4,662	4,560
AGM, publications and subscriptions	1,590	1,448
	<u>£15,221</u>	<u>£14,144</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025
contd...

8. NET INCOME/(EXPENDITURE)	2025	2024
Net income/(expenditure) is stated after charging:		
Audit fees – audit services	£3,800	£3,780
– non-audit services	£862	£780
Depreciation	£4,286	£2,075
Pension costs (defined contributions schemes)	£52,100	£48,497
Operating lease rentals	£42,241	£42,241
	<u> </u>	<u> </u>
9. EMPLOYEES AND STAFF COSTS	2025	2024
	Number	Number
Number of employees		
The average monthly number of employees during the year was:	50	54
	<u> </u>	<u> </u>
	£	£
Staff Costs		
Wages and salaries	1,099,250	1,067,933
Social security costs	100,478	95,077
Agency staff	9,076	34,987
Pension costs	52,100	48,497
	<u> </u>	<u> </u>
	£1,260,904	£1,246,494
	<u> </u>	<u> </u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2024: £Nil) and no trustees (2024: none) received any reimbursement of expenses.

Total employee benefits received by key management amounted to £59,792 (2024: £54,243).

Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025 /contd...

11. TANGIBLE FIXED ASSETS	Fixtures, fittings and equipment
	£
Cost	
At 1 April 2024	66,938
Additions	10,338
Disposals	-
	<u> </u>
At 31 March 2025	77,276
	<u> </u>
Depreciation	
At 1 April 2024	66,097
Charge for the year	4,286
Eliminated in disposals	-
	<u> </u>
At 31 March 2025	70,383
	<u> </u>
Net book value	
At 31 March 2025	£6,893
	<u> </u>
At 31 March 2024	£841
	<u> </u>
	<u> </u>
12. DEBTORS	2025 2024
	£ £
Trade debtors	146,654 131,715
Other debtors and prepayments	21,367 17,806
	<u> </u> <u> </u>
	£168,021 £149,521
	<u> </u> <u> </u>
13. CREDITORS: Amounts falling due within one year	2025 2024
	£ £
Social security and other taxes	22,271 28,693
Other creditors and accruals	219,971 186,397
	<u> </u> <u> </u>
	£242,242 £215,090
	<u> </u> <u> </u>

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025 /contd...

14. MOVEMENT IN FUNDS	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers Between Funds £	Balance at 31 March 2025 £
Restricted funds					
Network Hope Project	-	112,153	(112,153)	-	-
Making Food Work	-	29,393	(29,393)	-	-
Learning Together	-	51,238	(51,238)	-	-
Staying Healthy					
Together Saturday					
Club	-	19,978	(19,978)	-	-
Family Support Project	-	67,500	(67,500)	-	-
Voluntary Service					
Support Fund	-	45,716	(45,716)	-	-
Community Public					
Healthy Project	-	13,995	(13,995)	-	-
	<u>-</u>	<u>339,973</u>	<u>(339,973)</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	<u>54,837</u>	<u>1,419,132</u>	<u>(1,279,059)</u>	<u>-</u>	<u>194,910</u>
Total funds	<u><u>£54,837</u></u>	<u><u>£1,759,105</u></u>	<u><u>£(1,619,032)</u></u>	<u><u>£Nil</u></u>	<u><u>£194,910</u></u>

The purpose of each fund is set out in the Report of the Council of Management.

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2024 £
Restricted funds					
Network Hope Project	-	110,304	110,304	-	-
Making Food Work	-	28,887	28,887	-	-
Learning Together	-	29,457	29,457	-	-
	<u>-</u>	<u>168,648</u>	<u>168,648</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	<u>99,955</u>	<u>1,389,819</u>	<u>1,434,937</u>	<u>-</u>	<u>54,837</u>
Total funds	<u><u>£99,955</u></u>	<u><u>£1,558,467</u></u>	<u><u>£1,603,585</u></u>	<u><u>£Nil</u></u>	<u><u>£54,837</u></u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025
/contd...

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	6,893	-	6,893
Current assets	323,367	106,892	430,259
Current liabilities	<u>(135,350)</u>	<u>(106,892)</u>	<u>(242,242)</u>
As at 31 March 2025	<u>£194,910</u>	<u>£Nil</u>	<u>£194,910</u>

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	841	-	841
Current assets	269,086	-	269,806
Current liabilities	<u>(215,090)</u>	<u>-</u>	<u>(215,090)</u>
As at 31 March 2024	<u>£54,837</u>	<u>£Nil</u>	<u>£54,837</u>

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2025 £	2024 £
Within one year	67,259	37,540
Between one and five years	<u>-</u>	<u>67,259</u>
	<u>£67,259</u>	<u>£104,799</u>

17. GENERAL INFORMATION

Equal People mencap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2025 but not yet recognised as income due to the recognition criteria not being met amounts to £401,882.

EQUAL PEOPLE MENCAP

England & Wales - Charity number 298609

Accounts



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024



Contents

1. Reference and administrative details of the Charity, its trustees and Advisors
2. Structure, Governance and Management
3. Objectives and Activities & Achievements and Performance
4. Financial Review
5. Plans for Future Period

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE menCAP OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address: 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert - Chair*

Ms Beverley Ebanks* (Resigned 9 April 2024)

Mrs Diana Martin*

Dr Yvonne Clair Ndifor Ngechop - Treasurer*

Dr Jonathan Wharram*

Mr Nooran Solhekol

Mr Robert Ebanks

Ms Tracey Miles

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Ben Aiyenuro Finance Manager

Yamou Faye-Bagla Floating Support/CQC Registered Manager

Sonia Timlett Network Hope Project and Centre Manager

Nicholas Walsh Chief Executive

1.4 Bankers

Barclays

Belgravia & Knightsbridge

Business Centre

PO Box 4578

London SW3 1 XD

1.5 Auditors

Kingston Burrowes Audit Ltd

308 Ewell Road

Surbiton

Surrey

KT6 7AL

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2)) of the Companies Act.

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People menCAP Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

All current Council of Management Members were elected within the past 3 years.

The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management at 31st March 2024, four people with learning disabilities and three relatives of an individual with learning disabilities were Council of Management members. Two Trustees have extensive managerial and leadership knowledge, experience and skills. One volunteer organisation experience, knowledge and skills. One Trustee has extensive experience in the media sector. One is a retired GP. One Trustee has many years experience in the finance sector.

Equal People mencap have a minimum of six Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by:

- All Trustees (Council of Management members) not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Finance Manager
- The Floating Support/CQC Registered Manager
- The Network Hope/Centre Manager

In addition, Equal People mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g. Barbecues, Wellbeing Festivals Amici Dance sessions, meditation).

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Treasurer, Finance Manager and Chief Executive.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carers issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing, social care issues and monitoring
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media
- Have good understanding and commitment to Equal People mencap’s aims and ethos
- Have lived experience
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities (NCVO).

We are seeking Trustees with HR knowledge and experience.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of eight, three of whom are Trustees responsible for decisions made who meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment for senior staff
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Network Hope/centre Manager, Finance Manager and Floating Support/CQC Registered Manager and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National mencap, North West London mencap equivalents and other local charities.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality, policy and procedure requirements and senior staff attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning. Equal People mencap are part of the North West London Mencap Consortium, a group of seven local Mencap charities who come together with a view to potentially share core services, make joint bids and run joint services.

Our major statutory Stakeholder is the Bi-Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. Support continued throughout the year for all those living independently and support continued to be adapted where appropriate to serve families as a whole, e.g. by doing food shops or medication collections.. Our Network Hope and activities service had a full programme of both in person and online activities and groups offered via Zoom, and WhatsApp. Between April 2023 and March 2024 we ran 680 supported activities, training sessions or events. The number of hours of Individual Budget funded support was above 50,000.

6 monthly monitoring reports are completed for the Bi Borough Social Services in relation to funds provided for core, resource centre drop-in and activities The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We were successful in bidding to the National Lottery for a further three years of funding for the Network Hope Project. This began in September 2022 and provided wellbeing support and activities to vulnerable individuals in North Kensington. This is a three-year Project. Six-monthly reports are submitted to the National Lottery.

We were successful in bidding to The City Bridge Foundation for three years funding for the Learning Together Project. This supports us to offer training sessions in catering, gardening and IT and building a pathway into employment. Annual reports are provided to the City Bridge Foundation.

Equal People mencap are registered to provide personal Care with the Care Quality Commission. The last inspection report was published in January 2019. An online inspection in November 2022 confirmed a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe
- Effective
- Caring
- Responsive
- Well led

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Bi Borough Commissioning Managers
- Bi Borough Transition Care Managers
- Bi Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- National Mencap
- The North West London Consortium
- Hammersmith & Fulham mencap
- Certitude
- Pursuing independent Paths
- Integrity care
- The Advocacy Project
- SASH
- St Charles Wellbeing Centre
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Pre-Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC/ Brent Leisure Centres
- Triplepoint
- RBKC Volunteer Bureau
- 20:20
- Nourish Hub

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis Management agreement)
- The Peabody Trust (Management agreement)
- Octavia Housing (Management Agreement)

2.3 Risk Management

Risks:

A risk register and consequent contingency and action plan is updated at least monthly and reviewed by Trustees at Finance sub-Committee and Trustee meetings.

- Financial through loss of service contracts, voids, fraud, insurance claims
- H&S/Maintenance: Infection control, fire etc
- Staff: maintaining, skills, experience, recruitment levels to match demand
- Governance: COM membership & level of experience

a. Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two-year intervals.

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- b.** Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2022. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.
- c.** Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- d.** Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2023. All staff inducted and trained in relation to these procedures.
- e.** Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2023. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- f.** COVID-19. Equal People Mencap: (i) Updated our Infection control policy and procedures in September 2023 (ii) updated a COVID 19 risk assessment for our Centre, staff, members and community support, weekly. (iii) Developed a COVID 19 contingency and action plan — updated monthly. (iv) adapted our Resource Centre in line with Covid-19 hygiene and safety procedures as they were modified throughout the year (v) ensured all our staff and members had access to protective equipment, gel, accessible information on staying safe, testing opportunities and locations and vaccination opportunities.
- g.** Building security is maintained through a 24-hour contracted alarm & response system.
- h.** Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place and updated quarterly. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud-based storage system in March 2020. We have updated our database to the online Charitylog and staff rota/app system, to enable all staff to access information, make records etc.
- i.** In line with our Communication strategy our Instagram, YouTube and Facebook accounts and website are regularly updated to enable EPM and our members to share and their ideas, achievements, activities, thoughts, thoughts and with the local and wider community.
- j.** Advisory Groups, activity and individual support session feedback, and monthly manager feedback surveys and our accessible complaints procedures ensure that consultation with tenants and users continued.
- k.** Service Standards and Desired Outcomes ,i.e. person-centred individual aims and wishes alongside over-arching outcomes such as improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment are monitored annually with the aim of ensuring Equal People mencap's ethos, values and mission statement are put into practice and constantly monitored.
- l.** We have worked hard to challenge digital exclusion for the vulnerable people we support. The pandemic meant that contact, information and support was even more reliant upon internet access. Equal People mencap have supported individuals to learn digital skills, access support and stay in contact. Our participation in Let's Get Digital and NHS Charities DigitALL projects has enabled us to offer equipment, data and 1:1 and group digital training to our members. We are applying again, in partnership with Open Age, for funding to extend the DigitALL Project for a further two years.

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- m.** The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2026 by RBKC/Bi Borough Social Services.
- n.** Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being. Equal People mencap has maintained the number of individuals buying our support and now provides 1050 hours per week.
- o.** The activities service received a further year's grant funding grant funding from the Kusuma Trust for this year and from the K&C Foundation (for April 2023-Mar2024).
- p.** Referrals to provide health related support, transition and complex needs support were maintained but adapted in line with individual need and the remaining COVID-19 restrictions, particularly with children. The Chief Executive, Network Hope/Centre Manager, Floating Support/CQC Registered Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.
- q.** Finance systems are in place, e.g. dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud.
- r.** Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause).
- s.** Team Meetings and training days held enable our staff team to look at feedback about our services from users and to plan together our move, our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders. Meeting moved to online via Zoom when necessary.
- t.** Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. GPDR policy and procedures, Privacy document and staff Privacy document updated June 2023. Data Protection Certificate renewed to December 2024.

3. Equal People mencap's Objectives and Activities

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community – including using digital equipment to stay connected to key, social and professional contacts, access information and participate. (iv) Economic Well-Being (v) Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing. We aim to 'make 'safeguarding personal', giving individuals the information they need to identify abuse and report it.

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Our Mission Statement, chosen by our members is:

“Turning dreams into action at the pace of the individual.”

An easy read version of our ethos and values was created by our members supported by staff and is on our website and forms part of the induction, training and expected daily practice of all staff and volunteers. Renewed June 2023.

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: We recognise people’s uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap’s Centre or out in the community through our Network Hope and activity Services, The daily Drop-In and/or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our cooking, gardening, baking and IT training groups. Baking Project’.- cooking and baking sessions and gardening returned to the Centre throughout the year following the easing of COVID restrictions..
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution people with disabilities can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- Accessible information about other support agencies and opportunities. Networking opportunities.
- an accessible, safe and welcoming environment at our Resource Centre. This has been adapted to be a safe space following the COVID-19 pandemic with regular cleaning, social distancing, PPE and gels and temperature checks. All staff have the required PPE and risk assessments are in place and updated at least monthly
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life – including digitally
- support with personal care and domiciliary tasks
- supported activities/trips for carers

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3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

- The total number of beneficiaries (members/carers) now using or consulting our service is 350 over one year. Equal People menCap is providing support to people from 30 different countries speaking 25 different languages.
- Floating Support includes a 24-hour emergency out of hours on-call service staffed by the Floating Support Management Team. This ensures all service users and staff have both telephone and, where necessary, in-person support out of office hours

We asked our members –“What difference has Equal People made to your life?”

They said:

- “Big difference
- Everything
- Making new friends
- Meeting new people (7 said this)
- Going to new places
- Trying new activities
- Like spending time with friends and partner
- Like the music and dancing
- Makes me more active
- Go to places I can't on my own
- I sort of learned things since I came to EP
- More friends, more activities
- Playing boccia with friends at EP
- I'm a DJ now and perform in venues and clubs
- Friends
- Doing activities more
- Come to socialise, get support.”

3.2.2 Quotes from members/carers April 2022 – Mar 2023

Art/Craft

"Its easy, I can do it"

"Its nice and relaxing"

"This is nice painting"

Music/ Dance/ Zumba Group

"I love to dance –

“ I love this music -

“I'm so sweaty so it means I'm really working out”

“ loved the carnival songs, and also the new dancing movement.”

Trips out

Thank you for bringing us to the Theatre, I'm over the moon that I'm here with you"

"I'm feel like I'm famous this is very fancy.”

“This was really good and fun, we should come back again.”

“I had so much fun”

“I love equal people”

“I want come back again, when can we come back.” (Bowling)

“I like to go to the cinema with my friends”.

“Its nice to be able to do things with someone instead of going to the cinema on my own.”

“I loved the film I truly enjoy coming with my friends!”

“Haven't been to a museum in a long time. I loved it”

“Yeah, it was interesting. Museums are always really interesting; I like looking at all the stuff.”

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Cooking/Baking

This was so delicious and fun.”

"This is very nice."

"I like to learn the recipes because if I cook here. I could cook at home”

“Thank you, lady, I love you and I love cooking.”

“I love flapjacks, they look amazing.”

“Enjoyed baking and I could eat loads of those cakes”

“I had fun lady. I enjoy baking.”

I had so much fun, I did a really good job, didn't I.”

Look at how far we've come, you see teamwork makes the dream work

3.3. Service specific Aims and Objectives

3.3.1 Resource Centre & Drop In Activities Service: Aims & Objectives

Our Resource Centre is open as a Drop-In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities. It is also a base for on-call managers and a welfare or emergency space for members who have to go out into the community.

This was jointly funded by RBKC Social Care, The City Bridge Foundation, Kensington and Chelsea Foundation, Kusuma Trust and individual donations.

- Users are able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised are shared with the Council of Management. Project ideas are developed from member suggestions and shared to enable the co-production of consequent project and funder applications.
- We advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial) and via Instagram and Whatsapp.
- We provide Activities that are User led.
- We provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. We provide at least two 'out of hours' community activity each month.
- We provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify and report concerns or abuse themselves.
- We seek to make our activities accessible to **all** service users. Where we cannot provide the support, we will provide users or their carers/advocates with information/contact details of who may be able to help them.
- We provide up a variety of up to date and well-maintained equipment to support the activities.
- We offer and support a variety of activities in the local and wider community.
- We actively seek out partnership working opportunities with other organisations and bodies.
- Activities offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's 25 dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life. Our regular volunteers are joined by a team of corporate volunteers for events such as our barbecues, Wellbeing Festival and Christmas parties.

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3.3.2. Achievements & Performance

Several activities remained available online following COVID as well as in person and were open to all.

The IT Group. Online and in person 1:1 and group training aiming to build skills and offer a pathway into employment. Free tablets and data provided. Training included learning how to do emails and access social networks such as Facebook, Instagram and Whats App safely, access information about events, personal health and employment opportunities. Members were supported to develop their CVs. This linked to employment workshops with Balance HR professionals as well as health workshops with community nurses and GPs.

Our IT café was used throughout the week by Drop-in members.

Members regularly contributed items for our Instagram page showcasing their achievements, the training and activity groups and events.

The Music Group – a very popular weekly themed music quiz with lots of records from the 50s to the present and from diverse cultures. Lots of singing building confidence and self-esteem.

The Zumba group. – Weekly group keeping fit and having fun together to a Latin beat, supported by a Zumba tutor.

Relaxation & Massage – Online & in person Run by a trained tutor: a weekly session of accessible relaxation and massage exercises.

Yoga – Online & in person – 2 sessions a week, starting and ending the week. A group enabling and teaching relaxation techniques for members, staff and the public.

The Pre-Amici dance group – Earls Court: weekly dance and movement group for people with complex needs co run with Pre-Amici. Also an opportunity for carers to come together, share information, advice and a fun, relaxing time.

The Making Food Work Cooking & Baking Groups – enabled 30+ individuals to learn and work on all aspects of catering from growing food and preparing, cooking and serving a variety of healthy meals and cakes. Visits to Pizza Express for cooking experiences and catering for EPM parties and barbecues supported the weekly training groups in building skills, confidence and a pathway into employment.

Gardening Group – ran year-round.

Members grew herbs and vegetables for the Making Food Work Project in our planters at Equal People and our allotment. Tutors taught cooking, health and safety, food hygiene and gardening skills, building knowledge confidence and skills and supporting a pathway into employment.

Social and Bingo Sessions –weekly

Current Affairs Group - Members exploring and sharing their thoughts and views about life in the community and current local, national and international news

Arts & Craft sessions– variety of crafts e.g. sewing, pottery, - equipment sent to all participants

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3.4. Network Hope Project

3.4.1 Aims and Objectives

A three-year renewed in September 2022 set up to support vulnerable individuals in North Kensington.

The Project had three over-arching outcome targets:

- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project, staffed by a Manager, two part time activities staff, and IT tutor, session tutors and volunteers provides a variety of in-person and online activities and support sessions promoting an individual's physical, mental and emotional well-being. The Project supports workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster.

- Members were able to better influence and be involved in the running and development of activities, training and courses through individual feedback.
- We advertised our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial).
- We provided Activities and training that is member led.
- We provided a full week programme of activities, including online social and activity groups, training and courses 44 weeks during the year.
- We provided at least one 'out of hours' community activity each month.
- We planned and held an outdoor Wellbeing Festival in the local community.
- We provided accessible information to help make 'Safeguarding Personal', ran safeguarding workshops with the Advocacy project and relationship workshops with SASH giving people the information they needed to identify, and report concerns or abuse themselves.
- We tried to make our activities accessible to **all** service users. Where we could not provide the support, we offered users or their carers/advocates information/ contact details of people who may be able to help them. And helped them make contact.
- We renewed equipment used to support the activities.
- We offered and supported a variety of activities in the local and wider community.
- We worked in partnership with other organisations and bodies.
- Our Activities offered members the chance to participate, enjoy or learn as they wish. Some activities focussed on encouraging and enabling members to move towards employment.
- Records were made and updated of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

3.4.2 Achievements and Performance

Over the course of the second year of the Project we have continued to make network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular wellbeing, employment, community police and advocacy workshops and organised trips to many events and nights out. The activities have been accessed by 150 individuals plus their families and carers and 25 volunteers now work each week with our service.

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Activities and workshops moved online or became hybrid and were often combined with our activities

Health Activities and Events:

- Feeling Good Festival. Designed and run by members and staff on Little Scrubs.
- SASH (Relationship and Safe Sex and Gender & Identity Workshops) online workshops looking at relationships, boundaries and the impact of COVID-19
- Oral health workshops
- Diabetes Footcare workshop
- Breast Cancer workshop
- Prostate cancer workshop
- HR/ Employment Workshops
- Advocacy workshops

Training & Activity Groups

- Yoga (Community & online)
- Zumba
- Dancing
- Gardening - allotment
- Cooking/ Baking
- Cycling
- Swimming

Social Connection

- Weekly social group
- Weekly Bingo
- DigitALL IT 1:1 and group training, free tablets and data
- Clubbing
- Dating walks
- Elizabeth Line review

Events/Trips

- Two barbecues
- Christmas party
- Drums Workshop
- Cinema – monthly
- Bowling
- Nourish Hub
- Theatre (Royal Court, Lyric Hammersmith, RAH, Bush)
- Royal Airforce Museum
- Buckingham Place
- Grenfell Remembrance
- Dating walks (Saturdays)
- Bubble Club (four visits)
- Pizza Hut Cooking Experience

3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autism and complex needs within RBKC, Westminster and Hammersmith & Fulham wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's /Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader two senior support workers.

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Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual. We aim to enable choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user and/or their family/carer/advocate/Care Manager where it is a child.

The Floating Support Service supports 80+ adults and children funded through Personal Budgets who are living independently in the community but require between 1hr per week and 24-hours per day independent living, personal care or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to an out of hours emergency on-call Manager (One of the Floating Support Management team). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies or staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

The Floating Support/CQC Registered Manager meets with The Disability Social Work Team Leader monthly to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments.

3.5. 1 A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management. In October each year the CEO, with support from service users completes an easyread review of all incidents, accidents and complaints in the year, our actions and learning. This informs future practice.
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People Mencap staff will support them to access and participate in the community, individually and in groups, to attend school or college and manage their daily routines in partnership with their parents and carers.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.
- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training: e.g. safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act, learning disability and autism awareness and manual handling.

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- Staff will keep records in partnership with service users. The records will be:
 - up to date
 - confidential within the Service
 - monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives, thus:
 - Service users will be supported and encouraged to participate in and influence their local community.
 - Service users will be fully consulted about where they want to live and who they want to live with
 - Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
 - Service users will be supported to make their space their own.
- Maintenance: Staff, with Service users will:
 - complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - undertake fortnightly health & safety checks /42/121e)
 - undertake monthly health & safety checks (FS 1 bed)
 - ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines.
 - Monitor our response quarterly.

3.5.2 Achievements & Performance:

- Rent Arrears as at 31/03/2024 are £7181.75 (HB received in April)
- Housing Void levels:

NHHT Nth Ken (12 units) 0%
 Stoneleigh St (3 units) 0%
 Church House: (2 units) 0%
 Thus full occupancy throughout the year.

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. An online inspection in November 2022 referred to positive feedback from service users, carers and professionals and confirmed EPM 's ratings as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

The Floating support/CQC registered Manager Y Faye-Bagla spoke regularly with the CQC officer responsible for W10 based care services to update them on our practice in each of the above areas and completed Capacity Trackers monthly. A provider Information form (PIR) was completed and submitted in November 2023 as required.

Floating Support staff received and completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety and the Care Certificate – Care Skills training modules.

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4. Financial Review

Against a continuing backdrop of limited resources and insecurities over funding along with a successful review and reduction of bad debts, it has been necessary to continue to invest funds in sustaining the Floating Support service alongside the expanded Activities services. Equal People mencap generated a loss of £45,118 this year.

Our fundraising consultants, Competitive Solutions raised £413,814 to cover services during this year and beyond at a cost of £45,171.

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/Bi Borough Social care have awarded Equal People Mencap £80,000 towards funding in 2022-2023 and this has been renewed for 2 years (2023-2024 and 2024-2025).

Equal People mencap received a further 3 years funding from the National Lottery (from Sept 2022) and 1 year's further funding from Children in Need.

Fundraising Expenditure

Equal People mencap have spent £13,804 in 2023-2024 as a percentage of the Finance Manager, Centre and Activities Manager & CEO roles are assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2024-2025 is £1,861,069 and so the target for the general reserve is £465,267. At present reserves are at £54,837.

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

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5. Plans for Future Period

The consequent changing needs of our members and service users means that delivery across all of our services will continue to need to adapt throughout the year. Equal People Mencap will:

- Act upon our regularly updated COVID-19 risk assessments, contingency action plan and Infection Control policy.
- Ensure all members, staff and volunteers are safe and we have sufficient PPE, cleaning and social distancing regimes in place.
- Signpost and ensure support for testing, treatment etc is available to all staff, volunteers, members and carers. Ensure staff have all the information and access to vaccinations required and that EPM abide by legislation and CQC requirements re vaccination status when supporting individuals in Care Homes.
- Run a regular, varied weekly programme of activities online, in person and hybrid. We will support members to access and participate in a wide range of community events and run healthy living, safety and security and relationship and identity workshops.
- Floating Support services will continue for all members. EPM will explore a variety of recruitment streams in order to build staffing levels.
- EPM will liaise with statutory and trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (Worknest) to ensure we provide appropriate support and guidance to all our staff.

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.

We will ensure our Activities and training programmes funded by The Bi-Borough, Kusuma Trust, The City Bridge Foundation and K&C Foundation are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued and/or alternative funding beyond contract end.

We will seek funding further for our Core services e.g. from Garfield Weston.

We aim to build up a team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

In 2023-2024 RBKC and Westminster Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2024-2025 in line with our staffing capacity, assessment of costs (e.g. travel) and sustainability. We will explore all possible ways of recruiting more staff. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services in RBKC continue. We will actively bid for services in the upcoming LD Housing related Support tender. Further publicising of our services to Care Managers, individuals and carers in Westminster will be prioritised in 2024. We will review our children's support and complex needs services to ensure the support is sustainable and contributes sufficiently to core and administrative costs.

Services provided will need to enable us to build up our reserves.

The Floating Support service aims to continue developing the individualised person-centred seeking to ensure the service users are as in control of their lives and their support as possible.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2024

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Following benchmarking of our services we will actively campaign for increased hourly rates that will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and our Trustees.

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, communication, staff ideas and initiatives, safeguarding, positive behavioural support strategies, dignity in care building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be written up and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People Mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety will be updated annually and shared with staff and Trustees for review.

Equal People mencap’s contract of support sets out;

- The standard and type of service everyone can expect_
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)_
- A code of Conduct_

Equal People’s website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

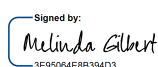
Equal People mencap will actively explore partnership working with National mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

We work in partnership and/or as part of an individual’s ‘network of support’ with the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, St Charles Wellbeing Centre, Competitive Solutions, Worknest, Notting Hill Genesis, Octavia Housing, The Peabody Trust, Open Age, National mencap and the North West London Mencap Consortium.

Auditors Myrus Smith Chartered Accountants were re-appointed as the charitable company’s auditors during the year.

Ms Melinda Gilbert

Chairman

Signed by:

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DATE: 12/20/2024

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2024

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2024

/..Cont'd

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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

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 directors' 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 directors' report and from the requirement to prepare a strategic report.

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.

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.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2024

/..Cont'd

Auditor's responsibilities for the audit of the financial statements /...Cont'd

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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.

Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

2024

EQUAL PEOPLE MENCAP

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)**

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income from:					
Donations and grants	2	6,938	-	6,938	16,336
Charitable activities	3	1,382,368	168,648	1,551,016	1,516,164
Investments	4	513	-	513	189
Total		<u>1,389,819</u>	<u>168,648</u>	<u>1,558,467</u>	<u>1,532,689</u>
Expenditure on:					
Raising funds	5	58,975	-	58,975	53,698
Charitable activities	6	1,375,962	168,648	1,544,610	1,568,932
Total		<u>1,434,937</u>	<u>168,648</u>	<u>1,603,585</u>	<u>1,622,630</u>
Net income/(expenditure)	8	(45,118)	-	(45,118)	(89,941)
Transfers between funds		-	-	-	-
Net movement in funds		(45,118)	-	(45,118)	(89,941)
Reconciliation of funds:					
Total funds brought forward		99,955	-	99,955	189,896
Total funds carried forward		<u>£54,837</u>	<u>£Nil</u>	<u>£54,837</u>	<u>£99,955</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		841		2,916
CURRENT ASSETS					
Debtors	12	149,521		116,597	
Cash at bank and in hand		119,565		215,778	
		<u>269,086</u>		<u>332,375</u>	
CREDITORS: Amounts falling due within one year	13	<u>215,090</u>		<u>235,336</u>	
NET CURRENT ASSETS			<u>53,996</u>		<u>97,039</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>54,837</u>		<u>£99,955</u>
INCOME FUNDS					
Restricted funds	14		-		-
Unrestricted funds	14		<u>54,837</u>		<u>99,955</u>
TOTAL FUNDS			<u>£54,837</u>		<u>£99,955</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on

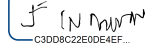
2024

Ms. M. Gilbert
Chair

Signed by:

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Dr. J. Wharram
Trustee

Signed by:

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The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(45,118)	(89,941)
Adjustments for:		
Depreciation charges	2,0758	5,139
(Increase)/decrease in debtors	(32,924)	51,168
Increase/(decrease) in creditors	(20,246)	98,011
<i>Net cash provided by/(used in) operating activities</i>	<u>(96,213)</u>	<u>64,377</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	-	(2,520)
<i>Net cash provided by/(used in) investing activities</i>	<u>-</u>	<u>2,520</u>
Change in cash and cash equivalents in the year	(96,213)	61,857
Cash and cash equivalents brought forward	215,778	153,921
Cash and cash equivalents carried forward	<u>£119,565</u>	<u>£215,778</u>
Analysis of cash and cash equivalents	2024	2023
Cash at bank and in hand	<u>£119,565</u>	<u>£215,778</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis and is included under Income for Charitable Activities (Note 3)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
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EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

1. **ACCOUNTING POLICIES** /contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Debtors and Creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Donations	£6,938	£Nil	£6,938	£16,336
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All of the £16,336 recognised in 2023, related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	80,000	-	80,000	84,915
Kensington and Chelsea Foundation	-	28,887	28,887	-
Children in Need	-	-	-	50,457
Big Lottery Fund	-	98,312	98,312	53,878
The City Bridge Trust	-	29,457	29,457	-
Kusuma Trust	-	-	-	24,802
Let's get Digital BGC	-	-	-	12,861
Open Age (DigitAll)	-	11,992	11,992	13,520
Earls Court Partnership	-	-	-	6,000
Housing and care charges				
Housing rents	176,751	-	176,751	163,617
Care and support fees	1,112,166	-	1,112,166	1,079,521
Other charitable activities				
Social activities	13,451	-	13,451	26,593
	<u>£1,382,368</u>	<u>£168,648</u>	<u>£1,551,016</u>	<u>£1,516,164</u>

Of the £1,516,164 recognised in 2023, £1,392,309 related to unrestricted funds and £123,855 to restricted funds.

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Bank interest	£513	£Nil	£513	£189
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All of the £189 recognised in 2023 related to unrestricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

5. COST OF RAISING FUNDS	2024	2023
	£	£
Staff costs	13,804	11,360
Consultancy fees	45,171	37,488
Other fundraising costs	-	4,850
	<u>£58,975</u>	<u>£53,698</u>

All of the £53,698 recognised in 2023 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care	Social Activities	Total 2024	Total 2023
	£	£	£	£
Cost directly allocated to activities				
Staff costs	1,007,169	-	1,007,169	989,013
Recruitment and training	6,428	-	6,428	16,266
Volunteer expenses	-	1,435	1,435	565
Staff travel and subsistence	11,656	-	11,656	6,800
Housing maintenance and utilities	25,439	-	25,439	29,035
Social activities	-	11,801	11,801	7,563
Welfare	402	-	402	738
Support costs allocated to activities				
Staff costs	83,803	112,552	196,355	265,060
Premises costs	117,679	72,828	190,507	166,986
Communications	29,615	5,641	35,256	33,168
Legal and professional	8,571	-	8,571	6,909
Consultancy	-	-	-	-
Licences and insurance	17,465	3,065	20,530	19,796
Depreciation	-	2,075	2,075	5,139
Bank charges	370	70	440	379
Governance costs (Note 7)	11,881	2,263	14,144	13,944
Other costs	-	12,402	12,402	7,571
Total 2024	<u>£1,320,478</u>	<u>£224,132</u>	<u>£1,554,610</u>	<u>£1,568,932</u>
Total 2023	<u>£1,318,135</u>	<u>£250,797</u>	<u>£1,568,932</u>	

Of the £1,568,932 recognised in 2023, £1,445,077 was charged to unrestricted funds and £123,855 was charged to restricted funds.

7. GOVERNANCE COSTS	2024	2023
	£	£
Staff costs	8,136	8,315
Auditor's remuneration	4,560	4,512
AGM, publications and subscriptions	1,448	1,117
	<u>£14,144</u>	<u>£13,944</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024
 contd...

8. NET INCOME/(EXPENDITURE)		2024	2023
	Net income/(expenditure) is stated after charging:		
	Audit fees – audit services	£3,780	£3,750
	– non-audit services	£780	£762
	Depreciation	£2,075	£5,139
	Pension costs (defined contributions schemes)	£48,497	£46,675
	Operating lease rentals	£42,241	£39,799
		<u> </u>	<u> </u>
9. EMPLOYEES AND STAFF COSTS		2024	2023
		Number	Number
	Number of employees		
	The average monthly number of employees during the year was:	54	56
		<u> </u>	<u> </u>
		£	£
	Staff Costs		
	Wages and salaries	1,067,933	1,032,831
	Social security costs	95,077	95,512
	Agency staff	34,987	111,941
	Pension costs	48,497	46,675
		<u> </u>	<u> </u>
		<u>£1,246,494</u>	<u>£1,286,959</u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2023: £Nil) and no trustees (2023: none) received any reimbursement of expenses.

Total employee benefits received by key management amounted to £54,243 (2023: £55,433).

Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023 /contd...

11. TANGIBLE FIXED ASSETS					Fixtures, fittings and equipment
					£
Cost					
At 1 April 2023					66,938
Additions					-
Disposals					-
					<u>66,938</u>
At 31 March 2024					66,938
Depreciation					
At 1 April 2023					64,022
Charge for the year					2,075
Eliminated in disposals					-
					<u>66,097</u>
At 31 March 2024					66,097
Net book value					
At 31 March 2024					<u>£841</u>
At 31 March 2023					<u>£2,916</u>
12. DEBTORS				2024	2023
				£	£
Trade debtors				131,715	89,688
Other debtors and prepayments				17,806	26,909
				<u>£149,521</u>	<u>£116,597</u>
13. CREDITORS: Amounts falling due within one year				2024	2023
				£	£
Social security and other taxes				28,693	28,423
Other creditors and accruals				186,397	206,913
				<u>£215,090</u>	<u>£235,336</u>
14. MOVEMENT IN FUNDS	Balance at			Transfers	Balance at
	1 April			between	31 March
	2023	Income	Expenditure	funds	2024
	£	£	£	£	£
Restricted funds					
Network Hope Project	-	110,304	110,304	-	-
Making Food Work	-	28,887	28,887	-	-
Learning Together	-	29,457	29,457	-	-
	<u>-</u>	<u>168,648</u>	<u>168,648</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	99,955	1,389,819	1,434,937	-	54,837
	<u>99,955</u>	<u>1,389,819</u>	<u>1,434,937</u>	<u>-</u>	<u>54,837</u>
Total funds	<u>£99,955</u>	<u>£1,558,467</u>	<u>£1,603,585</u>	<u>£Nil</u>	<u>£54,837</u>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

14. MOVEMENT IN FUNDS /contd...

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2023 £
Restricted funds					
Network Hope Project	-	67,398	67,398	-	-
Activities	-	56,457	56,457	-	-
	<u>--</u>	<u>123,855</u>	<u>123,855</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	189,896	1,408,834	1,498,775	-	99,955
	<u>£189,896</u>	<u>£1,532,689</u>	<u>£1,622,630</u>	<u>£Nil</u>	<u>£99,955</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	841	-	841
Current assets	269,086	-	269,806
Current liabilities	(215,090)	-	(215,090)
As at 31 March 2024	<u>£54,837</u>	<u>£Nil</u>	<u>£54,837</u>

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	2,916	-	2,916
Current assets	332,375	-	332,375
Current liabilities	(235,336)	-	(235,336)
As at 31 March 2023	<u>£99,955</u>	<u>£Nil</u>	<u>£99,955</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2024 £	2023 £
Within one year	37,540	29,719
Between one and five years	67,259	1,319
	<u>£104,799</u>	<u>£31,038</u>

17. GENERAL INFORMATION

Equal People mencap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2024 but not yet recognised as income due to the recognition criteria not being met amounts to £326,865.

EQUAL PEOPLE MENCAP

England & Wales - Charity number 298609

Accounts



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023



STATEMENT OF RECOMMENDED PRACTICE 2022-2023

Contents

1. Reference and administrative details of the Charity, its trustees and Advisors
2. Structure, Governance and Management
3. Objectives and Activities & Achievements and Performance
4. Financial Review
5. Plans for Future Period

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE menCAP OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address: 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert - Chair*

Ms Beverley Ebanks*

Mrs Diana Martin*

Dr Yvonne Clair Ndifor Ngechop - Treasurer*

Dr Jonathan Wharram*

Mr Nooran Solhekol

Mr Robert Ebanks

Ms Tracey Miles

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Ben Aiyenuro Finance Manager

Yamou Faye-Bagla Floating Support/CQC Registered Manager

Sonia Timlett Network Hope Project and Centre Manager

Nicholas Walsh Chief Executive

1.4 Bankers

Barclays

Belgravia & Knightsbridge

Business Centre

PO Box 4578

London SW3 1 XD

1.5 Auditors

Myrus Smith Chartered Accountants

Norman House

8 Burnell Road

Sutton

Surrey SM1 4BW

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act.

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
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Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management. At March 31st, 2022, four people with learning disabilities and three relatives of an individual with learning disabilities were Council of Management members. Two Trustees have extensive managerial and leadership knowledge, experience and skills. One volunteer organisation experience, knowledge and skills. One Trustee has extensive experience in the media sector. One is a retired GP. One Trustee has many years experience in the finance sector.

Equal People mencap have a minimum of six Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by:

- All Trustees (Council of Management members) not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Finance Manager
- The Floating Support/CQC Registered Manager
- The Network Hope/Centre Manager

In addition, Equal People mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g. Barbecues, Wellbeing Festivals Amici Dance sessions, meditation)

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Treasurer, Finance Manager and Chief Executive.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carers issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing, social care issues and monitoring
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media
- Have good understanding and commitment to Equal People mencap's aims and ethos

EQUAL PEOPLE MENCAP

REPORT OF THE COUNCIL OF MANAGEMENT

FOR THE YEAR ENDED 31 MARCH 2023

- Have lived experience
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities (NCVO).

We are seeking Trustees with HR knowledge and experience.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of eight, three of whom are Trustees responsible for decisions made who meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment for senior staff
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Network Hope/centre Manager, Finance Manager and Floating Support/CQC Registered Manager and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders

EQUAL PEOPLE MENCAP

REPORT OF THE COUNCIL OF MANAGEMENT

FOR THE YEAR ENDED 31 MARCH 2023

- Staff Management, supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National Mencap, North West London Mencap equivalents and other local charities.

2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality, policy and procedure requirements and senior staff attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning. Equal People mencap are part of the North West London Mencap Consortium, a group of seven local Mencap charities who come together with a view to potentially share core services, make joint bids and run joint services.

Our major statutory Stakeholder is the Bi-Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. Support continued throughout the year for all those living independently and support continued to be adapted where appropriate to serve families as a whole, e.g. by doing food shops or medication collections.. Our Network Hope and activities service had a full programme of both in person and online activities and groups offered via Zoom, and WhatsApp. Between April 2022 and March 2023 we ran 575 supported activities, training sessions or events. The number of hours of Individual Budget funded support was above 50,000.

6 monthly monitoring reports are completed for the Bi Borough Social Services in relation to funds provided for core, resource centre drop-in and activities The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We were successful in bidding to the National Lottery for a further three years of funding for the Network Hope Project. This began in September 202 and provided wellbeing support and activities to vulnerable individuals in North Kensington. This is a three-year Project. Six-monthly reports are submitted to the National Lottery.

Equal People mencap are registered to provide personal Care with the Care Quality Commission. The last inspection report was published in January 2019. An online inspection in November 2022 confirmed a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe
- Effective
- Caring
- Responsive
- Well led

Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Bi Borough Commissioning Managers
- Bi Borough Transition Care Managers
- Bi Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff

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- Learning Disability Partnership Board
- National Mencap
- The North West London Consortium
- Hammersmith & Fulham mencap
- Certitude
- Pursuing independent Paths
- Integrity care
- The Advocacy Project
- SASH
- St Charles Wellbeing Centre
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Pre-Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC Leisure Centres
- RBKC Volunteer Bureau
- 20:20

The Royal Borough of Kensington & Chelsea Borough have an agreement with The Borough of Westminster. This means that adult social care and learning disability services are commissioned and monitored by one team covering the two boroughs. Equal People Mencap will continue to work within this arrangement.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing (Management Agreement)

2.3 Risk Management

Risks:

A risk register and consequent contingency and action plan is updated at least monthly and reviewed by Trustees at Finance sub-Committee and Trustee meetings.

- Financial through loss of service contracts, voids, fraud, insurance claims
- H&S/Maintenance: Infection control, fire etc
- Staff: maintaining, skills, experience, recruitment levels to match demand
- Governance: COM membership & level of experience

a. Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two-year intervals.

b. Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2022. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.

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- c.** Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- d.** Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2022. All staff inducted and trained in relation to these procedures.
- e.** Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2022. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- f.** COVID-19. Equal People Mencap: (i) Updated our Infection control policy and procedures in March 2022 and September 2023 (ii) updated a COVID 19 risk assessment for our Centre, staff, members and community support, weekly. (iii) Developed a COVID 19 contingency and action plan — updated monthly. (iv) adapted our Resource Centre in line with Covid-19 hygiene and safety procedures as they were modified throughout the year (v) ensured all our staff and members had access to protective equipment, gel, accessible information on staying safe, testing opportunities and locations and vaccination opportunities. Our Centre was available for use as a welfare space for staff and a base for on-call managers during the lockdown periods.
- g.** Building security is maintained through a 24-hour contracted alarm & response system.
- h.** Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place and updated quarterly. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud-based storage system in March 2020. We have updated our database to the online Charitylog and staff rota/app system, to enable all staff to access information, make records etc.
- i.** In line with our Communication strategy our Instagram, YouTube and Facebook accounts and website are regularly updated to enable EPm and our members to share and their ideas, achievements, activities, thoughts, thoughts and with the local and wider community.
- j.** Advisory Groups, activity and individual support session feedback, and monthly manager feedback surveys and our accessible complaints procedures ensure that consultation with tenants and users continued.
- k.** Service Standards and Desired Outcomes ,i.e. person-centred individual aims and wishes alongside over-arching outcomes such as improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment are monitored annually with the aim of ensuring Equal People mencap's ethos, values and mission statement are put into practice and constantly monitored.
- l.** We have worked hard to challenge digital exclusion for the vulnerable people we support. The pandemic meant that contact, information and support was even more reliant upon internet access. Equal People mencap have supported individuals to learn digital skills, access support and stay in contact. Our participation in Let's Get Digital and NHS Charities DigitALL projects has enabled us to offer equipment, data and 1:1 and group digital training to our members.
- m.** The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2025 by RBKC/Bi Borough Social Services.

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- n. Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being. Equal People mencap has maintained the number of individuals buying our support and now provides 1050 hours per week.
- o. The activities service received a further year's grant funding grant funding from the Kusuma Trust for this year and from the K&C Foundation (for April 2023-Mar2024).
- p. Referrals to provide health related support, transition and complex needs support were maintained but adapted in line with individual need and the remaining COVID-19 restrictions, particularly with children. The Chief Executive, Network Hope/Centre Manager, Floating Support/CQC Registered Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.
- q. Finance systems are in place, e.g. dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud.
- r. Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause).
- s. Team Meetings and training days held enable our staff team to look at feedback about our services from users and to plan together our move, our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders. Meeting moved to online via Zoom when necessary.
- t. E Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. GDPTTR policy and procedures, Privacy document and staff Privacy document updated June 2022. Data Protection Certificate renewed to December 2023.

3. Equal People mencap's Objectives and Activities

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community – including using digital equipment to stay connected to key, social and professional contacts, access information and participate. (iv) Economic Well-Being (v) Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing. We aim to 'make 'safeguarding personal', giving individuals the information they need to identify abuse and report it.

Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

An easy read version of our ethos and values was created by our members supported by staff and is on our website and forms part of the induction, training and expected daily practice of all staff and volunteers. Renewed June 2022

EQUAL PEOPLE MENCAP

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We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: We recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap's Centre or out in the community through our Network Hope and activity Services, The daily Drop-In and/or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our cooking, gardening, baking and IT training groups. Baking Project'- cooking and baking sessions and gardening returned to the Centre throughout the year following the easing of COVID restrictions..
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution people with disabilities can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- Accessible information about other support agencies and opportunities. Networking opportunities.
- an accessible, safe and welcoming environment at our Resource Centre. This has been adapted to be a safe space following the COVID-19 pandemic with regular cleaning, social distancing, PPE and gels and temperature checks. All staff have the required PPE and risk assessments are in place and updated at least monthly
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life – including digitally
- support with personal care and domiciliary tasks
- supported activities/trips for carers

3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

Our member survey from April 2022 asked:

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- Do staff listen to you –97% said yes
- Do you know how to complain? 92% said yes
- Do you feel safe 93% said yes – Of the 7% said no, all cited community based fears, especially at night
- Have the activities helped you feel happier –100% said yes
- Have the activities helped you feel healthier –98% said yes
- Do staff treat you with dignity and respect? 95% said yes
- The total number of beneficiaries (members/carers) now using or consulting our service is 350. Equal People mencap is providing support to people from 30 different countries speaking 25 different languages
- Floating Support includes a 24-hour emergency out of hours on-call service staffed by the Floating Support Management Team. This ensures all service users and staff have both telephone and, where necessary, in-person support out of office hours

3.2.2 Quotes from members/carers April 2022 – Mar 2023

General

“ I love it here. I love what Equal People do.”
I like to see my friends and have a good time”

IT Group.

“ I got a certificate. I’m very proud.”

Barbecues

“ I like coming to the barbecue. I feel secure there as during the Notting hill Carival I cannot go out as it is too dangerous.”

Brighton Daytrip

“ I like the toy museum.”
I liked the food.”
“ I enjoyed it. It was like a holiday.”
“ I had a great time on the pier.”

Massage

“ I like myself when I am in massage.”

Cooking

“10 out of 10 for the lasagne
“I feel proud of my cooking.”

Cinema Club

“It’s nice to be able to do things with someone instead of going to the cinema on my own.”
Mr R said “ “in the past when he’s been he has had to leave as he did not feel comfortable . I didn’t know how good the cinema is. I really enjoyed it.”

Gardening

“ It’s good being outside in the fresh air.”
“Yeh. I’m proud. We made a garden.”
“ Everything looks so much better . Now we are ready for more gardening.”
“ Plants need the soil to get their food and stay alive.”
“Being with plants makes us feel calm and relaxed. They’re good for our mental health.”

Music

“That was a wicked disco.”
“The music group makes me happy.”

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Winter Ball.

“I really enjoy the food.”
“Equal people are my family. I love this Christmas Ball.”
“The Winter Ball is a mega party. I love it.”

Bingo

“I enjoyed that. That was a great game of bingo.”
“R is the bingo master!”
“Bingo was fun today. Good game.”

Science Museum visit.

“I haven’t been to a museum in a long time. I loved it.”
“Yeah. It was interesting. Museums are always really interesting. I like looking at all the stuff.”

Brighton Daytrip

“I really liked all the different trees and plants, they’re nice. All the different colours.”
“It’s so relaxing looking at nature. I like the colours of the rocks with the water around them”

Dance

“I loved the Carnival songs and the new dancing movement.”
“It’s so relaxing looking at nature. I like the colours of the rocks with the water around them.”
“I’m pleased I was invited to go. I feel lucky. I really enjoy”

Dating Walks

“I just want to be like everyone else.”
“I would be a good boyfriend and treat my girlfriend very well.”
“I had a boyfriend a long time ago, but we broke up and I have not had the opportunity to meet anyone. If I could get support and help that would make me happy.”
“It’s nice liking someone. It makes my stomach tingle.”

3.3. Service specific Aims and Objectives

3.3.1 Resource Centre & Drop In Activities Service: Aims & Objectives

Our Resource Centre is open as a Drop-In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities. It is also a base for on-call managers and a welfare or emergency space for members who have to go out into the community.

This was jointly funded by RBKC Social Care, Kusuma Trust and individual donations.

- Users are able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised are shared with the Council of Management
- We advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial) and via Instagram and Whatsapp.
- We provide Activities that are User led.
- We provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. We provide at least one ‘out of hours’ community activity each month.
- We provide accessible information that ‘makes Safeguarding Personal’ giving people the information they need to identify and report concerns or abuse themselves.

EQUAL PEOPLE MENCAP

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- We seek to make our activities accessible to **all** service users. Where we cannot provide the support we will provide users or their carers/advocates with information/contact details of who may be able to help them.
- We provide up a variety of up to date and well-maintained equipment to support the activities.
- We offer and support a variety of activities in the local and wider community.
- We actively seek out partnership working opportunities with other organisations and bodies.
- Activities offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's 25 dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life.

3.3.2. Achievements & Performance

Many of the activities moved online and were open to all, including the Network Hope membership, meaning combined groups and a consistent membership over the year. People began online then came to the groups when they restarted in the Centre or the community. Several groups became hybrid.

The IT Group. Online and in person 1:1 and group training. Our IT café proved popular enabling users to develop their computer skills and research and access information about community events, interests. Free tablets and data provided. and campaign plus learning how to do emails and access social networks such as Facebook, Instagram and Whats App safely. We offered free tablets and data to members. Members regularly contributed items for our Instagram page.

The Music Group –a weekly themed and immensely popular music quiz with lots of records from the 50s to the present.

The Zumba group. –Keeping fit and having fun together to a Latin beat.

Relaxation & Massage – Online & in person Run by a trained tutor: a weekly session of accessible relaxation and massage exercises.

Yoga – Online & in person – 3 sessions a week group enabling and teaching relaxation techniques for members, staff and the public.

The Music Group – Earls Court weekly dance and movement group for people with complex needs co run with Pre-Amici

The Making Food Work & Baking Groups –enabled 30+ individuals to learn and work on all aspects of catering from growing food and, preparing, cooking and serving a variety of healthy meals and cakes

Gardening Group – ran year round.

Supported by an experienced gardening tutor members were able to grow herbs and vegetables for the Making Food Work Project in our planters at Equal People and two allotments. Members built teamwork skills, health and safety and took great pride in successfully growing all the plants. The group won an award in RBKC's community gardens competition.

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Social and Bingo Sessions –weekly

Current Affairs Group - Members exploring and sharing their thoughts and views about life in the community and current local, national and international news

Arts & Craft sessions– variety of crafts e.g. sewing, pottery, - equipment sent to all participants

Dance sessions – variety of dance styles – e.g

3.4. Network Hope Project

3.4.1 Aims and Objectives

A three-year renewed in September 2022 set up to support vulnerable individuals in North Kensington.

The Project had three over-arching outcome targets:

- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project, staffed by a Manager, two part time activities staff, and IT tutor, session tutors and volunteers provides a variety of in-person and online activities and support sessions promoting an individual's physical, mental and emotional well-being. The Project supports workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster.

- Members were able to better influence and be involved in the running and development of activities, training and courses through individual feedback.
- We advertised our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial).
- We provided Activities and training that is member led.
- We provided a full week programme of activities, including online social and activity groups, training and courses 44 weeks during the year.
- We provided at least one 'out of hours' community activity each month.
- We planned and held an outdoor Wellbeing Festival in the local community.
- We provided accessible information to help make 'Safeguarding Personal', ran safeguarding workshops with the Advocacy project and relationship workshops with SASH giving people the information they needed to identify, and report concerns or abuse themselves.
- We tried to make our activities accessible to **all** service users. Where we could not provide the support, we offered users or their carers/advocates information/ contact details of people who may be able to help them. And helped them make contact.
- We renewed equipment used to support the activities.
- We offered and supported a variety of activities in the local and wider community.
- We worked in partnership with other organisations and bodies.
- Our Activities offered members the chance to participate, enjoy or learn as they wish. Some activities focussed on encouraging and enabling members to move towards employment.
- Records were made and updated of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

3.4.2 Achievements and Performance

Over the course of the first year of the Project we have built up network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular workshops and organised trips to lots of events and nights out. The activities have been accessed by 150 individuals plus their families and carers and 25 new volunteers have joined our service.

Activities and workshops moved online or became hybrid and were often combined with our activities

Health Activities and Events:

- Feeling Good Festival. Designed and run by members and staff on Little scrubs.
- SASH (Relationship and Safe Sex and Gender & Identity Workshops) online workshops looking at relationships, boundaries and the impact of COVID-19
- Oral health workshop
- Diabetes Footcare workshop

Yoga (Community & online)

- Zumba
- Dancing
- Gardening - allotment

Social Connection

- Weekly social group
- Weekly Bingo
- Lets get digital IT 1:1 and group training, free tablets and data
- Clubbing
- Dating walks
- Elizabeth Line review

Events/Trips

- Two barbecues
- Winter Ball
- Brighton Trips
- Science Museum
- Jubilee Party
- Nourish Hub

3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autism and complex needs within RBKC, Westminster and Hammersmith & Fulham wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's /Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader two senior support workers

EQUAL PEOPLE MENCAP

REPORT OF THE COUNCIL OF MANAGEMENT

FOR THE YEAR ENDED 31 MARCH 2023

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual. We aim to encourage choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user and/or their family/carer/advocate/Care Manager where it is a child.

The Floating Support Service supports 85+ adults and children funded through Personal Budgets who are living independently in the community but require between 1hr per week and 24-hours per day independent living, personal care or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to an out of hours emergency on-call Manager (One of the Floating Support Management team). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies or staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

The Floating Support/CQC Registered Manager meets with The Disability Social Work Team Leader to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments. BBC Children in Need had funded part of the Floating Support service for 3 years from June 2019 and Equal people Mencap were successful in bidding for a further year's funding. This covers 10 hrs of the Team Leader and 32 hours of support work each week in order to provide community group activities for children with complex needs.

3.5. 1 A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management. In October each year the CEO, with support from service users completes an easyread review of all incidents, accidents and complaints in the year, our actions and learning. This informs future practice.
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People Mencap staff will support them to access and participate in the community, individually and in groups, to attend school or college and manage their daily routines in partnership with their parents and carers.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.

EQUAL PEOPLE MENCAP

REPORT OF THE COUNCIL OF MANAGEMENT

FOR THE YEAR ENDED 31 MARCH 2023

- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training: e.g. safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act, learning disability and autism awareness and manual handling.
- Staff will keep records in partnership with service users. The records will be:
 - up to date
 - confidential within the Service
 - monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives, thus:
 - Service users will be supported and encouraged to participate in and influence their local community.
 - Service users will be fully consulted about where they want to live and who they want to live with
 - Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
 - Service users will be supported to make their space their own.
- Maintenance: Staff, with Service users will:
 - complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - undertake fortnightly health & safety checks /42/121e)
 - undertake monthly health & safety checks (FS 1 bed)
 - ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines.
 - Monitor our response quarterly.

3.5.2 Achievements & Performance:

- Rent Arrears as at 31//03/2023 are £7181.75 (HB received in April)
- Housing Void levels:

NHHT Nth Ken (12 units) 0%

Stoneleigh St (3 units) 0%

Church House: (2 units) 0%

Thus full occupancy throughout the year.

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. An online inspection in November 2022 referred to positive feedback from service users, carers and professionals and confirmed EPM 's ratings as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

The Floating support/CQC registered Manager Y Faye-Bagla spoke regularly with the CQC officer responsible for W10 based care services to update them on our practice in each of the above areas and completed Capacity Trackers monthly. A provider Information form (PIR) was completed and submitted in November 2022 as required

Floating Support staff received and completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety – care Skills training modules.

4. Financial Review

Against a continuing backdrop of limited resources and insecurities over funding along with a successful review and reduction of bad debts, it has been necessary to continue to invest funds in sustaining the Floating Support service alongside the expanded Activities services. Equal People mencap generated a loss of £93,444 this year.

Our fundraising consultants, Competitive Solutions raised £355,223 to cover services during this year and beyond at a cost of £26,640.

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/Bi Borough Social care have awarded Equal People Mencap £80,000 towards funding in 2022-2023 and this has been renewed for 2 years (2023-2024 and 2024-2025).

Equal People mencap received a further 3 years funding from the National Lottery (from Sept 2022) and 1 year's further funding from Children in Need.

Fundraising Expenditure

Equal People mencap have spent £24,683 in 2022-2023 as a percentage of the Finance Manager, Centre and Activities Manager & CEO roles are assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2023-2024 is £1,732,070 and so the target for the general reserve is £433,018. At present reserves are at £97,039.

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

5. Plans for Future Period

The consequent changing needs of our members and service users means that delivery across all of our services will continue to need to adapt throughout the year. Equal People Mencap will:

- Act upon our regularly updated COVID-19 risk assessments, contingency action plan and Infection Control policy.
- Ensure all members, staff and volunteers are safe and we have sufficient PPE, cleaning and social distancing regimes in place.
- Signpost and ensure support for testing, treatment etc is available to all staff, volunteers, members and carers. Ensure staff have all the information and access to vaccinations required and that EPM abide by legislation and CQC requirements re vaccination status when supporting individuals in Care Homes.
- Run a regular, varied weekly programme of activities online, in person and hybrid. We will support members to access and participate in a wide range of community events and run healthy living, safety and security and relationship and identity workshops.
- Floating Support services will continue for all members. EPM will explore a variety of recruitment streams in order to build staffing levels.
- EPM will liaise with statutory and trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (Worknest) to ensure we provide appropriate support and guidance to all our staff.

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.

We will ensure our Activities and training programmes funded by The Bi-Borough, Kusuma Trust, Children In Need and next year by the K&C Foundation are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued and/or alternative funding beyond contract end.

We will seek funding further for our Core services e.g. from Garfield Weston..

We will apply for further funding for our Network Hope Project to further build up local network links working together to support vulnerable individuals in North Kensington, including those affected by the Grenfell Fire. We aim to build up a team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

Equal People mencap will review our core services and seek Trust funding for these and maintaining our database.

In 2022-2023 RBKC, Westminster & Hammersmith & Fulham Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2023-24 in line with our staffing capacity, assessment of costs (e.g. travel) and sustainability. We will explore all possible ways of recruiting more staff. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training.

Equal People mencap have secured a further year's funding from Children in Need to further develop or support for disabled children, including participating together in community sporting activities and events. We are working with local agencies to provide further accessible, sensory and specialist equipment to support work with children and adults with complex needs.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised. We will review our children's support and complex needs services to ensure the support is sustainable and contributes sufficiently to core and administrative costs..

Services provided will need to enable EPm to build up our reserves.

The Floating Support service aims to continue developing the individualised person-centred seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Hourly rates will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and carers and our Trustees.

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, communication, staff ideas and initiatives, safeguarding, positive behavioural support strategies, dignity in care building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be written up and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People Mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety will be updated annually and shared with staff and Trustees for review.

Equal People mencap's contract of support sets out;

- The standard and type of service everyone can expect _
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)_
- A code of Conduct_

Equal People's website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

Equal People mencap will actively explore partnership working with National mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2023

We work in partnership and/or as part of an individual's 'network of support' with the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, Competitive Solutions, Worknest, Notting Hill Genesis, Octavia Housing, Catalyst Housing, Open Age National Mencap and the North West London Mencap Consortium.

Auditors Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

Ms Melinda Gilbert

Chairman

DATE.....

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EQUAL PEOPLE MENCAP

FOR THE YEAR ENDED 31 MARCH 2023

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2023

/..Cont'd

Other information /...Cont'd

required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

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 directors' 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 directors' report and from the requirement to prepare a strategic report.

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.

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

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EQUAL PEOPLE MENCAP

FOR THE YEAR ENDED 31 MARCH 2023

/..Cont'd

Auditor's responsibilities for the audit of the financial statements /...Cont'd

or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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.

Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditor
Norman House
8 Burnell Road
Sutton, Surrey SM1 4BW

EQUAL PEOPLE MENCAP

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)**

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income from:					
Donations and grants	2	16,336	-	16,336	2,547
Charitable activities	3	1,392,309	123,855	1,516,164	1,624,963
Investments	4	189	-	189	10
Total		<u>1,408,834</u>	<u>123,855</u>	<u>1,532,689</u>	<u>1,627,520</u>
Expenditure on:					
Raising funds	5	53,698	-	53,698	43,463
Charitable activities	6	1,445,077	123,855	1,568,932	1,610,769
Total		<u>1,498,775</u>	<u>123,855</u>	<u>1,622,630</u>	<u>1,654,232</u>
Net income/(expenditure)	8	(89,941)	-	(89,941)	(26,712)
Transfers between funds		-	-	-	-
Net movement in funds		(89,941)	-	(89,941)	(26,7212)
Reconciliation of funds:					
Total funds brought forward		189,896	-	189,896	-
Total funds carried forward		<u>£99,955</u>	<u>£Nil</u>	<u>£99,955</u>	<u>£189,896</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		2,916		5,535
CURRENT ASSETS					
Debtors	12	116,597		167,765	
Cash at bank and in hand		215,778		153,921	
		<u>332,375</u>		<u>321,686</u>	
CREDITORS: Amounts falling due within one year					
	13	<u>235,336</u>		<u>137,325</u>	
NET CURRENT ASSETS			<u>97,039</u>		<u>184,361</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>£99,955</u>		<u>£189,896</u>
INCOME FUNDS					
Restricted funds	14		-		-
Unrestricted funds	14		<u>99,955</u>		<u>189,896</u>
TOTAL FUNDS			<u>£99,955</u>		<u>£189,896</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on

2023

Ms. M. Gilbert
Chair

Dr. J. Wharram
Trustee

The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(89,941)	(26,712)
Adjustments for:		
Depreciation charges	5,139	9,336
(Increase)/decrease in debtors	51,168	(92,421)
Increase/(decrease) in creditors	98,011	(51,104)
<i>Net cash provided by/(used in) operating activities</i>	<u>64,377</u>	<u>(160,901)</u>
 Cash flows from investing activities		
Purchase of tangible fixed assets	(2,520)	(3,706)
<i>Net cash provided by/(used in) investing activities</i>	<u>2,520</u>	<u>(3,706)</u>
 Change in cash and cash equivalents in the year	61,857	(164,607)
Cash and cash equivalents brought forward	153,921	318,528
Cash and cash equivalents carried forward	<u>£215,778</u>	<u>£153,921</u>
 Analysis of cash and cash equivalents	 2023	 2022
Cash at bank and in hand	<u>£215,778</u>	<u>£153,921</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis and is included under Income for Charitable Activities (Note 3)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
----------------------------------	-------------------

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
/contd...

1. **ACCOUNTING POLICIES** /contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Debtors and Creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations	16,336	-	16,336	2,547
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All of the £2,547 recognised in 2022, related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	84,915	-	84,915	159,224
Kensington and Chelsea Foundation	-	-	-	18,500
Children in Need	-	50,457	50,457	39,889
Big Lottery Fund	-	53,878	53,878	133,935
Baily Thomas Charitable Fund	-	-	-	20,000
Kusuma Trust	24,802	-	24,802	20,000
Let's get Digital BGC	12,861	-	12,861	3,848
Healthwatch Central West	-	-	-	500
Supporting People 06/07 Underspend	-	-	-	17,214
HMRC CJRS Grant	-	-	-	6,384
Open Age (DigitAll)	-	13,520	13,520	
Earls Court Partnership	-	6,000	6,000	
Housing and care charges				
Housing rents	163,617	-	163,617	156,826
Care and support fees	1,079,521	-	1,079,521	1,047,225
Other charitable activities				
Social activities	26,593	-	26,593	1,418
	<u>£1,392,309</u>	<u>£123,855</u>	<u>£1,516,164</u>	<u>£1,624,963</u>

Of the £1,624,963 recognised in 2022, £1,383,631 related to unrestricted funds and £241,332 to restricted funds.

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Bank interest	189	-	£189	£10
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All of the £10 recognised in 2023 related to unrestricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
/contd...

5. COST OF RAISING FUNDS	2023 £	2022 £
Staff costs	11,360	3,346
Consultancy fees	37,488	28,055
Other fundraising costs	4,850	12,062
	<u>£53,698</u>	<u>£43,463</u>

All of the £43,463 recognised in 2022 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2023 £	Total 2022 £
Cost directly allocated to activities				
Staff costs	989,013	-	989,013	1,028,076
Recruitment and training	16,266	-	16,266	11,317
Volunteer expenses		565	565	-
Staff travel and subsistence	6,800		6,800	7,157
Housing maintenance and utilities	29,035		29,035	35,795
Social activities		7,563	7,563	4,995
Welfare	738	-	738	-
Support costs allocated to activities				
Staff costs	107,192	157,868	265,060	265,060
Premises costs	105,645	61,341	166,986	153,005
Communications	27,861	5,307	33,168	26,857
Legal and professional	6,909	-	6,909	6,376
Consultancy	-	-	-	18,797
Licences and insurance	16,645	3,151	19,796	21,798
Depreciation	-	5,139	5,139	9,336
Bank charges	318	61	379	551
Governance costs (Note 7)	11,713	2,231	13,944	13,636
Other costs	-	7,571	7,571	8,013
Total 2023	<u>£1,318,135</u>	<u>£250,797</u>	<u>£1,568,932</u>	<u>£1,610,769</u>
Total 2022	<u>£1,358,022</u>	<u>£252,747</u>	<u>£1,610,769</u>	

Of the £1,610,769 recognised in 2022, £1,369,437 was charged to unrestricted funds and £241,332 was charged to restricted funds.

7. GOVERNANCE COSTS	2023 £	2022 £
Staff costs	8,315	8,263
Auditor's remuneration	4,512	4,440
AGM, publications and subscriptions	1,117	933
	<u>£13,944</u>	<u>£13,636</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
contd...

8. NET INCOME/(EXPENDITURE)		2023	2022
	Net income/(expenditure) is stated after charging:		
	Audit fees – audit services	£3,750	£3,700
	– non-audit services	£762	£740
	Depreciation	£5,139	£9,336
	Pension costs (defined contributions schemes)	£46,675	£49,792
	Operating lease rentals	£39,799	£39,799
		<u> </u>	<u> </u>
9. EMPLOYEES AND STAFF COSTS		2023	2022
		Number	Number
	Number of employees		
	The average monthly number of employees during the year was:	67	72
		<u> </u>	<u> </u>
		£	£
	Staff Costs		
	Wages and salaries	1,032,831	1,113,895
	Social security costs	95,512	96,694
	Agency staff	111,941	46,792
	Pension costs	46,675	49,792
		<u> </u>	<u> </u>
		<u>£1,286,959</u>	<u>£1,307,173</u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2022: £Nil) and no trustees (2022: none) received any reimbursement of expenses.

Total employee benefits received by key management amounted to £55,433 (2022: £55,085).

Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023 /contd...

11. TANGIBLE FIXED ASSETS					Fixtures, fittings and equipment
					£
Cost					
At 1 April 2022					64,418
Additions					2,520
Disposals					-
					<hr/>
At 31 March 2023					66,938
					<hr/>
Depreciation					
At 1 April 2022					58,883
Charge for the year					5,139
Eliminated in disposals					-
					<hr/>
At 31 March 2023					64,022
					<hr/>
Net book value					
At 31 March 2023					2,916
					<hr/> <hr/>
At 31 March 2022					£5,535
					<hr/> <hr/>
12. DEBTORS				2023	2022
				£	£
Trade debtors				89,688	145,030
Other debtors and prepayments				26,909	22,735
				<hr/>	<hr/>
				£116,597	£167,765
				<hr/> <hr/>	<hr/> <hr/>
13. CREDITORS: Amounts falling due within one year				2023	2022
				£	£
Social security and other taxes				28,423	26,541
Other creditors and accruals				206,913	110,784
				<hr/>	<hr/>
				£235,336	£137,325
				<hr/> <hr/>	<hr/> <hr/>
14. MOVEMENT IN FUNDS	Balance at			Transfers	Balance at
	1 April			between	31 March
	2022	Income	Expenditure	funds	2023
	£	£	£	£	£
Restricted funds					
Network Hope Project	-	67,398	67,398	-	-
Activities	-	56,457	56,457	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	--	123,855	123,855	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted funds					
General funds	189,896	1,408,834	1,498,775	-	99,955
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	£189,896	£1,532,689	£1,622,630	£Nil	£99,955
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
/contd...

14. MOVEMENT IN FUNDS /contd...

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2022 £
Restricted funds					
Network Hope Project	-	133,935	133,935	-	-
CJRS Grant	-	6,384	6,384	-	-
Activities	-	101,013	101,013	-	-
	<u>-</u>	<u>241,332</u>	<u>241,332</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	216,608	1,386,188	1,412,900	-	189,896
	<u>216,608</u>	<u>1,386,188</u>	<u>1,412,900</u>	<u>-</u>	<u>189,896</u>
Total funds	<u>£216,608</u>	<u>£1,627,520</u>	<u>£1,654,232</u>	<u>-</u>	<u>£189,896</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	2,916	-	2,916
Current assets	332,375	-	332,375
Current liabilities	(235,336)	-	(235,336)
As at 31 March 2023	<u>£99,955</u>	<u>£Nil</u>	<u>£99,955</u>

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	5,535	-	5,535
Current assets	321,686	-	321,686
Current liabilities	(137,325)	-	(137,325)
As at 31 March 2022	<u>£189,896</u>	<u>£Nil</u>	<u>£189,896</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
/contd...

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2023 £	2022 £
Within one year	29,719	31,478
Between one and five years	1,319	1,759
	<u>£31,038</u>	<u>£33,237</u>

17. GENERAL INFORMATION

Equal People menicap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2023 but not yet recognised as income due to the recognition criteria not being met amounts to £328,131.

EQUAL PEOPLE MENCAP

England & Wales - Charity number 298609

Accounts



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022



STATEMENT OF RECOMMENDED PRACTICE 2021-2022

Contents

1. Reference and administrative details of the Charity, its trustees and Advisors
2. Structure, Governance and Management
3. Objectives and Activities & Achievements and Performance
4. Financial Review
5. Plans for Future Period
6. Statement of Trustees' Responsibilities

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

Report of the Council of Management for the year ended 31 March 2022

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE menCAP OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address: 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert Chair

Mrs Emma Colverd Treasurer

Ms Beverley Ebanks*

Mrs Diana Martin

Dr Yvonne Clair Ndifor Ngechop* (appointed 10 March 2022)

Mr Nooran Solhekol

Mr Robert Ebanks

Ms Tracey Miles

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Nicholas Walsh Chief Executive

Yamou Faye-Baglia Floating Support/CQC Registered Manager

Sonia Timlett Network Hope Project and Centre Manager

Ben Aiyenuro Finance Manager

1.4 Bankers

Barclays

Belgravia & Knightsbridge

Business Centre

PO Box 4578

London SW3 1 XD

1.5 Auditors

Myrus Smith Chartered Accountants

Norman House

8 Burnell Road

Sutton

Surrey SM1 4BW

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act.

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

trustees. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management. At March 31st, 2021, four people with learning disabilities and three relatives of an individual with learning disabilities were Council of Management members. Two Trustees have extensive managerial and leadership knowledge, experience and skills. One volunteer organisation experience, knowledge and skills. One Trustee has extensive experience in the media sector. Our newest trustee has many years experience in the finance sector.

Equal People mencap have a minimum of six Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by:

- All Trustees (Council of Management members) not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Floating Support/CQC Registered Manager
- The Network Hope/Centre Manager
- The Finance Manager

In addition, Equal People mencap seek to host at least two events a year open to members, carers, staff and professionals that combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g. Barbecues, Amici Dance sessions, meditation)

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Chief Executive and Finance Manager.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 The Essential Trustee: What You need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carer issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing, social care issues and monitoring.
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

- Have good understanding and commitment to Equal People mencap's aims and ethos.
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities (NCVO).

We are seeking Trustees with HR knowledge and experience.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of eight, three of whom are Trustees responsible for decisions made who meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment for senior staff
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities.
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Network Hope/centre Manager, Finance Manager and Floating Support/CQC Registered Manager and Operational Team include:

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National Mencap, North West London Mencap equivalents and other local charities.

2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality, policy and procedure requirements and senior staff regularly attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning.

Equal People mencap are part of the North West London Mencap Consortium, a group of seven local Mencap charities who have come together with a view to potentially share core services, make joint bids and run joint services.

Our major statutory Stakeholder is the Bi-Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. The COVID-19 pandemic continued to mean that some direct support was suspended for periods of the year, however support continued for all those living independently and support was often adapted to serve families as a whole, e.g. by doing food shops or medication collections. Online and telephone support was provided alongside returning in person support. Our Network Hope and activities service had a full programme of both in person and online activities and groups offered via Zoom, You tube and WhatsApp. Between April 2021 and March 2022 we ran 493 supported activities, training sessions or events. The number of hours of Individual Budget funded support rose to 55,000.

6 monthly monitoring reports are completed for the Bi Borough Social Services in relation to funds provided for core, resource centre drop-in and activities The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We received the third year of funding from the National Lottery for our Network Hope Project. This provided wellbeing support and activities to vulnerable individuals in North Kensington. This is a three-year Project with funding totalling £355,197. Six-monthly reports are submitted to the National Lottery. We have applied for a further 3 years.

Equal People mencap are registered to provide personal Care with the Care Quality Commission. The last inspection report was published in January 2019. The CQC awarded Equal People mencap a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe
- Effective
- Caring
- Responsive
- Well led

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers
- Bi Borough Commissioning Managers
- Bi Borough Transition Care Managers
- Bi Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- National Mencap
- The North West London Consortium
- Hammersmith & Fulham mencap
- Certitude
- Pursuing independent Paths
- Integrity care
- The Advocacy Project
- SASH
- St Charles Wellbeing Centre
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Pre-Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC Leisure Centres
- RBKC Volunteer Bureau

The Royal Borough of Kensington & Chelsea Borough have an agreement with The Borough of Westminster. This means that adult social care and learning disability services are commissioned and monitored by one team covering the two boroughs. Equal People Mencap will continue to work within this arrangement.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing (Management Agreement)

2.3 Risk Management

Risks:

A risk register and consequent contingency and action plan is reviewed by Trustees at Trustee meetings.

- Financial through loss of service contracts, voids, fraud, insurance claims
- H&S/Maintenance: Infection control, fire etc
- Staff: maintaining, skills, experience, recruitment levels to match demand
- Governance: COM membership & level of experience

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

- a. Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two-year intervals.
- b. Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2021. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.
- c. Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- d. Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2021. All staff inducted and trained in relation to these procedures.
- e. Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2021. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- f. COVID-19. Equal People Mencap: (i) Updated our Infection control policy and procedures in March, and October 2021 and March 2022 (ii) introduced a COVID 19 risk assessment for our Centre, staff, members and community support, updated weekly. (iii) Developed a COVID 19 contingency and action plan — updated monthly. (iv) adapted our Resource Centre in line with Covid-19 hygiene and safety procedures as they were introduced throughout the year (v) ensured all our staff and members had access to protective equipment, gel, accessible information on staying safe, testing opportunities and locations and vaccination opportunities. Our Centre was treated for COVID at least monthly and available for use as a welfare space for staff and a base for on-call managers during the lockdown periods.
- g. Building security is maintained through a 24-hour contracted alarm & response system.
- h. Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud-based storage system in March 2020. We have updated our database to the online Charitylog and staff rota/app system, to enable all staff to access information, make records etc.
- i. EPM Trustees, staff and members developed our Communication strategy with plans underway to enhance our Instagram, YouTube and Facebook accounts and website to improve communication of our services and the activities, thoughts, feelings of our wishes to the local and wider community.
- j. Advisory Groups, activity and individual support session feedback, and monthly manager feedback surveys and our accessible complaints procedures ensure that consultation with tenants and users continued.
- k. Service Standards and Desired Outcomes ,i.e. person-centred individual aims and wishes alongside over-arching outcomes such as improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
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are monitored annually with the aim of ensuring Equal People mencap's ethos, values and mission statement are put into practice and constantly monitored.

We have worked hard to challenge digital exclusion for the vulnerable people we support. The pandemic meant that contact, information and support was even more reliant upon internet access. Equal people have supported individuals to learn digital skills, access support and stay in contact. We have joined National mencap's Let's Get Digital and NHS Charities DigitALL projects which has enabled us to offer equipment, data and digital training to our members.

- m. The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2023 by RBKC/Bi Borough Social Services.
- n. Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being. Equal People mencap has maintained the number of individuals buying our support and now provides 1050 hours per week.
- o. The activities service received grant funding from the Kusuma Trust and K&C Foundation.
- p. Referrals to provide health related support, transition and complex needs support were maintained but adapted in line with individual need and the COVID-19 restrictions, particularly with children. The Chief Executive, Network Hope/Centre Manager, Floating Support/CQC Registered Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.
- o. Finance systems are in place, e.g. dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud.
- p. Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause).
- q. Team Meetings and training days held enable our staff team to look at feedback about our services from users and to plan together our move, our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders. Meeting moved to online via Zoom when necessary.
- r. Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. Policy updated June 2021. Data Protection Certificate renewed to December 2023.

3. Equal People mencap's Objectives and Activities

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community – including using digital equipment to stay connected to key, social and professional contacts, access information and participate. (iv) Economic Well-Being (v)

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Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing. We aim to 'make safeguarding personal', giving individuals the information they need to identify abuse and report it.

Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

An easy read version of our ethos and values was created by our members supported by staff and is on our website and forms part of the induction, training and expected daily practice of all staff and volunteers. Renewed June 2021

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: We recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap's Centre or out in the community through our Network Hope and activity Services, The daily Drop-In and/or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our cooking, gardening, baking and IT training groups. 'Baking Project' - cooking and baking sessions were both in person and online and gardening returned to the Centre during non-lockdown periods.
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution people with disabilities can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- Accessible information about other support agencies and opportunities. Networking opportunities.
- an accessible, safe and welcoming environment at our Resource Centre. This has been adapted to be a safe space following the COVID-19 pandemic with regular cleaning.

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- social distancing, PPE and gels and temperature checks. All staff have the required PPE and risk assessments are in place and updated at least monthly
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life – including digitally
- support with personal care and domiciliary tasks
- supported activities/trips for carers

3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

Our member survey from April 2021 asked:

- Do staff listen to you –95% said yes
- Do you know how to complain? 90% said yes
- Do you feel safe 90% said yes – Of the 10 said no, 8% cited fears about COVID-19
- Have the activities helped you feel happier –100% said yes
- Have the activities helped you feel healthier –95% said yes
- Do staff treat you with dignity and respect? 96% said yes.
- The total number of beneficiaries (members/carers) now using or consulting our service is 350. Equal People mencap is providing support to people from 30 different countries speaking 25 different languages.
- Floating Support includes a 24-hour emergency out of hours on-call service staffed by the Floating Support Management Team and CEO. This ensures all service users and staff have both telephone and, where necessary, in-person support out of office hours..

3.2.2 Quotes from members/carers April 2021 – Mar 2022

Social group

Talking , it's good for your brain, your muscles and your mind. It helps me feel less anxious and stressed.

Lovely day at the centre today.

Thumbs up.

It was great

I hope you all have a very happy Christmas and would like to say an extra special Thank You from me for all your kindness and invaluable support of this year. Equal People are all amazing and to be treasured" *Family member*

Yoga

It's great to be back'

'I feel really relaxed'

'I Love coming to yoga again'

"I really like it the different movement we did, I am feeling happy"

"Thumbs up"

'I liked all the stretches'

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Cooking

"We did a good job with the cooking I feel ready happy better the be at home"

Art & crafts

D "I got a distinction in art at college because of this art class, I learned to draw and use colour".

Bowls

F "great game, I am very happy that A and B won the game today. Hopefully I can win next week"

A "Yesss I win a game. I am so happy"

B "I'm over the moon. I won two in in a roll. I good at this game. My favourite"

Sport

A "had fun at the park today. My friend Sarah and I played football and tennis together"

L "I like tennis and I also had lunch at the park

"I like this session it was fun. Being outside in the warm sunny day"

Music

- "I love your sessions, they're great fun. The music is good"

- "That's what the music group is about, having fun!"

- "That was fantastic, I had a great time! I'm coming every week; I really enjoy your sessions."

I am so happy to see my friends and talk to them".

"I am not alone I feel that I can have fun during covid

brilliant"

"I danced with a lady I am so happy; I can't wait to go back"

The EPM barbecue day was very successful. Congratulations! I was most impressed by you, EPM staffs' and volunteers' care and support to the EPM members.

I was very privileged to be at the party. I have not helped very much as it was so well organised, everything has followed as planned. I can see all EPM members, staffs, volunteers, guests, including myself and Mary (another club member who was there) enjoyed the party and food.

I enjoyed the party, and pleased to have the opportunity to know the good work of EPM which was a fabulous experience for me

"Best day ever"

"Thank you Everyone for the BBQ and was lovely, amazing cake"

"It was very good thank you"

"Lovely day today"

"I love BBQs, I really loved it thank you very much for barbecue today"

Wellbeing group

The session was marvellous"

"I think that is fantastic"

"Thanks for helpful class was brilliant"

"This group has done SOOO Much. I have been committed to coming,

"Most WEEKS, I have attended Yoga & relax, Cookery, Pottery, Belly Dancing

Jewellery Making, Loom Knitting, Loom Crochets, Macrame

"It was very nice and fun I liked it Thanks".

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3.3. Service specific Aims and Objectives

3.3.1 Resource Centre & Drop In Activities Service: Aims & Objectives

Our Resource Centre is open as a Drop-In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities. During COVID-19 lockdowns the Centre provides a welfare space for staff, a base for on-call managers and emergency space for members who have to go out into the community.

This was jointly funded by RBKC Social Care, The Kensington & Chelsea Foundation, Kusuma Trust and individual donations.

- Users are able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised are shared with the Council of Management
- We advertise our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial) and via Instagram and Whatsapp.
- We provide Activities that are User led.
- We provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. These will be bought by individuals through their personal budgets.
- We provide at least one 'out of hours' community activity each week.
- We provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify and report concerns or abuse themselves.
- We seek to make our activities accessible to all service users. Where we cannot provide the support we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We provide up a variety of up to date and well-maintained equipment to support the activities.
- We offer and support a variety of activities in the local and wider community.
- We actively seek out partnership working opportunities with other organisations and bodies.
- Activities offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's 23 dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life.

3.3.2. Achievements & Performance

Many of the activities moved online and were open to all, including the Network Hope membership, meaning combined groups and a consistent membership over the year. People began online then came to the groups when they restarted in the Centre or the community. Several groups became hybrid.

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The IT Group. Online and in person 1:1 and group training. Our IT café proved popular enabling users to develop their computer skills and research and access information about community events, interests and campaign plus learning how to do emails and access social networks such as Facebook, Instagram and WhatsApp safely. We offered free tablets and data to members. Members regularly contributed items for our Instagram page.

The Music Group –a weekly themed and immensely popular music quiz with lots of records from the 50s to the present.

The Zumba group. –Keeping fit and having fun together to a Latin beat.

Relaxation & Massage – Online & in person Run by a trained tutor; a weekly session of accessible relaxation and massage exercises.

Yoga – Online & in person – 3 sessions a week group enabling and teaching relaxation techniques for members, staff and the public.

The Music Group – Earls Court weekly dance and movement group for people with complex needs co run with Pre-Amici

The Making Food Work & Baking Groups –enabled 30+ individuals to learn and work on all aspects of catering from growing food and, preparing, cooking and serving a variety of healthy meals and cakes

Gardening Group – ran year round.

Supported by an experienced gardening tutor members were able to grow herbs and vegetables for the Making Food Work Project in our planters at Equal People and two allotments. Members built teamwork skills, health and safety and took great pride in successfully growing all the plants. The group won an award in RBKC's community gardens competition.

Football –

Supported by a coach from Chelsea Football Club and based at the Harrow Club.

Cricket – Open air sessions July to Sept 21

Based at a local park – adapted indoor cricket sessions (average 8 members)

Boxing/Cardio Sessions - online with a qualified tutor

Social and Bingo Sessions – online and in person hybrid sessions weekly

Wellbeing & mindfulness sessions – online weekly.

Arts & Craft sessions online & in person – variety of crafts e.g. sewing, pottery, - equipment sent to all participants

Dance sessions – variety of dance styles – e.g. Egyptian belly-dancing with tutors

3.4. Network Hope Project

3.4.1 Aims and Objectives

A three-year Project starting in April 2019 set up to support vulnerable individuals in North Kensington. This ended in March 2022. However a new application has been submitted, the National Lottery have been positive about the outcomes achieved and positive feedback from members so we are hopeful of further funding.

The Project had three over-arching outcome targets:

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- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project, staffed by a Manager, two part time activities staff, session tutors and volunteers provides a variety of in-person and online activities and support sessions promoting an individual's physical, mental and emotional well-being. The Project supports workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster.

- Members were able to better influence and be involved in the running and development of activities, training and courses through individual feedback.
- We advertised our activities, training and courses well in advance and in an accessible way (e.g easy read/pictorial).
- We provided Activities and training that is member led.
- We provided a full week programme of activities, including online social and activity groups, training and courses 44 weeks during the year.
- We provided at least one 'out of hours' community activity each week.
- We provided accessible information to help make 'Safeguarding Personal', ran safeguarding workshops with the Advocacy project and relationship workshops with SASH giving people the information they needed to identify, and report concerns or abuse themselves.
- We tried to make our activities accessible to all service users. Where we could not provide the support, we offered users or their carers/advocates information/ contact details of people who may be able to help them. And helped them make contact.
- We renewed equipment used to support the activities.
- We offered and support a variety of activities in the local and wider community.
- We worked in partnership with other organisations and bodies.
- Our Activities offered members the chance to participate, enjoy or learn as they wish. Some activities focussed on encouraging and enabling members to move towards employment.
- Records were made and updated of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

3.4.2 Achievements and Performance

Over the course of the first year of the Project we have built up network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular workshops and organised trips to lots of events and nights out. The activities have been accessed by 150 individuals plus their families and carers and 23 new volunteers have joined our service.

Activities and workshops moved online or became hybrid and were often combined with our activities groups and membership as going online allowed for a larger membership:

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Health Activities and Events:

- Breast/Cervical Cancer Awareness Day – online workshop
- SASH (Relationship and Safe Sex) online workshops looking at relationships, boundaries and the impact of COVID-19
- Bi-Borough autism strategy consultation workshop
- Mental health, LD and neurodevelopmental disorders workshops
- COVID testing/ vaccination information workshops

Emotional Wellbeing/Grenfell

- MH Awareness workshops - online
- Grenfell Community Meetings x5 - online
- Weekly wellbeing groups: singing, soap-making, sewing, meditation, managing the mind, pottery, jewellery making, loom knitting, macrame
- Gender and sexuality Diversity training

Physical Wellbeing:

- Boxing sessions (community & online)
- COVID testing/ vaccination information workshops
- Yoga (Community & online)
- Zumba
- Boxing/Cardio exercise
- Sport For Confidence run by Deb Bullen OT – weekly keep-fit
- Anti-bullying workshop
- Cycling
- Gardening - allotment

Social Connection

- Weekly social group
- Telephone buddies scheme
- Weekly Bingo
- Lets get digital IT 1:1 and group training, free tablets and data
- Green doctors sessions
- Clubbing
- Hosting Speak up radio

Events/Trips

- Two barbecues
- Online Christmas Party attended by 41 families.
- Two visits to the Natural history museum
- Party in the park
- Ryoji art exhibition
- Blue paradox exhibition
- Bob Marley musical
- Lux exhibition

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3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autism and complex needs within RBKC, Westminster and Hammersmith & Fulham wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's /Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader two senior support workers

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual. We aim to encourage choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user and/or their family/carer/advocate/Care Manager where it is a child.

The Floating Support Service supports 85+ adults and children funded through Personal Budgets who are living independently in the community but require between 1hr per week and 24-hours per day independent living, personal care or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to an out of hours emergency on-call Manager (One of the Floating Support Management team or the CEO). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies or staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

The Floating Support/CQC Registered Manager meets with The Disability Social Work Team Leader to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments. BBC Children in Need have funded part of the Floating Support service for 3 years from June 2019. This will cover 10 hrs of the Team Leader and 32 hours of support work each week in order to provide community group activities for children with complex needs. This grant ends in June 2022. However, Equal People mencap were successful in securing funding for a 1 year extension of the grant to June 2023.

3.5. 1 A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management. In October each year the CEO, with support from service users completes an easy read review of all incidents, accidents and complaints in the year, our actions and learning. This informs future practice.
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People Mencap staff will support them to access and participate in the community, individually and in groups, to attend school or college and manage their daily routines in partnership with their parents and carers.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made

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- by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People menicap staff may disagree over support needed.
- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training; e.g. safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act, learning disability and autism awareness and manual handling.
- Staff will keep records in partnership with service users. The records will be:
 - up to date
 - confidential within the Service
 - monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives, thus:
 - Service users will be supported and encouraged to participate in and influence their local community.
 - Service users will be fully consulted about where they want to live and who they want to live with
 - Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
 - Service users will be supported to make their space their own.
- Maintenance: Staff, with Service users will:
 - complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - undertake fortnightly health & safety checks /42/121e)
 - undertake monthly health & safety checks (FS 1 bed)
 - ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines. Monitor our response quarterly.

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3.5.2 Achievements & Performance:

- Rent Arrears as at 31/03/2021 are £3818.25
- Housing Void levels:

NHHT Nth Ken (12 units) 0%

Stoneleigh St (3 units) 0%

Church House: (2 units) 0%

Thus full occupancy throughout the year.

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. The inspector talked with individuals supported and staff and looked at individual's files etc. Equal People mencap were again rated as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

The Floating support/CQC registered Managers 9A Rodriguez April-June 2021 and Y Faye-Baglia (from June 2021) spoke regularly with the CQC officer responsible for W10 based care services to update them on our practice in each of the above areas. A provider Information form was completed and submitted in November 2020 as required. EPM were informed no inspection visit was necessary at present.

Floating Support staff received and completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety – care Skills training modules.

4. Financial Review

Against the backdrop of limited resources and insecurities over funding along with a review of bad debts, it has been necessary to continue to invest funds in growing the Floating Support service alongside the expanded Activities services. Equal People mencap accounts present a deficit of £26,712.

Our fundraising consultants, Competitive Solutions raised £173,824 to cover services during this year and beyond at a cost of £26,640.

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/Bi Borough Social care have awarded Equal People mencap £80,000 for 2019-20, £70,000 for 2020-21 and £50,000 for 2021-22 towards the activities, Drop-In and Harrington Club. (we received £80,00 following consultations with commissioners

Equal People mencap continues to seek a wider range of funding to support future activity at our Resource Centre. Equal people mencap were successful with a bid to the National Lottery for £355,000 for our Network Hope Project starting 1st April 2019 and BBC Children In Need for £118,975

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over 3 years. (We are applying for a further 3 years funding from the National lottery and have been successful in securing a further 1 year from Children in Need)

Fundraising Expenditure

Equal People mencap have spent £26,640 in 2021-2022. In 2021-2022 we have allocated £30,000 as a percentage of the Finance Manager, Centre and Activities Manager & CEO roles assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2022-2023 is £1,622,902 and so the target for the general reserve is £405,725. At present current free reserves are a £184,361

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

5. Plans for Future Period

The COVID-19 pandemic and consequent changing needs of our members and service users means that delivery across all of our services will continue to need to adapt throughout the year. Equal People Mencap will:

- Act upon our regularly updated COVID-19 risk assessments, contingency action plan and Infection Control policy.
- Ensure all members, staff and volunteers are safe and we have sufficient PPE, cleaning and social distancing regimes in place.
- Signpost and ensure support for testing, treatment etc is available to all staff, volunteers, members and carers. Ensure staff have all the information and access to vaccinations required and that EPM abide by legislation and CQC requirements re vaccination status when supporting individuals in Care Homes.
- Run a regular, varied weekly programme of activities online, in person and hybrid. We will support members to access and participate in a wide range of community events and run healthy living, safety and security and relationship and identity workshops.
- Floating Support services will continue for all members. EPM will explore a variety of recruitment streams in order to build staffing levels.
- EPM will liaise with statutory and trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (Worknest) to ensure we provide appropriate support and guidance to all our staff.

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.

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We will ensure our Activities and training programmes funded by The Bi-Borough, Kusuma Trust Kensington and Chelsea Foundation are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued and/or alternative funding beyond contract end.

We will seek funding further under mental health and children's inequality in education themes supported by the Kensington & Chelsea Foundation to run our floating support, daily drop-in, advice and activity services.

We will apply for further funding for our Network Hope Project to further build up local network links working together to support vulnerable individuals in North Kensington, including those affected by the Grenfell Fire Disaster. We aim to build up a team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

Equal People mencap will review our core services and seek Trust funding for these and maintaining our database .

In 2021-2022 RBKC, Westminster & Hammersmith & Fulham Care Managers have continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2022-23 in line with our staffing capacity, assessment of costs (e.g. travel) and sustainability. We will review our on-call service , exploring phone buddy roles , costs and setting it up as a service available at a cost to others. We will explore all possible ways of recruiting more staff. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training.

Equal People mencap have secured a further year's funding from Children in Need to further develop or support for disabled children, including participating together in community sporting activities and events. We are working with local agencies to provide further accessible, sensory and specialist equipment to support work with children and adults with complex needs.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised. We will review our children's support and complex needs services to ensure the support is sustainable and contributes sufficiently to core and administrative costs..

Services provided will need to enable EPm to build up our reserves.

The Floating Support service aims to continue developing the individualised person-centred support seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Hourly rates will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and carers and our Trustees.

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, communication, staff ideas and initiatives, safeguarding, positive behavioural support strategies, dignity in care building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be written up and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People Mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety) will be updated annually and shared with staff and Trustees for review.

Equal People mencap's contract of support sets out;

- The standard and type of service everyone can expect
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)
- A code of Conduct

Equal People's website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

Equal People mencap will actively explore partnership working with National mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

We work in partnership and/or as part of an individual's 'network of support' with the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, Competitive Solutions, Worknest, Notting Hill Genesis, Octavia Housing, Catalyst Housing, Open Age National mencap and the North West London Mencap Consortium.

6. Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The Trustees (who are also directors of Equal People mencap for the purposes 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 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 2019 (FRS 102).
- Make judgements and estimates that are reasonable and prudent.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2022

- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper 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.

Auditors Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

Ms Melinda Gilbert

Chairman

Melinda Gilbert

DATE 28.12.22

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EQUAL PEOPLE MENCAP

FOR THE YEAR ENDED 31 MARCH 2022

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2022

/..Cont'd

Other information /... Cont'd

required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

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 directors' 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 directors' report and from the requirement to prepare a strategic report.

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.

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

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2022

/...Cont'd

Auditor's responsibilities for the audit of the financial statements /...Cont'd

or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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.



Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditor
Norman House
8 Burnell Road
Sutton, Surrey SM1 4BW

28th December 2022

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:					
Donations and grants	2	2,547	-	2,547	27,756
Charitable activities	3	1,383,631	241,332	1,624,963	1,505,389
Investments	4	10	-	10	55
Total		<u>1,386,188</u>	<u>241,332</u>	<u>1,627,520</u>	<u>1,533,200</u>
Expenditure on:					
Raising funds	5	43,463	-	43,463	41,186
Charitable activities	6	1,369,437	241,332	1,610,769	1,483,555
Total		<u>1,412,900</u>	<u>241,332</u>	<u>1,654,232</u>	<u>1,524,741</u>
Net income/(expenditure)	8	(26,712)	-	(26,712)	8,459
Transfers between funds		-	-	-	-
Net movement in funds		(26,712)	-	(26,7212)	8,459
Reconciliation of funds:					
Total funds brought forward		216,608	-	-	216,608
Total funds carried forward		<u>£189,896</u>	<u>£Nil</u>	<u>£189,896</u>	<u>£216,608</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		5,535		11,165
CURRENT ASSETS					
Debtors	12	167,765		75,344	
Cash at bank and in hand		153,921		318,528	
		<u>321,686</u>		<u>393,872</u>	
CREDITORS: Amounts falling due within one year	13	<u>137,325</u>		<u>188,429</u>	
NET CURRENT ASSETS			<u>184,361</u>		<u>205,443</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>£189,896</u>		<u>£216,608</u>
INCOME FUNDS					
Restricted funds	14		-		-
Unrestricted funds	14		<u>189,896</u>		<u>216,608</u>
TOTAL FUNDS			<u>£189,896</u>		<u>£216,608</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on *28 December 2022*

Ms. M. Gilbert
Chair

Melinda Gilbert

Ms. E. Colverd
Treasurer

Emma Colverd

The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(26,712)	8,459
Adjustments for:		
Depreciation charges	9,336	8,692
(Increase)/decrease in debtors	(92,421)	181,971
Increase/(decrease) in creditors	(51,104)	4,117
Net cash provided by/(used in) operating activities	<u>(160,901)</u>	<u>203,239</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(3,706)	(9,192)
Net cash provided by/(used in) investing activities	<u>(3,706)</u>	<u>(9,192)</u>
Change in cash and cash equivalents in the year	(164,607)	194,047
Cash and cash equivalents brought forward	318,528	124,481
Cash and cash equivalents carried forward	<u>£153,921</u>	<u>£318,528</u>
Analysis of cash and cash equivalents	2022	2021
Cash at bank and in hand	<u>£153,921</u>	<u>£318,528</u>

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis and is included under Income for Charitable Activities (Note 3)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
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EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

/contd...

1. ACCOUNTING POLICIES /contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Debtors and Creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Donations	2,547	-	2,547	7,380
Grants				
Westway Trust	-	-	-	2,500
National menicap	-	-	-	6,876
Reso Foundation	-	-	-	11,000
	<u>£2,547</u>	<u>£-</u>	<u>£2,547</u>	<u>£27,756</u>

Of the £27,756 recognised in 2021, £7,380 related to unrestricted funds and £20,376 to restricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Grants and contacts				
Royal Borough of Kensington and Chelsea	136,600	22,624	159,224	31,083
The City Bridge Trust	-	-	-	22,527
Kensington and Chelsea Foundation	-	18,500	18,500	18,500
Children in Need	-	39,889	39,889	42,533
Big Lottery Fund	-	133,935	133,935	111,735
Baily Thomas Charitable Fund	-	20,000	20,000	-
National Lottery Awards for All	-	-	-	16,851
The London Community Response Fund	-	-	-	24,842
Kusuma Trust	20,000	-	20,000	-
Let's get Digital BGC	3,848	-	3,848	-
Healthwatch Central West	500	-	500	-
Supporting People 06/07 Underspend	17,214	-	17,214	-
HMRC CJRS Grant	-	6,384	6,384	60,521
Julia and Hans Housing Trust	-	-	-	28,100
Housing and care charges				
Housing rents	156,826	-	156,826	158,102
Care and support fees	1,047,225	-	1,047,225	986,742
Other charitable activities				
Social activities	1,418	-	1,418	3,853
	<u>£1,383,631</u>	<u>£241,332</u>	<u>£1,624,963</u>	<u>£1,505,389</u>

Of the £1,505,389 recognised in 2021, £1,186,997 related to unrestricted funds and £318,392 to restricted funds.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

/contd...

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Bank interest	£10	£Nil	£10	£55
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All of the £55 recognised in 2021 related to unrestricted funds.

5. COST OF RAISING FUNDS		2022	2021
		£	£
Staff costs		3,346	2,410
Consultancy fees		28,055	27,419
Other fundraising costs		12,062	11,357
		<u> </u>	<u> </u>
		<u>£43,463</u>	<u>£41,186</u>

All of the £41,186 recognised in 2021 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2022 £	Total 2021 £
Cost directly allocated to activities				
Staff costs	1,028,076	-	1,028,076	932,809
Recruitment and training	11,317	-	11,317	6,899
Volunteer expenses	-	-	-	44
Staff travel and subsistence	7,157	-	7,157	4,143
Housing maintenance and utilities	35,795	-	35,795	45,967
Social activities	-	4,995	4,995	3,311
Welfare	-	-	-	576
Support costs allocated to activities				
Staff costs	107,192	157,868	265,060	225,877
Premises costs	97,187	55,818	153,005	152,653
Communications	22,560	4,297	26,857	37,685
Legal and professional	6,376	-	6,376	3,391
Consultancy	12,127	6,670	18,797	16,665
Licences and insurance	18,318	3,480	21,798	18,591
Depreciation	-	9,336	9,336	8,692
Bank charges	483	88	551	380
Governance costs (Note 7)	11,454	2,182	13,636	14,100
Other costs	-	8,013	8,013	11,772
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total 2022	<u>£1,358,022</u>	<u>£252,747</u>	<u>£1,610,769</u>	<u>£1,483,555</u>
Total 2021	<u>£1,249,198</u>	<u>£234,357</u>	<u>£1,483,555</u>	

Of the £1,483,555 recognised in 2021, £1,144,787 was charged to unrestricted funds and £338,768 was charged to restricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022
/contd...

7. GOVERNANCE COSTS	2022 £	2021 £
Staff costs	8,263	8,927
Auditor's remuneration	4,440	4,260
AGM, publications and subscriptions	933	913
	<u>£13,636</u>	<u>£14,100</u>
 8. NET INCOME/(EXPENDITURE)	 2022	 2021
Net income/(expenditure) is stated after charging:		
Audit fees – audit services	£3,700	£3,660
– non-audit services	£740	£600
Depreciation	£9,336	£8,692
Pension costs (defined contributions schemes)	£49,792	£45,024
Operating lease rentals	£39,799	£39,299
	<u>£139,367</u>	<u>£137,275</u>
 9. EMPLOYEES AND STAFF COSTS	 2022	 2021
	Number	Number
Number of employees		
The average monthly number of employees during the year was:	72	62
	<u>72</u>	<u>62</u>
	£	£
Staff Costs		
Wages and salaries	1,113,895	1,025,536
Social security costs	96,694	86,680
Agency staff	46,792	9,874
Pension costs	49,792	45,024
	<u>£1,307,173</u>	<u>£1,167,114</u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2021: £Nil) and no trustees (2021: none) received any reimbursement of expenses (2021: £Nil).

Total employee benefits received by key management amounted to £55,085 (2021: £59,484). Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (contd...)

11. TANGIBLE FIXED ASSETS					Fixtures, fittings and equipment
					£
Cost					
At 1 April 2021					60,712
Additions					3,706
Disposals					-
					<u>64,418</u>
At 31 March 2022					64,418
Depreciation					
At 1 April 2021					49,547
Charge for the year					9,336
Eliminated in disposals					-
					<u>58,883</u>
At 31 March 2022					58,883
Net book value					
At 31 March 2022					<u>£5,535</u>
At 31 March 2021					<u>£11,165</u>
12. DEBTORS				2022	2021
				£	£
Trade debtors				145,030	57,240
Other debtors and prepayments				22,735	18,104
				<u>£167,765</u>	<u>£75,344</u>
13. CREDITORS: Amounts falling due within one year				2022	2021
				£	£
Social security and other taxes				26,541	32,191
Other creditors and accruals				110,784	156,238
				<u>£137,325</u>	<u>£188,429</u>
14. MOVEMENT IN FUNDS	Balance at			Transfers	Balance at
	1 April			between	31 March
	2021	Income	Expenditure	funds	2022
	£	£	£	£	£
Restricted funds					
Network Hope Project	-	133,935	133,935	-	-
CJRS Grant	-	6,384	6,384	-	-
Activities	-	101,013	101,013	-	-
	<u>-</u>	<u>241,332</u>	<u>241,332</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	216,608	1,386,188	1,412,900	-	189,896
	<u>216,608</u>	<u>1,386,188</u>	<u>1,412,900</u>	<u>-</u>	<u>189,896</u>
Total funds	<u>£216,608</u>	<u>£1,627,520</u>	<u>£1,654,232</u>	<u>-</u>	<u>£189,896</u>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

/contd...

14. MOVEMENT IN FUNDS /contd...

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at 1 April 2020	Income	Expenditure	Transfers between funds	Balance at 31 March 2021
	£	£	£	£	£
Restricted funds					
Next Steps	-	22,527	(22,527)	-	-
Network Hope Project	-	111,735	(111,735)	-	-
CJRS Grant	-	60,521	(60,521)	-	-
Activities	-	143,985	(143,985)	-	-
	<u>-</u>	<u>338,768</u>	<u>338,768</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	208,149	1,194,432	1,185,973	-	216,608
	<u>208,149</u>	<u>1,194,432</u>	<u>1,185,973</u>	<u>-</u>	<u>216,608</u>
Total funds	<u>£208,149</u>	<u>£1,533,200</u>	<u>£1,524,741</u>	<u>-</u>	<u>216,608</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	5,535	-	5,535
Current assets	321,686	-	321,686
Current liabilities	(137,325)	-	(137,325)
As at 31 March 2022	<u>£189,896</u>	<u>£Nil</u>	<u>£189,896</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022
/contd...

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS/contd...

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	11,165	-	11,165
Current assets	393,872	-	393,872
Current liabilities	(188,429)	-	(188,429)
As at 31 March 2021	<u>£216,608</u>	<u>£-</u>	<u>£216,608</u>

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2022 £	2021 £
Within one year	31,478	39,299
Between one and five years	1,759	33,237
	<u>£33,237</u>	<u>£72,536</u>

17. GENERAL INFORMATION

Equal People mencap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2022 but not yet received and recognised as income due to the recognition criteria not being met amounts to ENil.

EQUAL PEOPLE MENCAP

England & Wales - Charity number 298609

Accounts



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

EQUAL PEOPLE MENCAP
STATEMENT OF RECOMMENDED PRACTICE 2020-2021

Contents

1. Reference and administrative details of the Charity, its Trustees and Advisors
2. Structure, Governance and Management
3. Objectives and Activities & Achievements and Performance
4. Financial Review
5. Plans for Future Period

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Council of Management for the year ended 31 March 2021

1. REFERENCE and ADMINISTRATIVE DETAILS OF EQUAL PEOPLE mencap, OUR TRUSTEES & ADVISORS

1.1 CHARITY Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address: 73 St Charles Square, London W10 6EJ

1.2 COUNCIL OF MANAGEMENT MEMBERSHIP

Ms Melinda Gilbert Chair*

Mrs Emma Colverd Treasurer*

Ms Beverley Ebanks*

Mrs Diana Martin*

Mr Nooran Solhekol

Mr Robert Ebanks

Ms Tracey Miles

Mr Luke Skiff

* = Trustee

1.3 Senior Management Team

Nicholas Walsh Chief Executive

Araceli Rodriguez Floating Support/CQC Registered Manager

Sonia Timlett Network Hope Project and Centre Manager

1.4 Bankers

Barclays

Belgravia & Knightsbridge

Business Centre

PO Box 4578

London SW3 1 XD

1.5 Auditors

Myrus Smith Chartered Accountants

Norman House

8 Burnell Road

Sutton

Surrey SM1 4BW

1.6 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act).

1.7 Recruitment and Appointment of Management Committee

The directors of the Company under the Company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the

EQUAL PEOPLE MENCAP
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Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

The Charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals, (or those with related skills), are recruited to and present on the Council of Management, at March 31st, 2021, four people with learning disabilities and three relatives of an individual with learning disabilities were Council of Management members. One Trustee has extensive managerial and leadership knowledge, experience and skills. One has volunteer organisation experience, knowledge and skills and one has extensive experience in the media sector.

Equal People mencap have a minimum of six Council of Management meetings a year in addition to the Annual General Meeting. These meetings are attended by:

- All Trustees (Council of Management members not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Floating Support/ CQC Registered Manager
- The Network Hope/ Centre Manager
- Finance Manager

In addition, Equal People mencap seeks to host at least two events a year which are open to members, carers, staff and professionals and combine social, discussion, wellbeing activities, awareness raising and information sharing functions (e.g., Barbecues, Amici Dance sessions, meditation)

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Chief Executive and Finance Manager.

1.8 The Recruitment & Induction of Trustees.

In line with (i) RS1 – Trustee Recruitment, and Induction (ii) CC3 The Essential Trustee: What You Need to Know and (iii) The Charity Governance Code for larger charities and (iv) The Good Trustee Easy Read Guides (NCVO) Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carer issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills in housing, social care issues and monitoring.
- Have good experience of running volunteer schemes.
- Have good experience of media and multi-media
- Have good understanding and commitment to Equal People mencap's aims and ethos.

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REPORT OF THE COUNCIL OF MANAGEMENT
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- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs. We are taking steps to address this as part of our Business Continuity Plan and by reference to documents RS1, CC3 from the Charities Commission and the Charity Governance Code for larger charities (NCVO).

Following a recruitment drive – advertising through NCVO, and locally through The Kensington & Chelsea Social Council, one further individual joined as a Trustee. The DBS of a further applicant was unsatisfactory, and one does not wish to join whilst meetings are online.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures, including attending Adult Safeguarding and Child Protection training.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of eight, three of whom are Trustees responsible for decisions made. They meet every two months and are responsible for the strategic direction and policy of the charity. At present the Council of Management has a variety of backgrounds relevant to the work of the charity.

2.1 Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment for senior staff
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

The Trustees will work, in line with The Charity Commission's guidance, to ensure the charity works to the public benefits through providing services that offer to our beneficiaries, families, carers and the public:

- Information, advice guidance and appropriate signposting
- Appropriate, professional, well-trained and properly monitored support
- A regular, safe, welcoming space: challenging isolation
- Services that encourage increased independence and awareness of safety, security and healthy living choices and opportunities.
- Services that offer opportunities for individuals to improve their physical, emotional and mental well-being
- Physical and sports activities
- Support and social groups

Decisions & actions delegated to the Chief Executive, Network Hope/centre Manager and Floating Support/CQC Registered Manager and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
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- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, Supervision and Appraisal

Recruitment of senior management, roles and salaries are reviewed and benchmarked in line with National mencap, North West London mencap equivalents and other local charities.

2.2 Relationship between Equal People mencap and related parties, other charities and Stakeholders.

Equal People mencap has signed a 'partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular in Westminster, Hammersmith and Fulham and Brent. Equal People mencap complies with Mencap Local Group quality, policy and procedure requirements and senior staff regularly attend and contribute to local, regional and national Mencap meetings. Equal People mencap accesses National Mencap support in developing policies and procedures, training, DBS checks and campaigning. Equal People mencap is part of the North West London Mencap Consortium, a group of seven local Mencap charities who have come together with a view to potentially share core services, make joint bids and run joint services.

Our major Stakeholder is the Bi- Borough (K&C and Westminster Social Services). We also have an increasing number of individuals, including children who, through their families (or Care Managers) are buying our support services directly. The COVID-19 pandemic meant that some direct support was suspended for periods of the year, however support continued for all those living independently, and support was often adapted to serve families as a whole, e.g., by doing food shops or medication collections. Online and telephone support was provided, and our Network Hope and activities service set up a full weekly programme of online activities and groups offered via Zoom, YouTube and WhatsApp. Between April 2020 and March 2021, the number of hours of Individual Budget funded support was 54,506 compared to 54,810 in the previous year.

Quarterly monitoring reports are completed for the Bi Borough Social Services in relation to funds provided for core, resource centre drop-in and activities, the Harrington Club and the transport for this club. The Chief Executive and Operational Management team work closely with Social Care representatives throughout the year promoting and developing services.

We received the second year of funding from the National Lottery for our Network Hope Project. This provided wellbeing support and activities to vulnerable individuals in North Kensington. This is a three-year Project with funding totalling £355,197. Six-monthly reports are submitted to the National Lottery.

Equal People mencap are registered to provide personal Care with the Care Quality Commission. The last inspection report was published in January 2019. The CQC awarded Equal People mencap a 'Good' overall rating and 'Good in all 5 areas assessed:

- Safe,
- Effective
- Caring
- Responsive
- Well led

Equal People mencap staff also work closely with:

- Parents & Carers
- RBKC LD, Transition & Children's Care Managers
- Westminster LD & Transition & Children's Care Managers
- Hammersmith & Fulham Transition & Children's Care Managers

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- Bi Borough Commissioning Managers
- Bi Borough Transition Care Managers
- Bi Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- National Mencap
- The North West London Consortium
- Hammersmith & Fulham mencap
- Look Ahead
- The Advocacy Project
- SASH
- Certitude
- Groundworks
- Balance
- Tri Borough LD Day Services
- Carers organisations in RBKC
- Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- RBKC Leisure Centres
- RBKC Volunteer Bureau

The Royal Borough of Kensington & Chelsea Borough have an agreement with The Borough of Westminster. This means that adult social care and learning disability services are commissioned and monitored by one team covering the two boroughs. Equal People Mencap will continue to work within this arrangement.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Genesis (Management Agreement)
- Catalyst Housing (Management Agreement)
- Octavia Housing (Management Agreement)

2.3 Risk Management

Risks:

A risk register and consequent contingency and action plan is reviewed by Trustees at all Trustee meetings.

- Financial through loss of service contracts, voids, fraud, insurance claims
 - H&S/Maintenance: Infection control, fire etc
 - Staff: maintaining, skills, experience, recruitment levels to match demand
 - Governance: COM membership & level of experience
- (a) Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers (within DBS guidelines) at two-year intervals.
- (b) Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in June 2020. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.
- (c) Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.

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- (d) Equal People mencap's Policy & Procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in June/July 2020. All staff inducted and trained in relation to these procedures.
- (e) Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in June/July 2020. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- (f) COVID-19. Equal People mencap: (i) Updated our Infection control policy and procedures in March, and October 2019 and March 2020 (ii) Introduced a COVID 19 risk assessment for our Centre, staff, members and community support, updated weekly. (iii) Developed a COVID 19 contingency and action plan – in March 2020 – updated monthly. (iv) Adapted our Resource Centre in line with Covid-19 hygiene and safety procedures as they were introduced throughout the year (v) Ensured all our staff and members had access to protective equipment, gel, accessible information on staying safe, testing opportunities and locations and vaccination opportunities. Our Centre was treated for COVID at least monthly and available for use as a welfare space for staff and a base for on-call managers during the lockdown periods.
- (g) Building security is maintained through a 24-hour contracted alarm & response system.
- (h) Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place. Quarterly on-site monitoring visits ensure all systems remain at optimum levels. EPM switched to a cloud-based storage system in March 2020. We have secured funding in order to purchase the Charitylog database and staff rota/app system, to enable all staff to access information, make records etc.
- (i) EPM Trustees, staff and members developing on Communication Strategy with plans to enhance our website, Instagram, YouTube and Facebook accounts in order to improve communication of our services and the activities, thoughts, feelings and wishes to the local and wider community.
- (j) Advisory Groups, activity and individual support session feedback, and monthly manager feedback surveys and our accessible complaints procedures ensure that consultation with tenants and users continued.
- (k) Service Standards and Desired Outcomes ,i.e. person-centred individual aims and wishes alongside over-arching outcomes such as improved physical, mental and emotional wellbeing, opportunities for social inter-action and meaningful participation, opportunities to contribute to and influence life in the local community, improved economic well-being, community participation and contribution and access to employment are monitored annually with the aim of ensuring Equal People mencap's ethos, values and mission statement are put into practice and constantly monitored.
 We have worked hard to challenge digital exclusion for the vulnerable people we support. The pandemic meant that contact, information and support was even more reliant upon internet access. Equal people have supported individuals to learn digital skills, access support and stay in contact. We have joined National Mencap's Let's Get Digital and NHS Charities DigitALL projects which will enable us to offer equipment, data and digital training to our members going forward.
- (l) The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2022 by RBKC/Bi Borough Social Services. Equal People mencap continue to develop our Personal Budget funded Activity which covers training in life-skills, employment skills, health & well-being. Additional funding was secured for September 2018-August 2020 from City Bridge Trust for our Next Step Activity Service (a weekly programme of activities including catering, football, golf, bocci a, gardening, dance and Zumba). Activities moved online from March 2020 and continued throughout the whole year to March 2021 with COVID related activity funding from the London Community Fund. The Westway Trust provided funding towards our gardening group.
- (m) Equal People mencap has maintained the number of individuals buying our support and now provides 1048 hours per week. Referrals to provide health related support, transition and complex needs support were maintained but adapted in line with individual need and the COVID-19 restrictions, particularly with children. The Chief Executive, Network Hope/Centre

EQUAL PEOPLE MENCAP
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Manager, Floating Support/CQC Registered Manager and Next Step Co-ordinator complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC/Bi Borough commissioners in relation to future needs, changes and issues.

- (n) Equal People mencap undertook an independent staff survey in December 2019. Feedback has led us to strengthening the Floating Support management team with two Senior Support Worker roles – internal staff were successful in applying for these roles.
- (o) Finance systems are in place, e.g., dual entry passwords, Council of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud.
- (p) Equal People mencap's lease was renewed in January 2019 for a period of 8 years (4-year break clause).
- (q) Team Meeting Day and Open COMs will be held again when COVID-19 restrictions allow to enable members and the staff team to look at feedback about our services from users and to plan together our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders. Meeting moved to online via Zoom throughout the year.
- (r) Equal People mencap fully abides by all Data Protection legislation and ensured our practice was in line with the General Data Protection Legislation (GDPR) from May 25th 2018. Policy updated June 2020

3. Equal People mencap's Objectives and Activities

3.1 PUBLIC BENEFITS

In line with RBKC and The Bi Borough Social Care Team, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers.

These are (i) Improved physical, mental and emotional wellbeing (ii) Improved social opportunities (challenging isolation and loneliness) (iii) Opportunities to access, participate in, contribute to and influence the local and wider community – including using digital equipment to stay connected to key, social and professional contacts, access information and participate. (iv) Economic Well-Being (v) Staying Safe. We aim to ensure all vulnerable individuals we support have the opportunity to access support and/or activities that improves their physical, emotional and mental wellbeing and that 'makes safeguarding personal', giving individuals the information and to stay safe and secure and/or report concerns.

Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

An easy read version of our ethos and values was created by our members, supported by staff and is on our website. It forms part of the induction, training and expected daily practice of all staff and volunteers.

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: we recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

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We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme of supported activities, social and wellbeing groups at Equal People mencap's Centre or out in the community through our Network Hope, Next Step and activity services, the daily Drop-In and/ or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our 'Making Food Work Project, Gardening and Baking Project'. - cooking and baking sessions moved online and gardening returned to the Centre (outside) from July 2020 during non-lockdown periods.
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution they can make to the community.

We provide:

- a person-centred ethos, philosophy, atmosphere and practice
- friendly, welcoming and well-trained staff and volunteers
- a CQC registered personal care, supported living community support and floating support service
- paid employment opportunities
- an accessible, safe and welcoming environment at our Resource Centre. The Resource Centre has been adapted to be a safe space following the COVID-19 pandemic with regular cleaning, social distancing, PPE, hand sanitising, and temperature checks. All staff have the required PPE and risk assessments are in place and updated at least weekly.
- a variety of supported activities promoting physical and mental well-being including online groups, activities, accessible information and services.
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life – including digitally
- support with personal care and domiciliary tasks
- supported activities/trips for carers

3.2 HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

3.2.1 Achievements & Performance

Our member survey from April 2020 asked:

- Do staff listen to you –98% said yes
- Do you know how to complain? 95% said yes
- Do you feel safe 85% said yes – Of the 15% said no, 12% cited fears about COVID-19
- Have the activities helped you feel happier –100% said yes
- Have the activities helped you feel healthier –95% said yes
- Do staff treat you with dignity and respect? 100% said yes.

- The total number of beneficiaries (members/carers) now using or consulting our service is 350 and Equal People mencap is providing support to people from 30 different countries speaking 25 different languages.
- Floating Support includes a 24-hour emergency on-call service staffed by the Floating Support Management Team and CEO. This ensures all service users and staff have both telephone and, where necessary, in-person support 24 hours a day.

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3.2.2 Quotes from members/carers April 2020 – Mar 2021

Online Sport:

"Good exercise"

"I like the stretches."

"Thumbs up."

Yoga:

"Thank you. We've just shown this to Mr S, and he enjoyed it very much and took part in the sessions."

"I just want to let you know how much K appreciates your weekly yoga and massage on You Tube. She follows every move with rapt attention and is clearly delighted to see a familiar face. Keep up the good work."

Music:

"He thought the music quiz on weds was great fun. I set it up for him on his desktop computer so he can see the big screen and everyone's faces. It is such a wonderful idea for the centre to implement these sessions whilst everyone has to be at home. It stops everyone feeling bored or cut off."

"We had a new member today. We all welcomed them. Everyone went round and introduced themselves. He got very involved in the quiz. He danced along and answered lots of questions."

Zumba:

J did the Zumba last week which he really enjoyed. He said it was amazing. JG has a lot of energy and needs to be active. If he is not this affects his mental health."

K enjoyed it. He was grumpy before, now he's not."

Crafts/ pottery/Knitting:

"Thank you so much I enjoyed the session a lot. It really was an eye-opener to a different sort of creativity which I didn't know I could do."

"I liked the experience and would love to attend a yoga class next."

"Thank you for this. It helped me to relax. I am looking forward to the next group."

"I felt so nice during the session today. I was a bit worried in the morning. You are all so good. Thank you for being with me and sharing my passion for clay."

Bingo:

"S is doing very well as mum is helping her identify numbers."

Social.

"T enjoys the social group online – seeing his friends from EPM. Doing the group helped to prevent isolation during the lockdown. Face to face interaction through zoom has helped T to bond and communicate with others. This group has also supported T to share how he feels during the lockdown and to listen to others as they were sharing how they felt about COVID-19."

"This is just what I needed. So good to meet up and talk to people face to face. I haven't been able to do this and it just feels so good."

"It's been amazing working with Equal People and getting to know you and everyone here. It is such a special place and obviously well loved by the people who meet here."

"Honestly, this was wonderful. So, so moving."

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Cooking/Baking:

"I enjoy cooking. It's so good to be able to do things under these current circumstances."

"I look forward to our weekly session. I have been isolating for 6 months and this is the only way of socialising and learning new things. Thank you EPm for all you do."

"Good to learn something new that you can do at home to keep you busy."

"Good fun. We are all here to make our lives as normal as possible."

"It was very interesting. I learned a few new things."

3.3. Service Specific Aims and Objectives

3.3.1 Resource Centre & Drop In Next Step Activities Service: Aims & Objectives

Our Resource Centre will be open as a Drop-in service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to vulnerable adults and children, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities. During COVID-19 the Centre provides a welfare space for staff, a base for on-call managers and emergency space for members who have to go out into the community.

This was jointly funded by RBKC Social Care, City Bridge Trust, Kensington & Chelsea Foundation, London Community Fund and The Westway Trust as well as individual donations.

- Users will be able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised will be shared with the Council of Management
- We will advertise our activities, training and courses well in advance and in an accessible way (e.g., easy read/pictorial).
- We will provide Activities that are User led.
- We will provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year. These will be bought by individuals through their personal budgets.
- We will provide at least one 'out of hours' community activity each week.
- We will provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify and report concerns or abuse themselves.
- We will seek to make our activities accessible to **all** service users. Where we cannot provide the support, we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We will provide a variety of up to date and well-maintained equipment to support the activities.
- We will offer and support a variety of activities in the local and wider community.
- We will actively seek out partnership working opportunities with other organisations and bodies.
- Activities will offer users the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment.
- Records will be kept of each user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's 23 dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

3.3.2. Achievements & Performance

Many of the activities moved online and were opened to all, including the Network Hope membership, meaning combined groups and a membership that grew significantly over the course of the year.

The IT Group. Moved online. Our IT café proved popular enabling users to develop their computer skills and research and access information about community events, interests and campaign plus learning how to do emails and access social networks such as Facebook, Instagram and WhatsApp safely.

The Harrington Club – suspended during COVID – 19. However, contact maintained with members and expanded to their families via online groups and telephone contact. Game and gift parcels sent to all.

The Music Group – a weekly themed music quiz with lots of records from the 50s to the present. Moved online. Very popular

The Zumba group. – Online Keeping fit and having fun together to a Latin beat.

Relaxation & Massage – Online Run by a trained tutor: a weekly session of accessible relaxation and massage exercises.

Yoga – Online – 3 sessions a week group enabling and teaching relaxation techniques for members, staff and the public.

The Music Group – Earls Court

Suspended during COVID – members joined the online music group

Pre-Amici Dance Therapy Group – moved online

In partnership with Amici A Friday evening dance class for those with more complex needs enabling everyone to participate, take the lead and/or join in.

The Making Food Work & Baking Groups – moved online enabled 25+ individuals to learn and work on all aspects of catering from growing food and, preparing, cooking and serving a variety of healthy meals and cakes

Gardening Group – ran from July 20 to Nov 20

Supported by an experienced gardening tutor, members were able to grow herbs and vegetables for the Making Food Work Project in our planters at Equal People and in two allotments. Members built teamwork skills, health and safety and took great pride in successfully growing all the plants.

Football – suspended during COVID-19

Supported by a coach from Chelsea Football Club and based at the Harrow Club.

Cricket – Open air sessions July to Sept 20

Based at a local park – adapted indoor cricket sessions (average 8 members)

Boxing/Cardio Sessions - online with a qualified tutor

Social and Bingo Sessions – online weekly

Wellbeing & mindfulness sessions – online weekly. Including breast cancer workshops

Arts & Craft sessions online – variety of crafts e.g., sewing, pottery, - equipment sent to all participants

Dance sessions – variety of dance styles – e.g. Egyptian belly-dancing with tutors

EQUAL PEOPLE MENCAP
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FOR THE YEAR ENDED 31 MARCH 2021

3.4. Network Hope Project

3.4.1 Aims and Objectives

A three-year Project starting in April 2019 set up to support vulnerable individuals in North Kensington.

The Project has three over-arching outcome targets:

- People with a learning disability report feeling less socially isolated and have processed the impact of the Grenfell Tower disaster resulting in improved health and well-being.
- Families and carers have learned to cope better with feelings about the Grenfell Tower disaster and have established new neighbourhood networks and partnerships that enable communities to support each other.
- Volunteer champions have gained new skills, knowledge and understanding resulting in improved confidence self-esteem and motivation.

The Network Hope Project is funded by the National Lottery.

The Network Hope Project, staffed by a manager, two part time activities staff, session tutors and volunteers provides a variety of in-person and online activities and support sessions promoting an individual's physical, mental and emotional well-being. The Project supports workshops and networking sessions supporting vulnerable individuals and all those affected by the Grenfell Tower disaster.

- Members will be able to influence and be involved in the running and development of activities, training and courses through individual feedback.
- Ideas, decisions and complaints raised will be shared with the Council Of Management.
- We will advertise our activities, training and courses well in advance and in an accessible way (e.g., easy read/ pictorial).
- We will provide activities and training that is member led.
- We will provide a full week programme of activities, including online social and activity groups, training and courses at least 40 weeks a year.
- We will provide at least one 'out of hours' community activity each week.
- We will provide accessible information that 'makes Safeguarding Personal' giving people the information they need to identify, and report concerns or abuse themselves.
- We will seek to make our activities accessible to **all** service users. Where we cannot provide the support, we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We will provide a variety of up to date and well-maintained equipment to support the activities.
- We will offer and support a variety of activities in the local and wider community.
- We will actively seek out partnership working opportunities with other organisations and bodies.
- Activities will offer members the chance to participate, enjoy or learn as they wish. Some activities will focus on encouraging and enabling members to move towards employment.
- Records will be kept of each member's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

3.4.2 Achievements and Performance

Over the course of the first year of the Project we have built up network connections for ourselves as an organisation and for our members, run a variety of well-being activities, facilitated or attended regular workshops and organised trips to lots of events and nights out. The activities have been accessed by 50+ individuals plus their families and carers and 13 new volunteers have joined our service.

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Activities and workshops moved online and were often combined with our activities groups and membership as going online allowed for a larger membership:

Health Activities and Events:

- Breast/Cervical Cancer Awareness Day – online workshop
- SASH (Relationship and Safe Sex) online workshops looking at relationships, boundaries and the impact of COVID-19

Emotional Wellbeing/ Grenfell

- Mental Health Awareness workshops - online
- Grenfell Community Meetings x5 - online
- Weekly wellbeing groups: singing, soap-making, sewing, meditation, managing the mind

Physical Wellbeing:

- Boxing sessions (community & online)
- Yoga (Community & online)
- Zumba
- Boxing/Cardio exercise
- Sport For Confidence run by Deb Bullen OT – weekly keep-fit

Social Connection

- Weekly social group
- Telephone buddies scheme
- Weekly Bingo

Events/Trips

- Online opera developed by members and Opera Holland Park
- Online Christmas Party attended by 41 families.
- Gate Theatre – performance of 'Letters'

3.5 Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities, autism and complex needs within RBKC, Westminster and Hammersmith & Fulham or wherever they live, up to the limits of Self-Directed Support (i.e., Direct Payment & Personal Budget contracts).

- Equal People mencap's Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader.

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual tenant. We aim to encourage choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user.

The Floating Support Service supports 80+ adults and children through Personal Budgets who are living independently in the community but require between 1hr per week and 24-hours per day housing related or community support to maintain their tenancy, participate in community life, stay

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

safe and secure and develop and act on their individual person-centred plans. Included in the support for all is access to a 24-hour emergency on-call Manager (One of the Floating Support Management team or the CEO). The on-call manager will provide information and support, deal with maintenance issues, medical emergencies, staffing issues and liaise with other professionals, Care Managers, police, paramedics, maintenance teams etc and will ensure on-site staff or manager support is provided if required.

The Floating Support/CQC Registered Manager meets with The Disability Social Work Team Leader to discuss, tenant issues, voids and new referrals.

The Floating Support Service is funded by individuals purchasing their support, often using personal budgets that are based on social care assessments. BBC Children in Need have funded part of the Floating Support service for 3 years from June 2019. This will cover 10 hrs of the Team Leader and 32 hours of support work each week in order to provide community group activities for children with complex needs.

3.5. 1 A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Children and young service users: Equal People mencap staff will support them to access and participate in the community, individually and in groups, to attend school or college and to manage their daily routines in partnership with their parents and carers.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.
- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will undertake and update regular training: e.g., safeguarding, positive behavioural support, risk assessments, health and safety, first aid, epilepsy, medication administration, the Mental Capacity act.
- Staff will keep records in partnership with service users. The records will be
 - : up to date
 - : confidential within the Service
 - : monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives, thus:
 - Service users will be supported and encouraged to participate in and influence their local community.

EQUAL PEOPLE MENCAP
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- Service users will be fully consulted about where they want to live and who they want to live with
- Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
- Service users will be supported to make their space their own.
- Maintenance: Staff, with Service users will:

- : complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
- : undertake fortnightly health & safety checks /42/121e)
- : undertake monthly health & safety checks (FS 1 bed)
- : ensure fire risk assessments are in place and up to date, fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
- : complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
- : report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines. Monitor our response quarterly.

3.5.2 Achievements & Performance:

- Rent Arrears as at 31/03/2019 are £0

- Housing Void levels:

- NHHT Nth Ken (12 units) 0%
- Stoneleigh St (3 units) 0%
- Church House: (2 units) 0%

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from January 2019 gave very positive feedback. The inspector talked with individuals supported and staff and looked at individual's files etc. Equal People mencap were again rated as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

Floating Support staff received, completed extensive training in risk assessments, safeguarding adults, safeguarding children, person-centred planning, the mental capacity act, epilepsy, manual handling, working with children and health and safety.

4. Financial Review

Against the backdrop of limited resources and insecurities over funding along with a review of bad debts, it has been necessary to continue to invest funds in growing the Floating Support service alongside the expanded Activities services. Equal People mencap generated a small surplus of £5,418 this year.

Our fundraising consultants, Competitive Solutions raised £246,588 to cover services during this year and beyond at a cost of £26,640. For every £1 raised, £0.10p went towards cost of raising funds.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

4.1. Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services.

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities. RBKC/Bi Borough Social care have awarded Equal People mencap £80,000 for 2019-20, £70,000 for 2020-21 and £50,000 for 2021-22 towards the activities, Drop-In and Harrington Club.

Equal People mencap continues to seek a wider range of funding to support future activity at our Resource Centre. Equal People mencap were successful with a bid to the National Lottery for £355,000 for our Network Hope Project starting 1st April 2019 and BBC Children In Need for £118,975 over 3 years.

Fundraising Expenditure

Equal People mencap have spent £26,640 in 2020-2021. In 2021-2022 we have allocated £30,000 as a percentage of the Finance Manager, Centre and Activities Manager & CEO roles assigned to the fundraising task.

4.2 Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

4.3 Reserves policy

The General Fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. Budgeted expenditure for 2021-2022 is £1,686,416 and so the target for the general reserve is £421,604. At present reserves are at £216,008

4.4 Asset cover for funds

Notes 14 and 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

5. Plans for Future Period

The COVID-19 pandemic meant service delivery across all of our services needed and continue to need to change and adapt from March 2020. Equal People mencap:

- Act upon our regularly updated COVID-19 risk assessment, contingency action plan and Infection Control policy.
- Ensure all members, staff and volunteers are safe and we have sufficient PPE, cleaning and social distancing regimes in place.
- Signposting and support for testing, treatment etc is available to all staff, volunteers, members and carers. Ensure staff have all the information and access to vaccinations required and that EPm abides by legislation and CQC requirements re vaccination status when supporting individuals in Care Homes.
- An activity and social group service is set up online using a variety of platforms (e.g., Zoom, WhatsApp and You Tube) and community activities are continued when possible (in a safe and controlled manner).
- Floating Support services continue for all members who require this. Further services e.g. shopping etc are offered to families and carers.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

- EPm will liaise with statutory and trust funders to ensure our funding levels are maintained at a healthy level. Additional funding will be sought to cover additional expense and lost income.
- EPM will work with our HR contracted partner (WorkNest) to ensure we provide appropriate support and guidance to all our staff.

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities and the drop-in service.

We will ensure our Activities and training programmes funded by City Bridge, The Bi-Borough and the Westway Trust are maintained as part of the programme of life-skills and well-being training. Monitoring, reviews and surveys will be used to encourage continued and/or alternative funding beyond contract end.

We will seek funding further under the loneliness and isolation theme from The Kensington & Chelsea Foundation to run our daily drop-in, advice and support services.

Our Network Hope Project will seek to connect to and build up local network links working together to support vulnerable individuals in North Kensington, including those affected by the Grenfell Fire Disaster. We aim to build up a team of volunteer led support groups alongside community activities running in a variety of North Kensington locations. This in turn will introduce more people to Equal People mencap's other services.

Equal People mencap will review our core services and have invested in updates to our IT (cloud) and database systems. We have secured Trust funding to purchase the Charitylog database system that will include a rota and staff app system.

In 2020-2021 RBKC, Westminster & Hammersmith & Fulham Care Managers continued to ask Equal People mencap to provide support for adults and children with more complex needs, health needs, mental health issues and autism. We will seek to increase our volume of work, experience and training in this field throughout 2021-22 and will expand our staff team to meet the demand, ensuring appropriate training. All staff will participate in updated safeguarding adults, child protection and MCA/DOLS training.

Equal People mencap have secured three years funding from Children in Need to further develop or support for disabled children, including participating together in community sporting activities and events. We are working with local agencies to provide further accessible, sensory and specialist equipment to support work with children and adults with complex needs.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with children's, transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised.

Equal People mencap aims to encourage more people with complex needs to use the Centre and/or access activities within the community with support and to continue to run community support directly through personal budgets.

The Floating Support service aims to continue developing the individualised person-centred support seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Hourly rates will be competitive whilst adequately covering all associated core costs. All staff will be paid at least the London Living wage.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2021

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and carers and our Trustees.

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure we have appropriate representation and support, and we will monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

In Partnership with the six others local Mencap's. (Ealing Mencap, Hammersmith & Fulham Mencap, Harrow Mencap, Brent Mencap, Barnet Mencap, Richmond Mencap) & National Mencap in the North West London Consortium, we will explore joint core service provision such as utilities. Equal People mencap will also support our members to be Experts By Experience offering review services to other organisations, e.g., CCGs.

5.1 General Plans

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes and improved physical, mental and emotional wellbeing. We will record information accurately and appropriately and make this available to Funders, service users and carers. Full staff meetings will focus on organisational development, safeguarding, positive behavioural support strategies, and dignity in care, which builds teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring. All support sessions will be recorded and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People Mencap policies and procedures, (Putting Philosophy into Practice, Housing Management & Health & Safety), will be updated annually and shared with staff and Trustees for review.

Equal People mencap's contract of support sets out;


- The standard and type of service everyone can expect
- The rules for using the Resource Centre and Equal People mencap Services (updated by members)
- A code of Conduct

Equal People's website will be regularly updated with news of current events and services available. This will aid both referrals and fundraising opportunities.

Equal People mencap will actively explore partnership working with National Mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

Partnership working with the Advocacy Project, RBKC Social Services, Westminster Social Services, Healthwatch K&C, The Westway Trust, Competitive Solutions, WorkNest, Notting Hill Genesis, Octavia Housing, Catalyst Housing, Open Age National mencap and the North West London Mencap Consortium will continue.

Auditors Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

Ms Melinda Gilbert
Chairman 

DATE 22.03.22

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2021

Opinion

We have audited the financial statements of Equal People Mencap (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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 2020, 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2021

/..Cont'd

Other information /...Cont'd

required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

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 directors' 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 directors' report and from the requirement to prepare a strategic report.

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.

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

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2021

/..Cont'd

Auditor's responsibilities for the audit of the financial statements /...Cont'd

or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

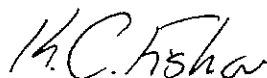
- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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.



Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditor
Norman House
8 Burnell Road
Sutton, Surrey SM1 4BW

29 March 2022

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Donations and grants	2	7,380	20,376	27,756	4,108
Charitable activities	3	1,186,997	318,392	1,505,389	1,486,867
Investments	4	55	-	55	48
Total		<u>1,194,432</u>	<u>338,768</u>	<u>1,533,200</u>	<u>1,491,023</u>
Expenditure on:					
Raising funds	5	41,186	-	41,186	45,816
Charitable activities	6	1,144,787	338,768	1,483,555	1,443,301
Total		<u>1,185,973</u>	<u>338,768</u>	<u>1,524,741</u>	<u>1,489,117</u>
Net income/(expenditure)	8	8,459	-	8,459	1,906
Transfers between funds		-	-	-	-
Net movement in funds		8,459	-	8,459	1,906
Reconciliation of funds:					
Total funds brought forward		208,149	-	208,149	206,243
Total funds carried forward		<u>£216,608</u>	<u>£-</u>	<u>£216,608</u>	<u>£208,149</u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		11,165		10,665
CURRENT ASSETS					
Debtors	12	75,344		257,315	
Cash at bank and in hand		318,528		124,481	
			<u>393,872</u>		<u>381,796</u>
CREDITORS: Amounts falling due within one year	13	188,429		184,312	
NET CURRENT ASSETS			<u>205,443</u>		<u>197,484</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15		<u>£216,608</u>		<u>£208,149</u>
INCOME FUNDS					
Restricted funds	14		-		-
Unrestricted funds	14		216,608		208,149
TOTAL FUNDS			<u>£216,608</u>		<u>£208,149</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on *22 March 2022*

Ms. M. Gilbert
Chair

Melinda Gilbert

Ms. E. Colverd
Treasurer

E Colverd

The notes form part of these financial statements

EQUAL PEOPLE MENCAP
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	8,459	1,906
Adjustments for:		
Depreciation charges	8,692	7,974
(Increase)/decrease in debtors	181,971	5,520
Increase/(decrease) in creditors	4,117	94,295
<i>Net cash provided by/(used in) operating activities</i>	<u>203,239</u>	<u>109,695</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(9,192)	(15,109)
<i>Net cash provided by/(used in) Investing activities</i>	<u>(9,192)</u>	<u>(15,109)</u>
Change in cash and cash equivalents in the year	194,047	94,586
Cash and cash equivalents brought forward	124,481	29,895
Cash and cash equivalents carried forward	<u>£318,528</u>	<u>£124,481</u>
Analysis of cash and cash equivalents	2021	2020
Cash at bank and in hand	<u>£318,528</u>	<u>£124,481</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis and is included under Income for Charitable Activities (Note 3)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
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EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021
/contd...

1. ACCOUNTING POLICIES /contd...

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

Financial Instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

2. DONATIONS AND GRANTS	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations	7,380	-	7,380	4,108
Grants				
Westway Trust	-	2,500	2,500	-
National mencap	-	6,876	6,876	-
Reso Foundation	-	11,000	11,000	-
	<u>£7,380</u>	<u>£20,376</u>	<u>£27,756</u>	<u>£4,108</u>

All of the £4,108 recognised in 2020 related to unrestricted funds

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Grants and contacts				
Royal Borough of Kensington and Chelsea	10,200	20,883	31,083	80,000
The City Bridge Trust	-	22,527	22,527	47,790
Kensington and Chelsea Foundation	-	18,500	18,500	10,000
Children in Need	-	42,533	42,533	29,514
Big Lottery Fund	-	111,735	111,735	127,532
NHS Community Fund	-	-	-	3,700
National Lottery Awards for All	-	16,851	16,851	9,948
The London Community Response Fund	-	24,842	24,842	-
HMRC CJRS Grant	-	60,521	60,521	-
Julia and Hans Housing Trust	28,100	-	28,100	-
Housing and care charges				
Housing rents	158,102	-	158,102	148,642
Care and support fees	986,742	-	986,742	1,016,594
Other charitable activities				
Social activities	3,853	-	3,853	13,147
	<u>£1,186,997</u>	<u>£318,392</u>	<u>£1,505,389</u>	<u>£1,486,867</u>

Of the £1,486,867 recognised in 2020, £1,258,383 related to unrestricted funds and £228,484 to restricted funds.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

/contd...

4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Bank interest	£55	£-	£55	£48
All of the £48 recognised in 2020 related to unrestricted funds.				
5. COST OF RAISING FUNDS			2021 £	2020 £
Staff costs			2,410	4,068
Consultancy fees			27,419	27,210
Other fundraising costs			11,357	14,538
			<u>£41,186</u>	<u>£45,779</u>

All of the £45,779 recognised in 2020 was charged to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES	Residential and Care £	Social Activities £	Total 2021 £	Total 2020 £
Cost directly allocated to activities				
Staff costs	932,809	-	932,809	878,410
Recruitment and training	6,899	-	6,899	5,976
Volunteer expenses	-	44	44	2,186
Staff travel and subsistence	4,143	-	4,143	9,218
Housing maintenance and utilities	45,967	-	45,967	26,830
Social activities	-	3,311	3,311	19,580
Welfare	576	-	576	646
Support costs allocated to activities				
Staff costs	95,987	128,890	225,877	242,401
Premises costs	93,137	59,516	152,653	152,270
Communications	31,655	6,030	37,685	43,438
Legal and professional	3,391	-	3,391	6,157
Consultancy	6,852	9,813	16,665	7,573
Licences and insurance	15,619	2,972	18,591	16,430
Depreciation	-	8,692	8,692	7,974
Bank charges	319	61	380	441
Governance costs (Note 7)	11,844	2,256	14,100	15,893
Other costs	-	11,772	11,772	7,878
Total 2021	<u>1,249,198</u>	<u>234,357</u>	<u>£1,483,555</u>	<u>£1,443,301</u>
Total 2020	<u>£1,125,694</u>	<u>£317,607</u>		<u>£1,157,495</u>

Of the £1,443,301 recognised in 2020, £ was charged to restricted funds.

was charged to unrestricted funds and £

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021
/contd...

7. GOVERNANCE COSTS	2021 £	2020 £
Staff costs	8,927	5,812
Auditor's remuneration	4,260	4,260
AGM, publications and subscriptions	913	5,821
	<u>£14,100</u>	<u>£15,893</u>
8. NET INCOME/(EXPENDITURE)	2021	2020
Net income/(expenditure) is stated after charging:		
Audit fees – audit services	£3,660	£3,660
– non-audit services	£600	£600
Depreciation	£8,692	£7,974
Pension costs (defined contributions schemes)	£45,024	£41,752
Operating lease rentals	£39,299	£39,299
	<u>£138,275</u>	<u>£135,285</u>
9. EMPLOYEES AND STAFF COSTS	2021 Number	2020 Number
Number of employees		
The average monthly number of employees during the year was:	<u>62</u>	<u>57.6</u>
	£	£
Staff Costs		
Wages and salaries	1,025,536	999,558
Social security costs	86,680	80,893
Agency staff	9,874	10,848
Pension costs	45,024	41,752
	<u>£1,167,114</u>	<u>£1,133,051</u>

There were no employees whose employee benefits (excluding employer pension costs) were £60,000 or more.

No remuneration was paid to trustees (2020: £Nil) and no trustees (2020: none) received any reimbursement of expenses (2020: £Nil).

Total employee benefits received by key management amounted to £59,484 (2020: £59,308). Under FRS102, employee benefits include gross salary, employer's national insurance and employer pension costs.

10. TAXATION

As the company is a registered charity it is not subject to Corporation Tax.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021 /contd...

11. TANGIBLE FIXED ASSETS					Fixtures, fittings and equipment
					£
Cost					
At 1 April 2020					51,520
Additions					9,192
Disposals					-
					<u>60,712</u>
At 31 March 2021					
Depreciation					
At 1 April 2020					40,855
Charge for the year					8,692
Eliminated in disposals					-
					<u>49,547</u>
At 31 March 2021					
Net book value					
At 31 March 2021					<u>11,165</u>
At 31 March 2020					<u>£10,665</u>
12. DEBTORS				2021	2020
				£	£
Trade debtors				57,240	149,560
Other debtors and prepayments				18,104	107,755
				<u>£75,344</u>	<u>£257,315</u>
13. CREDITORS: Amounts falling due within one year				2021	2020
				£	£
Social security and other taxes				32,191	28,132
Other creditors and accruals				156,238	156,180
				<u>£188,429</u>	<u>£184,312</u>
14. MOVEMENT IN FUNDS	Balance at			Transfers	Balance at
	1 April			between	31 March
	2020	Income	Expenditure	funds	2021
	£	£	£	£	£
Restricted funds					
Next Steps	-	22,527	(22,527)	-	-
Network Hope Project	-	111,735	(111,735)	-	-
CJRS Grant	-	60,521	(60,521)	-	-
Activities	-	143,985	(143,985)	-	-
	<u>-</u>	<u>338,768</u>	<u>338,768</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	208,149	1,194,432	1,185,973	-	216,608
	<u>208,149</u>	<u>1,194,432</u>	<u>1,185,973</u>	<u>-</u>	<u>216,608</u>
Total funds	<u>£208,149</u>	<u>£1,533,200</u>	<u>£1,524,741</u>	<u>-</u>	<u>216,608</u>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021
/contd...

14. MOVEMENT IN FUNDS /contd...

Comparative information for the net movement in funds in the previous accounting year is as follows:

	Balance at			Transfers between funds	Balance at 31 March 2020
	1 April 2019	Income	Expenditure		
	£	£	£	£	£
Restricted funds					
Next Steps	-	47,790	47,790	-	-
Network Hope Project	-	131,232	131,232	-	-
Together Projects	-	10,000	10,000	-	-
Activities	-	39,462	39,462	-	-
	<u>-</u>	<u>228,484</u>	<u>228,484</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds	206,243	1,262,539	1,260,633	-	208,149
	<u>206,243</u>	<u>1,262,539</u>	<u>1,260,633</u>	<u>-</u>	<u>208,149</u>
Total funds	<u>£206,243</u>	<u>£1,491,023</u>	<u>£1,489,117</u>	<u>£Nil</u>	<u>£208,149</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	11,165	-	11,165
Current assets	393,872	-	393,872
Current liabilities	(188,429)	-	(188,429)
As at 31 March 2021	<u>£216,608</u>	<u>£-</u>	<u>£216,608</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021
/contd...

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS/contd...

Comparative information for the analysis of net assets between funds for the previous accounting year is as follows:

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	10,665	-	10,665
Current assets	381,796	-	381,796
Current liabilities	(184,312)	-	(184,312)
As at 31 March 2020	<u>£208,149</u>	<u>£Nil</u>	<u>£208,149</u>

16. LEASES

The total future minimum lease payments due under non-cancellable operating leases are as follows:

	2021 £	2020 £
Within one year	39,299	39,299
Between one and five years	<u>33,237</u>	<u>72,536</u>
	<u>£72,536</u>	<u>£111,835</u>

17. GENERAL INFORMATION

Equal People mencap is a registered charity and also a private company, limited by guarantee, incorporated in Great Britain and registered in England and Wales. The registered office and place of business is given in the Reference and Administrative Details on page 1.

A description of the charity's operations and principal activities is given in the Report of the Council of Management.

18. RELATED PARTY TRANSACTIONS

There were no transactions with related parties, other than those reported in Note 9.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2021 but not yet received and recognised as income due to the recognition criteria not being met amounts to £205,896.

