

# **Kingston Centre for Independent Living**

## **Trustee Annual Report**

**Year ended: 30<sup>th</sup> September 2006**

**Charity no: 262721**

KCIL  
River Reach  
31-35 High Street  
Kingston  
Surrey  
KT1 1LF

020 8546 9603 (t)  
020 8546 7947 (f)  
[www.kcil.org.uk](http://www.kcil.org.uk)

*[Produced in compliance with SORP 2005]*

## Reference and administrative information

### Trustees

Anna Kavanagh	Chair
Kay Trujillo	Vice-Chair
Lawrie Lee	Treasurer
Suzanne Peddle	
John Ayerst	
Jan Stow	
Bethany Birley	
Asta Latim	
Nigel Tarrant	

Cllr Penny Shelton	RBK appointee
Cllr Sue Baker	RBK appointee (alternate rep)

### Director

Marc Moss

### Principal Office

River Reach, 31-35 High Street, Kingston, Surrey KT1 1LF

**Charity Number:** 272721

### Auditors

Garners, Bermuda House, 45 High Street, Hampton Wick, Kingston, KT1 4EH

### Bankers

NatWest Bank, 5 Market Place, Kingston, Surrey KT1 1JX

### Solicitors

Donald Morrison, Pearson Maddin, Fountain House, 2 Kingston Road,  
New Malden, Surrey KT3 3LR

## Report of the trustees for the year ended 31<sup>st</sup> March 2006

The trustees present their report along with the financial statements of the charity for the year ended 31<sup>st</sup> March 2006. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

## **Structure, governance and management**

Kingston Centre for Independent Living (KCIL) is an unincorporated body, constituted in 1968, and is a registered charity. KCIL was established by a small group of well-meaning local dignitaries. Over the years, the organisation has developed into an organisation of disabled people, with a clear and firm commitment to independent living, choice, control and equality. KCIL is constituted to provide services which meet the needs of disabled people who are residents of the Royal Borough of Kingston upon Thames.

The trustees are voted in at each Annual General Meeting, thereby forming the Executive Committee of KCIL. New trustees may be co-opted in between AGMs. Any local people may nominate themselves (or be nominated), with the support of a proposer and seconder. The nomination is then voted on, at the AGM. There must be a minimum of three trustees and a maximum of twelve.

At the six-weekly trustees' meetings (known as Executive Committee meetings), the trustees agree the broad strategy and areas of activity for the organisation, including consideration of grant making, reserves and risk management, performance and policies. The day-to-day administration of grants and operational management of KCIL activities is delegated to the Director and Deputy Director.

The Committee keeps the skill requirements for the Trustee Body under review and in the event that a trustee permanently retires or additional new trustees are required, the Committee searches for new trustees. New trustees may be sought by open advertisement, through dialogue with suitable candidates, and through nominations at the Annual General Meeting. The ethos of the organisation, particularly its commitment to the concept of independent living and the Social Model of Disability, are taken into account when recruiting new trustees. The ultimate decision is a matter of the Executive Committee.

The induction process for new trustees comprises an initial meeting with the Chair and Executive Committee, followed by a series of short meetings with the Director on KCIL services, KCIL ethos, powers and responsibilities of the Executive Committee and trustees. The welcome pack includes a brief history of KCIL, copy Executive Committee minutes, a copy of the previous year's annual report and accounts, a copy of the Constitution and a copy of the Charity Commission's guidance 'The Essential Trustee: What you need to know'.

A Resolution was voted in, at the AGM in September 2005, calling for KCIL to take on incorporated status. Appropriate steps have been taken, and a new Resolution will be tabled at the AGM in October 2006. If passed, this will approve the final steps to incorporated status. Once incorporated, all trustees will have the role of director.

## **Risk management**

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks. The major identified risk is the loss of funding. In response to this, the Trustees have implemented a robust Reserves Policy and keep sustainability as a key priority of their Strategic Plans.

## **Objectives and activities**

The objects of KCIL are to:

- Enable disabled people within the Royal Borough of Kingston upon Thames (the borough) to lead independent and empowering lives;
- Lobby for full equality of status, opportunity and inclusion for all;
- Promote the recognition and acceptance of the Social Model of Disability;
- Represent the interests of disabled people throughout the borough, using the most effective forms of user consultation and engagement;
- Provide a range of services, in keeping with the ethos of the Social Model of Disability, in order to better achieve all our objects.

The objectives for the year are shaped by these strategic aims, with a view to maintaining a smooth-running and effective organisation. KCIL looks to achieve its strategic aims and carry out its operational objectives for the year through partnership with external organisations, including the local authority, local health service providers, other voluntary sector providers and, most importantly, local disabled people.

## **Grant making policy**

KCIL pays Holiday Grants, on behalf of the Council. Any disabled person may apply for a contribution to the costs of their holiday, up to the value of £175 in any 12 month period. An application form must be submitted, which includes a Supporting Statement from a professional (Social Worker, GP, etc), and some evidence of the costs involved. The Administrative Officer deals with all applications, and checks that all requirements are in order, before making payment of the grant. KCIL can only offer grants to an annual maximum which the Council pays to KCIL. Currently, this is approximately £12,000 per annum.

## **Direct Payments Support Scheme**

This is a Scheme which KCIL provides under a rolling Service Level Agreement with the Council. The Scheme provides support and monitoring for any disabled person who chooses to receive their care package in the form of a Direct Payment. The support starts with advice on a one-to-one basis, through assistance with wording advertisements for personal assistants (care workers), and all elements of being a good employer. This involves a great deal of engagement with various departments of the local authority.

### **Information Service**

KCIL is funded by the Community Fund, to provide a part-time Information Officer. He provides advice and information to disabled people who are resident in the borough. This is mostly through telephone conversations, but includes meetings in the office and also home visits. The Service largely deals with basic queries (eg location of accessible dentists), but can cater for basic welfare benefit enquiries. The funding ends at the end of October 2006.

### **BME Disability Project**

The Black and Minority Ethnic Disability Project is funded by the Bridge House Estates Trust Fund. Our Officer works to engage with local communities, with a view to introducing support and advice in a culturally sensitive manner. The aim of the project is to identify and mentor 5 'role models', who may be supported into joining local forums, such as Board of Governors, representative on local authority panels, etc. The Project is funded through to April to March 2009.

### **The Kingston Independent**

KCIL produces a quarterly newsletter, The Kingston Independent. This is circulated to all 605 individual members, as well as all local Councillors, and other relevant bodies. The focus of the newsletter is local disability-related issues.

### **Access**

Our new Access Officer, Maureen Watson, joined KCIL in November 2005. Regrettably, she resigned at the end of April 2006. During her time with us, she continued her predecessor's work, conducting several access audits of local walks (for the Walking for Health project), she reviewed all planning applications which were sent to KCIL by the council's Planning Department, and she provided access-related information to a wide range of local disabled people, businesses, and the council. At present, there are no funds or plans to find a replacement post.

### **Representational Work**

In order to deal with the Director's sickness absence, KCIL had to cut down on representative work on external bodies. It has, however, continued its involvement in the local community of voluntary and community organisations. Always representing the views and interests of local disabled people, KCIL has been involved in a range of local initiatives. The Director's return (in February 2006) has boosted KCIL's representative work.

### **Monitoring achievement**

<b>Holiday Grants</b>				
	<b>Applications received</b>	<b>Applications rejected</b>	<b>Awards made</b>	<b>Total funds spent £</b>
<b>Year end 31/03/05</b>	90	10	80	12,216
<b>Year end 31/03/06</b>	108	3	105	15,980

## Direct Payments Support Service (DPSS)

The DPSS continues to develop, both in terms of increasing numbers involved, and in terms of the range of client groups taking up Direct Payments. There has been an increase in uptake from clients from 'parents of disabled children', 'mental health users' and 'people with learning difficulties'.

### Numbers of DPSS clients

	Sept 05	Sept 06	Increase
Adults	104	124	
Children	9	12	
Left Scheme*	11	20	
Working to join	17	11	
<b>Totals</b>	141	167	18.5%

(\*but still being administered by the DPSS)

### Department of Health section 64 grant

KCIL was awarded an 18 month grant from section 64, Department of Health funding; this was under their Direct Payments Development Fund. The 18 months period ended in April 2006. The final projects funded by the grant included:

- A DVD promoting direct payments for older people has been produced. KCIL has taken delivery of a stock of 500 to distribute to interested individuals in the borough and to sell to other direct payments schemes and local authorities; initial response has been very exciting.
- A conference to promote the take up of direct payments by Mental Health service users which took place in March, attended by approximately 40 Mental Health service users, their families and the professional who care for them. This was followed by the creation of a Mental Health Steering Group to promote direct payments to Mental Health service users, in the borough. The DP Co-ordinator has undertaken a rolling programme of training for all Community Mental Health Teams, and is assisting the Service Manager for mental health to develop appropriate policies and procedures.
- The Direct Payments pages of the KCIL website are now complete.

### Home Farm Trust

Members of the DPSS team are taking a lead in regular drop-in sessions at this day centre for people with learning difficulties. The aim of the group is to encourage the take up of direct payments and support people with learning difficulties towards leading more independent lives.

### Training for care managers

Members of the DPSS team undertake regular training for the borough's Care Managers in a variety of ways. A visit to the DPSS is part of the induction process for new care managers. There are regular seminars with the various care management teams throughout the borough, as well as a series of open training

sessions to which all care managers employed by the borough are invited at least one a year.

### Information Service

The Information Service has been run by our Information Officer, working 3 days per week. The monitoring is compiled on a quarterly basis. We give the total number of enquiries here, and we do hold detailed figures of the breakdown into categories of enquiry:

April 03 to March 04	April 04 to March 05	April 05 to March 06
1036	1275	1411

These are the categories in which we receive enquiries:

Access	DDA	Legal
Aids & adaptations	Discrimination (other)	Medical & Health
Benefits	Education & Training	Mobility
Community Care and Independent Living	Employment	Personal
Consumer	Holidays & Leisure	Transport
Debt	Housing	Voluntary Services & organisations

The Service receives many enquiries from people resident outside the borough, as a result of its reputation. Whilst we will try to help direct the enquirer to more appropriate services, we are not able to provide our service to non-residents.

### Black and Minority Ethnic Disability Project

A lot of time has been spent working with the Bridge House Estates Trust Fund, to produce a detailed work plan. In the meantime, our project officer has continued with her focus on engaging with local community groups, organisations and individuals.

KCIL, and other members of the Inter-Faith Forum joined the Mayor, Deputy Leader of the Council, Rabbi Danny Rich (Chair of the Inter-Faith Forum) and Rabbi David Mason (Orthodox Jewish Synagogue), to commemorate the events of the Holocaust for National Holocaust Day, through planting and dedicating a tree in Kingston's Memorial Gardens.

In April 2006, KCIL (with other voluntary and statutory partners) organised the second Age and Diversity event. This was very well attended by a diverse range of community groups, including people from refugee communities. Thanks to the involvement of KCIL volunteers, many of Kingston's older and disabled people from Black and Ethnic Minority communities received a wealth of information.

KCIL was invited to join Kingston University's Islamic Society, to launch a week of awareness-raising and celebration of the culture of Islam.

KCIL and Kingston, Richmond and Surrey African Positive Outlook (KRSAPO) teamed up as part of a mentoring project run by Kingston Voluntary Action (KVA), to look at ways of working jointly to engage with and offer support to the Borough's African communities.

### **The Kingston Independent**

We had hoped to sell advertising space, which would contribute to the costs of employing a part-time Newsletter Editor. This did not materialise, and we had to terminate her employment at the end of April 2006. In a further bid to save expense, we scaled down the size and print-quality of the magazine. It is still produced quarterly, with a much more rigid focus on local, disability-related issues.

The first, 'new' issue generated a surge of holiday grant applications, and communication from members regarding the issue of A Boards. The aim is to gradually build up the newsletter, as an increasingly responsive and pertinent publication.

### **Representational Work**

KCIL has had active involvement in the following:

- Self Assessment Pilot
- Equal Opportunities Forum
- Disability and Sensory Impairment Partnership Board
- Modernising Day Services Group
- KCIL/RBK Liaison Meetings
- Kingston Town Centre Management Meetings
- Kingston Inter-Faith Forum
- Kingston Disabled and Older Peoples' Forum
- Health & Overview Scrutiny Panel (regarding advocacy services)

### **Financial Review**

KCIL experienced a lot of uncertainty with funding, in the last three months of the financial year (Spring 2006). Without our reserves, KCIL would have had to consider further reductions to our staff.

In March 2006, however, Kingston Council renewed KCIL's Strategic Grant for a further 3 years. Also in March 2006, KCIL began a 3-year grant from Bridge House Estates Trust Fund (for the BME Disability Project).

### **Reserves Policy**

Our policy is to hold at least 3 months of total support and administrative costs as net reserves after allowing for investment in fixed assets.

## **Plans for the future**

**Holiday Grants** will continue as long as the Council wishes to provide the relevant funding. We are in constant discussion with the Council over this issue.

**Direct Payments Support Service** continues to grow. We are in danger of outgrowing our resources. The DPSS Co-ordinator is in negotiations with the Principal Manager of Health, Disability and Occupational Health, with a view to producing a more up to date Service Level Agreement. Given appropriate funding, KCIL will be able to pursue new client groups who may wish to use Direct Payments; these may include People with Learning Disabilities, Mental Health Survivors, and children.

The immediate future for the **Information Service** is looking bleak. The current funding expires on the 31<sup>st</sup> October 2006. However, we have a funding bid being considered by the Wates Foundation and another with the Big Lottery's 'Reaching Communities Programme'. Nevertheless, we will experience a period without a suitable staff member. We are investigating an information database, compiled and updated by the Citizens Advice Bureaux. This may allow us to train volunteers to deal with basic enquiries. We are committed to maintaining a high quality Information Service.

The Bridge House Estates Trust Fund has awarded us three year's funding, allowing us to run the **BME Disability Project**. We expect this to really take off during this year, with the identification and support/mentoring of at least one disabled person from a BME community. The Officer will continue to engage with community groups and activities.

**The Kingston Independent** is now produced to a different style, at a reduced cost. We aim to keep improving its quality, and its reputation for delivering local, disability-related news.

## **Funding Plans**

In the **Reaching Communities application** (mentioned above), KCIL is seeking funding for a full-time Information Officer, a full-time Consultation Officer, and a full-time Co-ordinator, who will also be responsible for consultancy work on the DDA and other legal requirements and looking into developing a programme of Disability Equality Training (following up on the new requirement on public bodies to have a Disability Equality Scheme).

## **Governance**

We have plans to produce a comprehensive review of our membership structure and of our policies.

We will put a resolution to the membership at the AGM on the 6<sup>th</sup> October 2006, with a view to voting on KCIL taking on incorporated status.

### **Trustees' responsibilities in relation to the financial statements**

The law applicable to charities in England and Wales requires the trustee(s) to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provision of the constitution. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 11<sup>th</sup> September 2006 and signed on their behalf by:

Anna Kavanagh

A KAVANAGH,  
CHAIR of TRUSTEES

Lawrie Lee

L LEE  
TREASURER