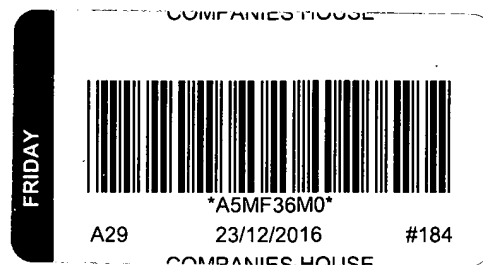


Company number: 3091262

Charity Number: 1060138

Leeds Involving People

Report and financial statements
For the year ended 31st March 2016



Leeds Involving People
Reference and administrative information
for the year ended 31st March 2016

Company number 3091262

Charity number 1060138

Registered office and operational address Ground Floor
Unit 8
Gemini Park
Sheepscar Way
Leeds
LS7 3JB

Trustees

Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Shindi Dahri	
Hilary Adolfson	
Philip Gleeson	
Irene Wyatt	
Ali Fry	
Mary Eveline Naylor	
Jonathan Butler	
Tracy Robinson	
Jane Dowson	Appointed 05/11/2014
Paul Landey	Appointed 04/11/2015
Michelle Beckwith	Appointed 01/09/2016
Helen Crockett	Appointed 01/09/2016
Rita Dawson	Appointed 01/09/2016
Prem Singh Duggal	Appointed 01/09/2016
Jo Haigh	Appointed 01/09/2016
Simon Copland	Resigned 22/06/2016
Alan Oldroyd	Resigned 04/11/2015

Key management	Jagdeep Passam	Chief Executive
personnel	Jean Morgan	Operations Director

Bankers Co-operative Bank plc
1 Balloon Street
Manchester
M60 4EP

Independent examiner James Gore-Langton FCCA DChA
Slade & Cooper Limited
Greenfish Resource Centre
46-50 Oldham St
Manchester
M4 1LE

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

The trustees present their report and the unaudited financial statements for the year ended 31st March 2016.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

The Board of Trustees is comprised of service users from a variety of backgrounds including physical and mental disabilities, sensory impairments, black and minority ethnic groups and older people. During 2015/2016 there were 13 Trustees of the Board. All members have agreed to contribute a sum not exceeding £1 in the event that the organisation ceases to operate. The number of guarantees at 31st March 2016 was 13. The staff team is accountable to the Board of Trustees. The Board of Trustees leads the development of strategy, monitors and audits the charity's operational services. They are rooted in the community and are in touch with issues affecting the daily lives of people, having an ethos to represent the independent voice of the public and share

this amongst networks and partnerships.

LIP have invested in induction training for new members of the board and for the whole board around governance & strategic planning.

Risk management

LIP has secured funding until March 2016 for its core activities from Leeds City Council, the three NHS CCG's (Clinical Commissioning Groups) in Leeds (Leeds West CCG, Leeds North CCG and Leeds South and East CCG) and Healthwatch Leeds.

LIP reports quarterly to commissioners and meets regularly with them to strengthen working relationships. It is hoped this core funding will continue in 2016/2017. The Board and CEO continue to broaden relationships at a strategic level that increase LIP's reach whilst developing new areas of work that work to support the financial sustainability of the organisation.

All developments in areas of work are reported to both the Board and its Sub-Committees and are reviewed in line with the objectives of the organisation. Sufficient project reporting and risk management systems are in place to ensure informed decisions are made at a strategic level. The Board regularly explore and undergo activities to strengthen governance and professional development at a trustee level. Throughout 2015/2016 the Board have been undergoing

training which is continuing into 2016. They and identify key risks and how these could be mitigated. These are: Failure to maintain financial viability, Inadequate management capability, poor quality of service delivery, ineffective governance arrangements.

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

Objects

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

What We Do

LIP is a member-led charity that represents the independent voice of people through the promotion of effective involvement. We do this by:

Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision making processes that shape services and the involvement agenda.

Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.

Supporting individuals and organisations to become 'involvement ready' so they can work in partnership with public bodies to shape, improve and co-design services.

Supporting organisations to effectively involve their services users to become 'involvement ready'.

Membership Benefits

LIP offers a free membership to individuals based in the Leeds areas, whilst also working closely with local community organisations and their service users. Being a member-led organisation means that the voice of our members – our 'experts by experience' - steers the direction of our work. The benefits of LIP membership are below:

We offer 'involvement ready' training to individuals and community organisations.

We provide a wide range of involvement opportunities and signpost our members onto involvement opportunities offered by other organisations.

We provide regular information about health and social care services and ways members can get involved in decisions that affect and shape those services.

We recognise that the experiences of those who use services are vital to involvement, and we actively encourage our members to steer areas of our work whereby they are considered 'experts by experience'.

We listen to the views, opinions and concerns of our members, actively consulting them on topics and issues relating to the services they use or have an interest in, and involving them in key decisions.

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

We undertake research to validate the opinions and concerns of our members, using the outcomes of these to represent their collective voice at strategic commissioning levels in order to influence change.

Involvement Activities

LIP offers a wide range of involvement activities and development opportunities that support the empowerment of members to become actively involved in shaping the services they use. There are various levels of involvement and members are encouraged to become as actively involved as suits them. We involve members through:

- Surveys and Focus Groups
- Meetings, Events and Steering Groups
- Community Representation
- Involvement Training

We also involve our members in our work by actively seeking their expertise to:

- Undertake research around hot topics
- Review accessibility of involvement
- Join project steering groups
- Develop success stories of effective involvement
- Become champions for involvement

Training & Development

LIP offers 'involvement ready' training to individuals and community organisations that can be delivered in a personalised way to suit their requirements. The term 'Involvement Ready' is how we describe individuals who have become empowered to attend meetings and events where they have the confidence to speak in front of others about their views and experience in a professional manner. These training sessions are designed to support participants in:

- better understanding the benefits of methods of involvement
- gaining the confidence to share their views and opinions about services
- understanding how they can independently represent their community
- identifying key partners they can work with to shape and improve services
- developing their own independent methods of involvement

Personalised & Accessible Approach

LIP personalises its approach to involvement by ensuring the methods used are appropriate, accessible and responsive to the needs of individuals and communities. LIP actively removes barriers to involvement by tailoring its approach to meet the specific interests and needs of individuals and

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

communities. LIP are committed to working with them to support their development by identifying the approach to involvement that best suits them.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on Health & Social Care and are undertaken to further Leeds Involving People's charitable purposes for the public benefit.

Leeds Involving People have 3 main contracts. One with the 3 Clinical Commissioning Groups in Leeds to undertake research and Involvement one with Leeds City Council Adult Social Care and one with the 3 Clinical Commissioning Groups to ensure Public and Patient Involvement around Mental Health. LIP also administer some funds for Healthwatch Leeds.

NHS Clinical Commissioning Groups

Children's Physiotherapy Service

Leeds Involving People (LIP) were commissioned by Leeds South and East Clinical Commissioning Group to support their review of the current provision of Children's Physiotherapy Services by engaging with 100 children and parents accessing services.

Care Closer to Home

LIP gathered, analysed and reported on over 1000 surveys. The project explored whether patients would be willing to have community-based appointments.

Social Prescribing Branding

LIP had two weeks to gather over 100 surveys, arrange and facilitate two focus groups, and report on the branding and name of the new Social Prescribing Service in South and East Leeds.

Children's Continence Service Review

LIP designed two surveys to review the Children's Continence Service. One designed for parents/carers, the other designed for the children themselves.

Bereavement Service

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

LIP conducted a city-wide research project focusing on experiences of bereavement support in Leeds. Over 100 people were engaged with.

Cancer Survivorship and Treatment

LIP designed two surveys investigating the support services that people would like providing to them during and after they have finished their cancer treatment.

Milk Intolerance Service Pathway

The experience-based design process, which allows patients to highlight their feelings along each stage of the Milk Intolerance Service Pathway was used. Patients were able to give additional comments, and state where they felt least supported.

Quality Improvement Scheme

LIP spoke to patients after their annual review for their Long-term Health Condition/s to find out how they found their appointment, how they feel about the management of their Long-term Health Condition and if they are formally aware of the Year of Care Review.

Review of the Winter Antibiotics Campaign

Reach of the Winter Antibiotics Campaign across Leeds and within both the Asian and Eastern European community was explored. 1274 surveys were gathered in total.

Leeds North Commissioning Intentions

LIP supported the Leeds North Clinical Commissioning Group with engagement around their Commissioning Intentions, and the City-wide Commissioning Intentions 2016/17.

Unused Medicines

In total 766 patients were engaged with through face-to-face surveys, designed by LIP, about what they do with unused medicines.

Student Access into Urgent Care Services

In total 50 students were engaged with through the City's Universities about what they do if they have an urgent health need.

Extended Opening Hours of West Leeds GP Practices

In total, 326 patients were engaged with to gauge their perspectives of the extended hours provided at selected GP Practices in West Leeds. This involved evening and weekend work to ensure that a wide variety of patients were spoken to.

Patient Experience Survey

138 surveys were gathered in the St James Hospital and Leeds General Infirmary about hospital admission and discharge.

Musculoskeletal (MSK) Service

138 patients were contacted over the phone during a six month period to find out how involved they felt in their MSK appointment.

Care Home Scheme

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Trustees' annual report
for the year ended 31st March 2016

LIP surveyed residents and visitors in Care Homes about how often they see GPs and Practice Nurses from the GP Practices that are signed up to the Care Home Scheme.

Self-management of Long-term Health Conditions (LTC)

The LTC Involvement Group established itself this year, and LIP engaged with a further 50 patients from hard-to-reach groups about how they manage their LTCs.

Antibiotics Campaign 2016

LIP worked with community organisations and independently to distribute 7427 leaflets about antibiotic usage, as well 28 talks were delivered with 1605 community members.

Leeds Adult Social Care

Making it Real

LIP attended the Making it Real meetings and contributed to discussions about accessible information in preparation for the implementation of the Accessible Information Standard.

Dementia

The third Dementia Dance arranged and hosted by Leeds Involving People took place on 22nd May. Around 80 people living with Dementia, carers and professionals attended. A table-top activity also took place about access barriers and enablers, and what the tagline could be for Dementia Friendly Leeds.

Local Account

Each year, ASC produces its Local Account. A member of LIP staff and the Vice-Chair were involved in the editing of the document to ensure that the language and format was accessible. LIP supported a member to provide a case study about their journey through ASC services. This was published in the Local Account.

FHITE (Forum for Health Innovation Technology and Equipment)

This year has been an empowering one for the FHITE. Their remit has grown past reporting issues with equipment, and they are now involved in the development of sessions with the ALL-INN project (Assisted Living Leeds innovation). Forum members have been working with manufacturers, ensuring that future equipment is fit for purpose. Group members attended LCES (Leeds Community Equipment Service) meetings and shared their views in the planning and developing of the service.

Leeds Deaforum

The Leeds DeaForum has focused on recruiting new members and publicising themselves further. Monthly meetings have involved a number of speakers from different organisations attending to gather the views of the Deaf and Hard of Hearing community.

Social Care Community Forum for Race Equality (SCCFRE)

LIP provides administrative support, and recruits to the SCCFRE. The topics that were presented/discussed at the Community Forums included the following:
Carers Leeds, Children & Young People (LCC), LTH hospital food, Time to Shine (LOPF), ASC Charging Review, EU Conference, Race Card Review, Leeds Community Foundation and Medicine Usage (Graham Prestwich Leeds North CCG).

Fairer Charging

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

LIP were asked to set up a Steering Group to look at the charging system of ASC services. Members with experience of ASC services were recruited to the Steering Group, and attended six meetings throughout the year.

BME Day services

LIP were tasked with organising five consultation events throughout the city to engage with the BME community about the review of Apna Day Centre and Frederick Hurdle Day Centre. The events took place in February and March. Through its own engagement, LIP completed 100 surveys in the community, publicised the consultation and attended six community consultation events chaired by David Miles.

Homecare Reference Group

LIP members receiving Homecare, or caring for someone who is in receipt of Homecare were recruited for the Reference Group. The purpose of the Reference Group was to look at the procurement procedure.

Access and Use-Ability Group (AUAG)

The Group has provided input into; Planning and Highways, John Lewis, Housing Development Scheme and city development – Greek Street. This has included; visiting sites (John Lewis, Shared Spaces – York), Chief Planners attending meetings to consult with the Group and Group members attending city development meetings.

Better Lives Board – 'What it Means to you' Event

LIP were tasked with holding an event which focused on users of ASC services discussing what they considered a good life to look like. The event was arranged by LIP and held in February. Table discussions were facilitated by LIP and ASC staff members. 'I statements' and group discussions were used by attendees to share their visions of a good life. The findings from the event were reported on and presented at the Better Lives Board.

Disabled Facilities Grants

This is partnership-funded scheme where people receive funding to their private or council homes to ensure they are accessible. Members put a letter to LIP, which was discussed with James Rogers, sharing their concerns about the procurement.

Barnsley Metropolitan Borough Council—Barnsley Deaforum

The Barnsley DeaForum co-produced a Deaf Social Care Event with Barnsley ASC, delivered Deaf Awareness Training to the NHS, produced a Barnsley Metropolitan Borough Council BSL video for their website, and the Deaf Club saw 50 attendees at their Christmas meal with continued monthly meetings.

Mental Health

2015– 2016 was another great year on the mental health front, in July 2015 Together We Can held an event to celebrate the achievements of their first year, meeting over 100 members and being involved at the top of mental health decision making in Leeds. Together We Can also held a fantastic Winter Warmer Event in November 2015.

LIPs Zip group gets a mention in Professor Liz Hughes article in the latest issue of the Advances in Dual Diagnosis journal: linkis.com/emeraldinsight.com/BpnEu

Leeds Involving People

Trustees' annual report

for the year ended 31st March 2016

Zip also spoke at the Putting People first: Developing Best Cultures for Practice Conference on Thursday 18th June 2015 at Leeds Beckett University.

"I have "borrowed" the quote for the title of this editorial from a consultation meeting I had with Zip Group in Leeds, UK (a service user led expert reference group for dual diagnosis in the city of Leeds). They talked openly about the challenges they faced in getting help"

- Professor Liz Hughes, "Hope not heart-sink: is stigma the main barrier to help and recovery for people with Dual Diagnosis"

LIP designed the surveys, analysed the data and reported on the engagement methods in the 18 report presented to the commissioners.

All the engagement work that LIP undertakes is reported to the decision makers & influencers of the Health & Social Care system in Leeds and informs future planning of the system.

Leeds Involving People met all of its targets on all contracts.

Beneficiaries of our services

LIP engaged with over 5,000 citizens of Leeds to ensure that everyone has a chance to have their say and ensuring that equality strands are investigated at the analysis stage. Anyone who uses the Health & Social Care system in Leeds is potentially a beneficiary of the work LIP undertakes.

E.g. an outcome of a piece of research around People with long-term conditions is the development of a long-term conditions advisory group. Another outcome is the development of the branding of the Social Prescribing services in Leeds. LIP have been involved in the review of Maternity services in Leeds and have supported mothers to be involved and have input in the strategy. LIP supports service users to attend the Better lives Board (Leeds City Council) people contribute to the Council plans on how to tackle social isolation, neighbourhood networks, and local accounts. LIP also support members of the Forum for Health Innovation Technology and Equipment Group to input into the running of the Equipment service in Leeds.

Financial review

Leeds Involving People have 3 main contracts. One with the 3 Clinical Commissioning Groups in Leeds to undertake research and Involvement one with Leeds City Council Adult Social Care and one with the 3 Clinical Commissioning Groups to ensure Public and Patient Involvement around Mental Health. LIP also administer some funds for Healthwatch Leeds.

All of LIPs contracts are renewable annually and therefore performance against contract is crucial. LIP have been investing in staff to ensure contract compliance and quality assurance. This has been funded through LIP reserves.

Any loss of contracts would involve a significant restructure of the organisation. The Board are involved in discussions on the future plans of the organisation.

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

Reserves policy

Reserve Funds

The policy of the charity is to hold six months core operating costs in reserves. Currently this equates to £100,000.

This is reduced from last year due to staffing changes. The board has continued to closely monitor activity to ensure

robust internal management, making costs savings and identifying new areas of work that support long term

sustainability. Reserve funds and the designation of these are monitored on an annual basis to determine potential

unexpected costs as well as highlighting key areas to invest in. As of the 31st March 2016 LIP had reserves of

£123,176 in liquid unrestricted funds.

Plans for the future

Future Plans

LIP welcomes the increasing strategic awareness of the NHS and other public bodies in the importance of Patient and

Public Involvement. We will continue to work with our current partners in Health & Social Care whilst continuing to

developing new strategic partners.

In the coming year we will continue the work we have commenced on reviewing our mission statement and strategic plan.

Over the next year we will refresh our membership strategy especially with regard to young people.

Structure, governance and management

Leeds Involving People (LIP) is a charitable company limited by guarantee, incorporated on 15th August 1995 and registered as a charity on 13th January 1997.

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.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2016 was 11 (2015:12). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Related parties and relationships with other organisations

LIP share premises with Healthwatch Leeds.

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

Remuneration policy for key management personnel

Salaries are set by the Board of trustees using the Local Government NJC scales.

Risk management

LIP has secured funding until March 2017 for its core activities from Leeds City Council, the three NHS CCG.s (Clinical Commissioning Groups) in Leeds (Leeds West CCG, Leeds North CCG and Leeds South and East CCG)

LIP reports quarterly to commissioners and meets regularly with them to strengthen working relationships. It is hoped this core funding will continue in 2016/2017. The Board and CEO continue to broaden relationships at a strategic level that increase LIP.s reach whilst developing new areas of work that work to support the financial sustainability of the organisation.

All developments in areas of work are reported to both the Board and its Sub-Committees and are reviewed in line with the objectives of the organisation.

Sufficient project reporting and risk management systems are in place to ensure informed decisions are made at a strategic level.

The Board regularly explore and undergo activities to strengthen governance and professional development at a trustee level. They and identify key risks and how these could be mitigated. These are:

Failure to maintain financial viability, Inadequate management capability, poor quality of service delivery, ineffective governance arrangements.

Leeds Involving People
Trustees' annual report
for the year ended 31st March 2016

Statement of responsibilities of the trustees

The trustees (who are also directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in 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.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 19/12/16 and signed on their behalf by



Mary Naylor
Chair of Trustees

Independent examiner's report
to the trustees of
Leeds Involving People

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 14 to 27

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

James Gore-Langton FCCA DChA
Slade & Cooper Ltd.
Chartered Certified Accountants
46 - 50 Oldham Street
Manchester M4 1LE

22 December 2016

Leeds Involving People
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2016

	Note	Unrestricted funds £	Restricted funds £	Total funds 2016 £	Total funds 2015 £
Income from:					
Donations and legacies	3	1,054	-	1,054	-
Charitable activities: Optional subheading	4	246,099	299,928	546,027	745,240
Investments	5	525	-	525	1,065
Total income		247,678	299,928	547,606	746,305
Expenditure on:					
Charitable activities: Optional subheading	6	278,505	352,722	631,227	661,296
Total expenditure		278,505	352,722	631,227	661,296
Net income/(expenditure) for the year	8	(30,827)	(52,794)	(83,621)	85,009
Net movement in funds for the year		(30,827)	(52,794)	(83,621)	85,009
Reconciliation of funds					
Total funds brought forward		155,029	124,129	279,158	194,149
Total funds carried forward		124,202	71,335	195,537	279,158

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

Leeds Involving People
Company number 3091262
Balance sheet as at 31 March 2016

	Note	2016	2015
		£	£
Fixed assets			
Tangible assets	12	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	60,638	29,948
Short term deposits		107,776	107,397
Cash at bank and in hand		36,166	150,628
Total current assets		204,580	287,973
Liabilities			
Creditors: amounts falling due in less than one year	14	(9,043)	(8,815)
Net current assets		195,537	279,158
Total assets less current liabilities		195,537	279,158
Net assets		195,537	279,158
The funds of the charity:			
Restricted income funds	16	71,335	124,129
Unrestricted income funds	17	124,202	155,029
Total charity funds		195,537	279,158

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

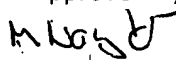
Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 17 to 27 form part of these accounts.

Approved by the trustees on 19th Dec 2016 and signed on their behalf by:


Mary Naylor (Chair of trustees)

Leeds Involving People
Statement of Cash Flows
for the year ending 31 March 2016

	Note	2016 £	2015 £
Cash provided by/(used in) operating activities	20	(114,608)	82,828
<i>Cash flows from investing activities:</i>			
Bank interest		525	1,065
Cash provided by/(used in) investing activities		525	1,065
Increase/(decrease) in cash and cash equivalents in the year		(114,083)	83,893
Cash and cash equivalents at the beginning of the year		258,025	174,132
Cash and cash equivalents at the end of the year		143,942	258,025

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Leeds Involving People meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatements were required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

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

- Costs of raising funds. Currently the charity does not undertake fundraising and has no costs associated with it.
- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £300 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office fixtures and equipment	25%
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Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

o Pensions

The charitable company contributes to defined contribution pension schemes on behalf of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity on behalf of the employees.

There were no contributions outstanding/(prepaid) at the balance sheet date (2015: Nil).

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2016 £	Total 2015 £
Donations	1,054	-	1,054	-
Total	1,054	-	1,054	-
<i>Total by fund 31 March 2015</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2016 £	Total 2015 £
Fees and Recharges	25,752	-	25,752	-
Service Level Agreements	220,347	299,928	520,275	745,240
Total	246,099	299,928	546,027	745,240
<i>Total by fund 31 March 2015</i>	<i>35,885</i>	<i>365,365</i>	<i>401,250</i>	<i>-</i>

All income from charitable activities constitutes government grants. There were no unfulfilled contingencies or conditions attaching to the grants.

5 Investment income

	Unrestricted £	Restricted £	2016 £	2015 £
Income from bank deposits	525	-	525	1,065
	525	-	525	1,065

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

6 Analysis of expenditure on charitable activities

	Total 2016 £	Total 2015 £
Staff costs	472,191	477,304
Premises Costs	30,085	34,505
Administration	59,461	52,927
Project Costs	56,032	81,993
Depreciation	-	-
Governance costs (see note 7)	13,458	14,567
Support costs (see note 7)	-	-
	<hr/> 631,227 <hr/>	<hr/> 661,296 <hr/>
	2016 £	2015 £
Restricted expenditure	352,722	353,104
Unrestricted expenditure	278,505	308,192
	<hr/> 631,227 <hr/>	<hr/> 661,296 <hr/>

7 Analysis of governance and support costs

	Total 2016 £	Total 2015 £
Independent examination and accountancy	2,856	3,276
Trustee and AGM expenses	10,602	11,291
	<hr/> 13,458 <hr/>	<hr/> 14,567 <hr/>

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2016 £	2015 £
Independent examiner's remuneration	400	400
independent examination	1,650	1,400
accountancy	<u> </u>	<u> </u>

9 Staff costs

Staff costs during the year were as follows:

	2016 £	2015 £
Wages and salaries	399,612	398,963
Social security costs	33,592	36,231
Pension costs	23,912	22,385
Agency, freelance and sessional staff	10,554	27,646
Redundancy	4,521	-
	<u> </u>	<u> </u>
	<u>472,191</u>	<u>485,225</u>

No employees has employee benefits in excess of £60,000 (2015: Nil).

The average number of staff employed during the period was 24 (2015: 24).

The average full time equivalent number of staff employed during the period was 18.5 (2015: 16.2).

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £73,932 (2015: £78,908).

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration during the year (2015: Nil).

10 members of the management committee received travel and subsistence expenses during the year of £722 (2015: £890).

There were no donations from related parties. (2015: £Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2015: nil).

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

12 Fixed assets: tangible assets

Cost	Leasehold improvements £	Computers & Office equipment £	Total £
At 1 April 2015	2,648	12,092	14,740
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2016	2,648	12,092	14,740
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2015	2,648	12,092	14,740
Charge for the year	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2016	2,648	12,092	14,740
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2016	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2015	-	-	-
	<hr/>	<hr/>	<hr/>

13 Debtors

	2016 £	2015 £
Trade debtors	53,689	19,504
Prepayments and accrued income	6,949	10,444
	<hr/>	<hr/>
	60,638	29,948
	<hr/>	<hr/>

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

14 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	6,433	5,205
Other creditors and accruals	2,610	2,160
Deferred income	-	1,450
	<u>9,043</u>	<u>8,815</u>

15 Deferred income

	2016 £	2015 £
Deferred grant brought forward	1,450	-
Grant received	-	1,450
Released to income from charitable activities	(1,450)	-
	<u>-</u>	<u>1,450</u>

16 Analysis of movements in restricted funds

	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2016 £
Barnsley					
Deaforum	10,281	15,000	(25,281)	-	-
Future Carers	19,598	96,953	(96,551)	-	20,000
Mental Health	74,500	-	(39,500)	-	35,000
Leeds North CCG	7,500	-	(7,500)	-	-
Leeds North					
Antibiotics	6,000	-	(6,000)	-	-
Leeds Teaching					
Hospitals	6,250	-	-	-	6,250
Healthwatch					
Leeds	-	187,975	(177,890)	-	10,085
	<u>124,129</u>	<u>299,928</u>	<u>(352,722)</u>	<u>-</u>	<u>71,335</u>
Total	124,129	299,928	(352,722)	-	71,335

Restricted funds represent the unexpended balance of restricted grants and are more fully described in the trustees' report.

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

17 Analysis of movement in unrestricted funds

	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	As at 31 March 2016 £
General fund	60,029	247,678	(249,505)	-	58,202
Redundancy and maternity/paternity pay	45,000	-	(29,000)	-	16,000
Other closure costs	10,000	-	-	-	10,000
Lease dilapidations	20,000	-	-	-	20,000
Organisational / Membership Development	20,000	-	-	-	20,000
	<u>155,029</u>	<u>247,678</u>	<u>(278,505)</u>	<u>-</u>	<u>124,202</u>

Name of unrestricted fund	Description, nature and purposes of the fund
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General fund	The free reserves after allowing for all designated funds
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Designated property assets fund	The fixed assets are essential for the future operation of the charity and so are excluded from free reserves.
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18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Net current assets/(liabilities)	58,202	66,000	71,335	195,537
Total	<u>58,202</u>	<u>66,000</u>	<u>71,335</u>	<u>195,537</u>

Leeds Involving People

Notes to the accounts for the year ended 31 March 2016 (continued)

19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Land and Buildings		Equipment	
	2016	2015	2016	2015
	£	£	£	£
Less than one year	10,500	-	3,840	-
One to five years	-	15,750	8,380	4,540
Over five years	-	-	-	-
	<u>10,500</u>	<u>15,750</u>	<u>12,220</u>	<u>4,540</u>

20 Reconciliation of net movement in funds to net cash flow from operating activities

	2016	2015
	£	£
Net income/(expenditure) for the year	(83,621)	85,009
Adjustments for:		
Dividends, interest and rents from investments	(525)	(1,065)
Decrease/(increase) in debtors	(30,690)	24,797
Increase/(decrease) in creditors	228	(25,913)
	<u>(114,608)</u>	<u>82,828</u>
Net cash provided by/(used in) operating activities		