

Riverside Community Health Project
Reference and administrative information

Status

A company limited by guarantee, first registered on 5th November 1993, number 2869470
Registered as a charity on 17th November 1993, number 1028632

Registered Office

Benwell Library Basement
Atkinson Road
Benwell
Newcastle upon Tyne
NE4 8XS

Executive Committee

Sarah Cowling	appointed 9 July 2008
Shirley Irving	
Neil Johnson	appointed 9 July 2008
Catherine Mackereth	Chair
Catherine Mills	appointed 9 July 2008
John Morris	appointed 9 July 2008
Eddie Oliver	appointed 9 July 2008
Maureen Quinn	
Nosima Rahman	appointed 4 July 2008
Anne Steele	
Michelle Watson	

The committee are elected from time to time as required.

Company Secretary

Mandy Whitfield

Principal staff

Anne Bonner	Manager
Mandy Whitfield	Financial manager

Auditors

Slade & Cooper Limited
6 Mount Street
Manchester
M2 5NS

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham B1 2HB

Riverside Community Health Project
Report of the Executive Committee
for the year ended 31 March 2009

The Executive Committee present their report and audited Financial Statements for the year ended 31st March 2009.

Structure, governance and management

Type of governing document

Memorandum and articles of association incorporated 5th November 1993.

How the charity is constituted

The organisation is a Company Limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of dissolution. There were 5 guarantee members at the end of the year.

Trustee selection methods

Members of the organisation elect Trustees at the Annual General Meeting.

Additional governance issues

The organisation has a 'governance pack' that gives comprehensive information to Trustees about their roles and responsibilities. Trustees may be recruited through advertisements, or through selection, with reference to skills gaps identified. Prior to elections, all potential Trustees are subject to interview and reference checks.

Candidates interested in becoming a Trustee are encouraged to attend one or two Trustee meetings to observe the procedures, and are issued with the governance manual to read up on all policies and procedures, which will give them further insight into what would be expected from them. All candidates have an induction meeting with the Manager, and are encouraged to undertake at least 2 days relevant training a year. Training requirements are determined on an individual, or group basis through undertaking skills gap analysis.

As the majority of the organisation's core funding is agreed on an annual basis, through grants and commissioned services, the trustees recognise the importance of continued fundraising to ensure its sustainability. Therefore a three-year business plan and fundraising strategy has been developed. The Board is confident that it can meet the challenges, and is able to fulfil its obligations in the new financial year.

The Trustees have identified a particular risk that the organisation will face during the forthcoming year, related to the insecurity of their current tenancy in Benwell Library following the decision by Newcastle City Council to remove library services from the building. The organisation is working closely with Newcastle City Council and other local VCS organisations towards making its continued tenancy viable. The Trustees have allocated funding within the budget to ensure continuity of the organisation's business whilst arrangements are made for continued tenancy on a longer term lease basis.

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Organisational structure

Staffing

The staff employed by RCHP during 2008-2009 were:

- Project Manager
- Financial Manager
- Personnel Administrator
- Receptionist/administrator
- 3 Young Voices Staff
- 1 Women's Worker
- 1 creche Worker
- 6 West Riverside Children's Centre Staff
- 2 sessional crèche workers

Risk review

As the majority of the organisation's core funding is granted on annual basis, which is not guaranteed, the trustees recognise the importance of continued fundraising to ensure the sustainability of RCHP and have a 3-year fundraising strategy in place. Despite these challenges the Board is confident that it can fulfil its obligations in the new financial year. A risk register continues to be updated, and a risk policy and action plan is implemented, to ensure effective risk management.

Objectives and activities

Our aims

The objects of the charity are set out in the charity's trust deed and are summarised as follows:

To preserve and protect the health of persons in Newcastle particularly by advancing the education of the public in the promotion of health awareness health related issues and health problems.

Mission Statement

Riverside Community health Project works according to community development principles to improve the health and well being of disadvantaged communities by acting with others to ensure appropriate service provision

Our strategic objectives

Our objectives are set to reflect our commitment to addressing the impact of inequalities and poverty on the health of the community. Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

It should be noted that in addition to its existing three objectives, this year the charity has added an additional objective related to supporting community groups and organisations. This is in response to the needs that have developed locally, particularly over the past year within the community, and with the reduction in support for community groups from other organisations.

The following are our strategic objectives:

- To support children to raise their aspirations, make informed choices, and improve their life chances
- To support parents to counter disadvantage
- To support women to counter disadvantage and influence decisions that affect them, their families and communities
- To support local community organisations to build their capacity to make a positive difference in the lives of individuals and communities

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Principles that guide our work

Riverside recognises the impact of inequalities and poverty on the health of the community and seeks to redress this balance through collective action. It is well established that the overall health of people living in the UK is improving. However, some communities are disadvantaged and are not benefiting from this overall improvement. Those who are less well off financially are likely to die younger and spend more of their lives with ill-health than those who come from more affluent communities. Some people are additionally disadvantaged, e.g. lone parents, disabled people, those who do not speak English as a first language.

In working towards and achieving the above objectives the following underpins all of our work:

- Advancing community cohesion
- Using community development approaches to all our work
- Ensuring organisational excellence in all work
- Gathering and disseminating intelligence/know how about community health needs in the west end of Newcastle

Service delivery

Our activities are developed to meet the identified needs of the local community, and are monitored on an ongoing basis as part of our overall monitoring and evaluation processes. Some of the work is also subject to external evaluation. We deliver services in our Centre at Atkinson Road, and out into the community through schools, community centres, and in some cases we take our activities directly to people in their homes.

Some of the methods used to meet the objectives of the organisation include, direct training, facilitated learning, and experiential learning opportunities. More specifically, we apply the following principles to our work:

- Provision of first step support for the community, on issues of family and women's health and well being
- Access to resources – space, equipment, crèche, people
- Information and raised awareness about, and access to services
- A vehicle through which local voices can be heard and taken into account.

Public benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide benefit both to those who directly receive services, and the wider community in the west end of Newcastle upon Tyne.

Activities

Provision of space for community activities:

The charity is working in partnership with a neighbouring charity, (Elswick and Benwell Community Association) to secure additional space for community use within the building that the charity currently occupies and delivers many of its service from. This development, which offers many opportunities to further the work of the charity, is a major development that requires much time and commitment from the staff, trustees and the wider community.

Working to improve school attendance of children from black and minority ethnic communities:

Our Young Voices project works with four local schools and works with both children and their parents to help them to understand the importance of regular school attendance, and to address barriers to regular attendance. The work includes activity groups, breakfast clubs, outings, and attendance and homework clubs. Parents groups offer opportunities for parents to improve their understanding of the education system, and in particular how to support their children's learning. Parents can also benefit

from conversation groups to improve their English language skills. This work is undertaken in partnership with schools, and Newcastle City Council Education Welfare Service.

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Working to improve the life chances of very young children:

Much of the charities work is about supporting parents through offering a range of opportunities for them to meet other parents with young children and enjoy a range of activities together with their children e.g. parent and toddler groups, toy library, music, story time, and healthy living activities such as walking and healthy cooking. Much of the work with parents and young children is in partnership with the local Sure Start Children’s Centre.

The importance of parents’ roles in the lives of children is recognised, so the charity offers opportunities for parents to develop skills and confidence. The learning opportunities include accredited and not accredited training, as well the provision of a range of groups where parents can access support to improve their parenting skills. A range of adult education opportunities is offered e.g. basic literacy and numeracy skills, personal development training, basic administration, cake decorating, and community development.

Supporting women to counter disadvantage

A programme of activities for women, offers a range of opportunities, with the aim of raising levels of the womens’ confidence and self-esteem. Activities include, personal development training, healthy living activities, and a women’s history project. The ‘women’s work’ has been developed to address the continued inequalities that women suffer in society. Links have been made by the charity with the Women’s Resource Centre, NE Women’s Network, and the National Equality Partnership to support this work, and to contribute to the work of those organisations.

Monitoring and statistical information

The data shown below is a section of the data collected which is required for monitoring purposes by most funders and also helps the project in planning and reviewing the activities and services we provide:
1 APRIL 2008 – 31ST MARCH 2009

Total number of people accessing services = 233 men, 584 women, 661children, total 1478
Ethnic origin =

WHITE	MIXED	ASIAN	BLACK	OTHER	NOT KNOWN
British	718	Asian 12	Indian 20	African 96	Chinese 32
Irish	2	Other 60	Pakistani 89	Other 12	Other
Other	9	Bangladeshi 373	Other 55		

Service accessed = breakdown of ‘type’ of activities and numbers

Centre Activities	358	Creche	130	Kidstuff	304	Young Voices	323	Parent Participation	417
Training	299	Events	434			One to one support		advice/counselling	175

The Trustees have identified a particular risk that the organisation will face during the forthcoming year, related to new responsibilities the charity is taking on, with regard to taking on the lease for the whole building in which it is currently based and delivers many of its services from. The Trustees have allocated funding within the budget to ensure continuity of the organisations business, and are working

with partner agencies to secure funding and develop a business plan to sustain the use of the premises for use by the charity and by other community organisations.

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Summary of main achievements

Partnership work with a range of voluntary and statutory sector agencies continues, which contributes to the effective and appropriate planning and use of resources. Riverside has been particularly successful in the ongoing development of its 'participation work' with parents and children, through its 'Young Voices' project and 'Children's Centre Parent Participation' project. This work has enabled families to be heard, and influence services that affect them. A range of activities including community conferences, support for participation in governance and partnerships, events, groups, and training have enabled community participation at levels appropriate to the wishes and needs of individuals.

The organisation has also been working with others to address inequalities through its involvement in the continued development of the VCS Equalities Coalition, whose aim is to take a lead role in capacity building and developing a strong voice, for and with, excluded communities. In addition Riverside has developed a new 'Women's Project', which is working with local women with the aim of raising awareness, and tackling gender discrimination.

Further details of the work undertaken can be found on our web site: www.riversidechp.co.uk

Financial review

The Executive Committee confirm that the financial statements comply with current statutory requirements, the requirements of the Charitable Company's Memorandum and Articles of Association, the requirements of the Statement of Recommended Practice (revised 2005), Accounting and Reporting by Charities, and have been prepared in accordance with part VII of the Companies Act 1985 as applicable to small companies.

Reserves policy

The board is working towards holding the equivalent of three months running costs in reserves (£125,000), to date we have approximately £78,000 in reserves. The Board felt it prudent to maintain the designated fund for premises costs in light of the uncertainty regarding the current premises (£60,000). The board have also added a designated fund to cover the pension deficit with the Pension's Trust at 31 March 2009. This has not been recognised as a liability as a member of staff is still contributing to this pension fund.

Principal funding sources

Newcastle City Council, Newcastle & North Tyneside Primary Care Trust and Surestart provided funding for the core work of the organisation. Additional funding for particular work was secured from a number of sources including Children's Fund, North East Coalition on Equality & Diversity, West End Community Development Consortium, Neighbourhood Renewal Fund, trusts and charities.

**Riverside Community Health Project
Report of the Executive Committee
for the year ended 31 March 2009**

Statement of Executive committee responsibilities

Company Law requires the Executive Committee 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 the income and expenditure of the charitable company for that period. In preparing the accounts the committee are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent.
- state whether applicable 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 business.

The Executive Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Executive Committee, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

Information to the auditors

In accordance with company law, as the company's directors, each of the Executive Committee certify that:

- so far as they are aware, there is no relevant information of which the auditors are unaware;
- as directors of the company they have taken all necessary steps to be aware of information which would be relevant for audit purposes and have communicated them to the auditors.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2009 was 11.

Auditors

Slade & Cooper Limited were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Executive Committee and signed on its behalf by:

..... Mandy Whitefield (Company Secretary)

..... Date

Independent Auditor's Report
To the members of Riverside Community Health Project
for the year ended 31 March 2009

We have audited the financial statements of Riverside Community Health Project for the year ended 31 March 2009, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein, the historical cost convention, and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members as a body, in accordance with Section 235 of the Companies Act 1985. 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.

Respective responsibilities of Executive Committee and auditors

As described in the Statement of Executive Committee Responsibilities the charitable company's Executive Committee (who are also the directors of Riverside Community Health Project) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Executive Committees' Report is consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Executive Committees' remuneration and other transactions is not disclosed.

We read other information contained in the Executive Committee's Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information beyond that referred to in this paragraph.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Executive Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources for the year then ended; and
- The financial statements have been properly prepared in accordance with the Companies Act 1985.
- The information given in the directors' report is consistent with the financial statements.

Slade & Cooper Limited
Accountants
Registered Auditors
6 Mount Street
Manchester M2 5NS