

Ripon and Leeds Diocesan Council for Social Concern

Annual Report and Accounts

1 APRIL 2010 TO 31 MARCH 2011

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Summarised Accounts

The summarised accounts shown in the Annual Report are not full statutory accounts but a summary of information extracted from those accounts. For more information, the full accounts and the auditors' report can be consulted. Copies may be obtained from the secretary - Mrs S Teet, 20 New Market Street, Leeds, LS1 6DG. Tel: 0113 245 6772.

The full audited accounts were approved by the Trustees on 29 September 2011 and, together with the annual report, have been submitted to the Charity Commission. The opinion of the auditor was unqualified.

CHARITY INFORMATION

Ripon & Leeds Diocesan Council for Social Concern

Company Limited by Guarantee. Company No. 3286672. Charity No. 1065423.

TRUSTEES/DIRECTORS as at 31 March 2010:

Appointed by the Bishop of Ripon & Leeds:

Mrs. Sallie Davies, JP, Revd. Dr. Colin Cheeseman,
Mr. Frank Blake.

Appointed by the Council for Mission:

Mrs. Jill Dilks (Chairman), Dr. Gabrielle Syme,
Dr. Richard Byrn, Mrs. Helen White.

Appointed by the Trustees: Mrs. Janet Betts.

Retiring Trustees: Revd. Alice Snowden resigned from the Board in March 2011

Trustees' Secretary: Mrs. Susan Teet

Registered Office: 20 New Market Street, Leeds, LS1 6DG.

Telephone: 0113 245 6772

Bankers: NatWest Bank plc, 8 Park Row, Leeds.

Royal Bank of Scotland

Auditors: RSM Tenon, 2 Wellington Place, Leeds

Solicitors: Wrigleys, 19 Cookridge Street, Leeds

Investment Advisers: Ripon & Leeds Diocesan Board of Finance

MANAGEMENT COMMITTEE:

Chair: Dr. Richard Byrn

Deputy Chair: Revd. Dr. Colin Cheeseman

Treasurers: Mr. Frank Blake Mr. Colin Trueman

Members: Mrs. Carol Cochrane Mrs Sallie Davies, JP

Mr. Paul Lenton Mrs. Judith Poole, JP

Mrs. Anessa Rush

Ex Officio: Mrs. Jill Dilks, Chair of Trustees

Mrs. Anne Beckett, JP, WYPB Representative:

Strategic Manager: Mrs. Louise Cantley

The Area Manager for APs, West Yorkshire Probation Service, has observer status

STATEMENTS OF PURPOSE

Ripon & Leeds Diocesan Council for Social Concern

Company Limited by Guarantee. Company No. 3286672. Charity No. 1065423.

OBJECTS:

- * To maintain the premises known as Ripon House and Cardigan House as Approved Premises within the meaning of the Offender Management Act 2007 and
- * To support and further all or any charitable activities carried out in connection with the Church of England in the Diocese of Ripon and Leeds and in particular
 - The promotion of temperance and of higher standards of moral life in the individual, the family and the community;
 - The rehabilitation of offenders and particularly those addicted to drugs or alcohol or otherwise in need of help;
 - The relief of distress or suffering arising from offending behaviour.

Memorandum & Articles of Association

CURRENT CRITERIA FOR GRANT GIVING:

- * Grants given only within the Diocese of Ripon & Leeds
- * Present funding of projects is examined carefully, as are other possible sources
- * Particular consideration is given to people within the criminal justice system who have mental health and/or multiple needs.
- * Grants may be made to individuals as well as groups. Groups should be of charitable status or seeking it.
- * There is no percentage split on giving, but an awareness of the balance between groups and individuals is maintained
- * The Trust's hostels are supported throughout
- * Criteria are reviewed every five years – last reviewed March 2011.
- * Grants will generally be between £100 and £1,000.
- * The Trustees meet quarterly. Grant applications will be considered at their March and September meetings.

CHAIRMAN'S STATEMENT



Although there is no doubt that our world has changed in the Criminal Justice system, you will see as you read the Strategic Manager's report that the work of our two Approved Premises continues on a steady course. We have streamlined our structures with one manager and one management committee for the two AP's; we have improved our buildings and refined the services we offer. This has resulted in good outcomes for the majority of our residents and we regard ourselves as being at the forefront of the 'Rehabilitation Revolution'.

As national re-organisation has worked through many phases, and now that all Probation Areas are independent Trusts and competition for services is a preferred government policy, we face an uncertain future. That does not necessarily mean an insecure future but as there are only 11 Independent APs in the country we do not yet know where we fit in any national plan. The lack of a contract, and the knowledge that the large saving which the Minister's plan for decreased prison places was to release now has to be found elsewhere, must make us nervous.

Nonetheless we are confident that we provide a cost-effective and valuable service. We maintain, as depicted on the cover, our open doors to those who are prepared to take the opportunity to put aside criminality and adopt a useful role in society.

We are enabled to do this by the quality of work given by our staff, not least Louise as an insightful and efficient manager. Dr. Richard Byrn continues as a valued leader of the management committee and we owe him much. I should like to thank him and all the MC members and Directors for their steady support. They provide most willingly a wide range of skills which adds richness to our work.

Thanks are due to our auditors RSM Tenon and to our Company Secretary Susan Teet for her continued competence, good sense and loyalty.

We enjoy support and collaboration from many agencies as shown in Louise's report and are sorry that full amalgamation with St. John's did not prove possible. However we shall still work together for the benefit of all our residents. We are also grateful for the positive encouragement which we receive from Bishop John Packer. Are we not an example of the Big Society? We combine Church and State; public funding and private effort; volunteers and professionals working together to give offenders the chance to make changes for themselves – and to leave no one without hope.

Jill Dilks, Chairman of Trustees

COMPANY REPORT

FOR THE YEAR ENDED 31 MARCH 2011

STRUCTURE, GOVERNANCE and MANAGEMENT

a) Governing Document

The Ripon and Leeds Diocesan Council for Social Concern (a Company Limited by Guarantee) incorporates the work of the two Approved Premises – Ripon House and Cardigan House – and their related assets and liabilities. Our registered charity number is 1065423. The charity has its office at 20 New Market Street, Leeds, LS1 6DG.

Social Concern was incorporated on 3 December 1996. Following a special resolution, the company was incorporated under the revised name of Ripon & Leeds Diocesan Council for Social Concern with effect from 27 December 2000.

During 2008, the Directors reviewed and updated the Memorandum and Articles of Association of the Company. These were amended by a Special Resolution dated 29 July 2008.

b) Recruitment and Appointment of Trustees/Directors.

The Trustees of the Ripon & Leeds Diocesan Council for Social Concern and the Board members are the same people. Under the requirements of the Memorandum and Articles of Association the Trustees are appointed by the Council for Mission and the Bishop of Ripon & Leeds to serve for a period of four years, after which they can be re-appointed for one further term of four years. One member is similarly appointed by the Board of Directors.

Members have a wide range of backgrounds and skills, bringing expertise in education, social work, homelessness, the Church, counselling, psychotherapy and business.

In an effort to ensure a broad skills mix, Directors are requested to provide a list of their skills on appointment. A skills inventory is maintained and, in the event of particular skills being lost due to retirement, individuals with similar skills are approached to offer themselves for appointment to the Board of Trustees.

c) Organisational Structure

The Board of Trustees/Directors of up to 9 members meets quarterly and is responsible for the strategic direction and policy of the charity. Management of the two Approved Premises (also referred to as hostels) is delegated to the Management Committee and the Strategic and Operational Managers. Appointments to the Management Committee may be made at any time and shall normally be for an initial term of three years. Membership may thereafter be renewed for up to three years. This may be further extended in exceptional circumstances after a specific case has been made to and approved by the Directors. Management Committee membership is ratified each year by the Directors at their Annual General Meeting.

The Managers have responsibility for day to day operational management of the hostels, individual supervision of staff and ensuring that the staff teams continue to develop skills and working practices in line with best practice.

d) Trustee Induction and Training

New members are provided with an information pack. Trustees who have served on the hostels' Management Committee are already familiar with the practical work of the charity. Additionally, gaps in knowledge are identified by individual members and visits and training are organized to enable members to have sufficient information about the work of the charity to contribute effectively.

Annual Meetings usually incorporate a training element. Last year's meeting focused on 'Local Crime: Community Sentencing' – Magistrates and probation working to improve public confidence in sentencing and raise awareness of the effectiveness of community penalties.

e) Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed and confirm that systems have been established to review risks regularly and that they have taken the necessary steps to mitigate the risks the charity faces.

Under the guidance of Royal Bank of Scotland Mentor Services, policies and procedures are in place to ensure compliance with health and safety regulations for staff, residents and visitors to the hostels. These procedures are reviewed and updated by the mentor service to ensure that they continue to meet the needs of the charity.

f) Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by local and national policies. Both hostels work in partnership with West Yorkshire Probation Service, local GP practices, Safer Leeds, Together Women Project, local housing organisations, alcohol and drugs services and other third sector organisations.

Nationally, the hostels work in partnership with their funders, the Ministry of Justice, and the National Approved Premises Association (NAPA), ensuring that national standards are constantly attained.

The Directors thank all our partner agencies for their commitment to and assistance with our work.

OBJECTS AND ACTIVITIES

The charity's purposes as set out in the objects contained in the company's Memorandum of Association are:

- to maintain the premises known as Ripon House and Cardigan House as Approved Premises within the meaning of the Offender Management Act 2007, and

- to support and further all or any charitable activities carried out in connection with the Church of England in the Diocese of Ripon and Leeds and in particular:

 - the promotion of temperance and of higher standards of moral life in the individual, the family and the community;

 - the rehabilitation of offenders and particularly those addicted to drugs or alcohol or otherwise in need of help;

 - the relief of distress or suffering arising from offending behaviour.

These objects were last reviewed and updated in 2008. The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities

The focus of our work

The Charity supports those individuals who are on post custody licence, community orders or bail. Cardigan House mainly works with men assessed as posing a high risk of harm to the public. Ripon House works with women assessed as posing a high or medium risk of harm to the public

A qualified Approved Premises Manager and trained staff team liaise closely with the Probation Service, Ministry of Justice, National Offender Management Service, and Criminal Justice System. Staff work with residents to help them address their offending behaviour, and so reduce the risk of re-offending and the risk of harm to the public.

Achievements and Performance

Each year the Directors agree a range of targets and objectives for the coming year. Also, the Strategic Manager draws up an annual Business Plan which is approved and monitored by the Management Committee.

The Directors have appraised their performance and achievements over the past year. They, together with both hostels, have met their targets.

Financial Review

Each hostel submits an annual budget to the Directors for approval. Financial Reviews take place at every Management Committee meeting (a minimum of ten such meetings per year) and at each quarterly meeting of the Trustees. Both hostels continue to manage their finances in a prudent and resourceful way.

a) Principal Funding Sources

The Ministry of Justice is the principal funder of both Cardigan House and Ripon House. Detailed information on this and the Trust's Finances is set out in the Financial Accounts at the end of this Report.

b) Investment Policy

Central investments are arranged through the Diocesan Board of Finance, which has a policy of ethical investment. Income generated from investments contributes towards the overheads of the charity.

Short term investments by the hostels are approved by the Management Committee, its Treasurer and the Strategic Manager.

c) Reserves Policy

The Trustees are of the view that the level of central reserves is adequate to enable the charity to fulfil its charitable objectives. Consultations occur with the Diocesan Board of Finance and their advice is placed before and agreed by Trustees when investments are changed.

The Directors have established a policy whereby the unrestricted funds of the Approved Premises not committed or invested in tangible fixed assets ('the free reserves') are maintained at a level which the Management Committee feels is sufficient to maintain the continuing activities of the charity on the basis of the funding arrangements with the Ministry of Justice. The level of reserves is reported to the Ministry of Justice.

Plans for the Future

Targets for the coming year have been agreed as set out below:

General

- 1) Continue to manage the affairs of the Council in accordance with legal requirements.
- 2) Continue to manage the finances of the Trust with prudence.
- 3) Secure a written contract with the Ministry of Justice.
- 4) Make appropriate donations as agreed in the memorandum and articles of association.
- 5) Continue to promote the work of the Company.
- 6) Continue to produce a twice yearly Newsletter for the parishes in the Diocese.
- 7) Recruit a new Trustee/Director with relevant skills.
- 8) Remain aware of the need to be inclusive and encourage diversity.
- 9) Maintain a skills audit of Trustees/Directors
- 10) Set aside money to offer further training to Trustees as needed
- 11) Monitor the Business Risks of the Company and APs, setting strategy and targets to identify and manage the needs for strategic change.
- 12) Contribute to national debate and maintain our positive partnership with the Probation Service
- 13) Review the performance of management in completing objectives set by the Directors in implementing the re-organisation
- 14) Establish and develop constructive relations with all APs in the north of England.

Approved Premises

- 1) Continue to maintain, and seek to improve, Cardigan House and Ripon House as properties apt and fit for the purposes set out in the Trust Deed.
- 2) Support the Management Committee of Cardigan House and Ripon House to

continue their functions of supervising the work done by both Approved Premises.

- 3) Where appropriate and agreed, to act jointly with both APs in pursuing discussions and actions relevant to 2) above.
- 4) Monitor the performance of the Management Committee of Cardigan House and Ripon House against national and local targets.
- 5) Increase Management Committee attendance at the Annual Training Event/AGM
- 6) Support Ripon House in raising its profile as an all female Approved Premises.
- 7) Support Cardigan House in developing its work with high and very high risk offenders.
- 8) Encourage more effective financial management.
- 9) Have regard to environmental issues and instruct the Strategic Manager to undertake a 'green audit'.

Developments

- 1) Continue to evidence the 'public benefit' provided by the charity.
- 2) Be more proactive in appealing for donations.
- 3) Be proactive in developing collaborative working with other Approved Premises.

Staff

- 1) Require the Management Committee to ensure that good employment practices are implemented.
- 2) Monitor and appraise the Strategic Manager in her role.

RESPONSIBILITIES OF THE DIRECTORS

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors should follow best practice and select suitable accounting policies and then apply them consistently:

- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Directors 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.

Members of the Board of Directors

Members of the Board, who are directors for the purpose of company law and as trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

Auditors

RSM Tenon 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 Board of Directors/Trustees on 29 September 2011 and signed on its behalf by

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Mrs. J Dilks, Chairman



STRATEGIC MANAGER'S REPORT

Introduction

Both Cardigan House and Ripon House have had a very positive year, although once again it has been challenging and has brought some changes. In March 2010, Tony Berry the Manager of St John's Independently Managed Approved Premises retired and we embarked on a journey sharing a Strategic Manager for a 12 month trial. This followed on from 2009/10 and the move to one manager for both Premises.

This change brought challenges across all three hostels for the staff teams, operational managers and for me. It was hoped that this opportunity would bring more shared and efficient systems with the added security of the Independent Premises forming a greater alliance. However, differences in philosophy and process made this difficult in practice, without a shared vision and both Committees agreed not to continue with a shared manager beyond 31st March 2011.

A number of positives arose from the shared manager role. We were able to try out a shared fourth operational manager for five months and develop more shared programmes across the two male hostels. Our participation as a group in the Regional Approved Premises Best Value Review also provided some quality information and insights into where we could improve our service and reduce our costs, which will now be taken forward.

Ministry of Justice

During 2010/11 we received a very welcome 3% uplift in our grants across both premises, with our funding continuing to come from the centre. Once again we continued to operate without a signed contract and the MOJ indicated that given we would be moving to commissioning and regional funding during 11/12 this didn't appear to be a priority.

In June 2010 the Approved Premises Service Specification was introduced, as a result of the Specification, Benchmarking and Costing Model worked on during 2009/10. The specification is provider neutral and paves the way for opening up delivery of Approved Premises to other organisations. Following this we engaged with representatives of the Director of Offender Management in order to indicate that we were compliant with the specification and we would be able to submit a Specification Assurance Statement by the end of the year. However, the end of 2010 brought the news that the Directors of Offender Management were being disbanded along with some of the regional structures and it was unclear where funding would come from during 2011/12. This was followed with various meetings and correspondence and by the end of February it was agreed that funding for 2011/12 would again come from the centre, which has renewed our desire to get a signed contract in place.

In February 2011 the Approved Premises Rules were re-issued with clarification of a number of points on which legal challenges had been made.

Partnership Work

Our close working relationship with West Yorkshire Probation Trust has continued throughout the year. West Yorkshire gained Trust status from the 1st April 2010, although to date this hasn't resulted in any significant changes for working together. Community Payback, one of WYPT biggest areas of work has gone out to tender, with West Yorkshire bidding to run services across the North of England.

Throughout the year we have continued to develop our working relationships with Hyde Park Medical Centre and Laurel Bank Surgery, with Burley Park continuing to take the occasional Cardigan resident. This has worked well alongside drug treatment access at Mabgate Mills and the fears and concerns expressed when these changes were brought in haven't materialised. Our residents have received a very positive service alongside other members of the community.

The 3% uplift in our budgets during the year enabled us to continue to fund Ian Cullen to deliver Esteem. Our residents have continued to benefit from team building, orienteering, abseiling, canoeing, caving and overnight expeditions. For some of our residents this is the first time that they have had access to these activities and some go on to develop their skills and use their leisure time more productively. We are now pursuing different sources of funding to ensure Esteem continues to survive and flourish.



The work with our other partners has continued both on the premises and in the community. We thank them for their continued commitment to working with our residents.

Best Value Review

The three Independent Approved Premises participated along with the four Trusts in the region. We compared favourably with assessment against the Approved Premises Service Specification with all areas being in green and several receiving green stars during assessment by West Yorkshire and South Yorkshire representatives. Best Value highlighted several areas where we could become more efficient in our use of staffing and resources across the two premises, which we will be putting in place during the next financial year. However, it was very pleasing to see that we were comparable with the Trust premises.

Performance Improvements Standards Audit 2010/11

With commissioning on the horizon and the Service Specification for Approved Premises released the 5th year of this audit allowed those who had previously scored above 25 to focus on any areas of improvement, rather than fully auditing everything. Both premises were awarded a very positive 30 out of 30, along with the West Yorkshire based Approved Premises. At the time of writing it is unclear what will replace it during 2011/12, but in the current climate it will be critical to maintain good practice and to operate efficiently.

Cardigan House Approved Premises

Staffing

Bill Schofield has continued to lead and develop the staff team throughout the past year. Bill has managed the team and Cardigan House with considerable skill, embracing new

developments. Over the year several changes have taken place in the staff team. During the summer of 2010 Richard Durrans (Residential Officer) left to pursue new opportunities and Hayley Tingle was successful in taking a step up from Assistant Residential Officer to replace Richard. Anne Briscoombe was appointed to fill the Night Care Worker vacancy we had been carrying since the departure of Debbie Brier and Charlotte MacDonald and Robert Adora joined as Assistant Residential Officers. Unfortunately, only six months had passed before Charlotte was offered a Social Work job with Leeds City Council, which was her eventual aim and Robert moved to Birmingham owing to a change in family circumstances. We have recently appointed Will Toms and Andy Brown to replace them. Tracy Monaghan (Night Care Worker) has been trying out the Assistant Residential Officer role, after five years on Waking Nights and is likely to switch to this on a permanent basis during 2011. We wish all new appointees and those who have moved to pastures new much luck and success in their work.

The staff team has once again been recognised for positive work with residents and were nominated in the partnership category at the NAPA Awards, for their work with a variety of other organisations. The positive can do attitude of the manager and staff team has been commented on throughout the year by colleagues in the Probation Trust, members of the Trust Board and other agencies. On an individual level congratulations go to Jo Clayson (Residential Officer) for the achievement of her NVQ Level 3.

During the year Steve Sykes completed a social work placement from Bradford University and Robyn Watson successfully completed a six week placement from Leeds Trinity. We wish them well with their ongoing studies.

All house staff have remained in post and have done an excellent job in supporting the work of the residential team and ensuring Cardigan House is a welcoming and positive place for residents.

Leeds and Yorkshire Housing Association

Cardigan House has been working in partnership with Leeds and Yorkshire Housing Association, to ensure community safety in respect of Valley Court. The building was completed in the spring of 2010 and new tenants have existed peacefully alongside our residents without issue. The wall between the two has been rebuilt and new trees have been planted and continue to grow. This demonstrates what is possible when agencies work together to ensure equality for all with regard to accommodation in local communities.

Allotment, Chickens and Bees

Andy Brown (new Assistant Residential Officer) put a lot of time and effort into the gardening and allotment Project during 2010, whilst he was working on the relief pool. The early part of 2011 has seen the introduction of chickens and bees alongside the potatoes and courgettes. The chickens wander freely in the garden and add a homely feel to Cardigan House. They have been well received by residents and assisting in the garden continues to be a popular pastime. Approaches have been made to various organisations re funding for further development and importantly to enable the residents to gain qualifications in this area.



Ripon House Approved Premises

Staffing

Eugene Doherty has managed the staff team over the past year. Eugene brought several years experience and skill as a Practice Development Assessor with him, which has enabled him to focus on developing the staff team and he has had a positive impact.

Richard Rigby (Residential Officer) left in 2010 and was replaced by Caroline Anderson who had been covering for Sharron Waterworth, on a temporary basis, while she was off on adoption leave. Deborah Standing, a qualified Offender Manager joined us in 2011 to job share with Sharron Waterworth after Sharron decided to work part-time. Caroline left at the end of the financial year and new recruitment process has commenced.



The Assistant Residential Officers and house staff have remained unchanged and our thanks go to all current staff and those who have recently departed for ensuring that Ripon House continues to be a positive place for residents to make necessary changes to their lives.

The staff team were once again nominated for a NAPA Award in the partnership category and this time they were highly commended for their work. Jane Balmford (Residential Officer) and Christine Ford (Assistant Residential Officer) received the award on behalf of the team from Martin Copsley at the NAPA Spring Seminar in April. Well done to all.

Emma Evans and Sammerah Sanwar successfully completed placements from Bradford University. We wish them both success with their studies.

Disability Access

In June 2010 Martin Plimley (former Trustee and Management Committee member) opened the lift connecting two purpose built bedrooms with lower ground and ground floor facilities. The event was attended by Committee members, local community groups, representatives of the Ministry of Justice and local Probation Trust alongside a number of residents and staff. This facility has been very well used over the past year benefitting several women with mobility issues who otherwise wouldn't have been able to come to Ripon House. Several others have had their stay made considerably more comfortable by the establishment of this facility.



Visit of Adelaide House Staff and Committee

In October 2010 Ripon House hosted a visit from the staff and Committee of Adelaide House, Approved Premises for Women, based in Liverpool. We discussed similarities and differences in a range of practice areas and the staff and committee enjoyed looking round. It was a very positive experience sharing day for all concerned.

Koestler Trust Bronze Award

The mural prepared by a group of residents at Ripon House titled 'Moving On', which won first prize at the Real Women- Real Changes Competition has extended its success with a Bronze Award from the Koestler Trust. The mural has now returned to Ripon House and will take pride of place in the reception area when further planned alterations are complete. This is a real example of what women can achieve and shows the value of the Tuesday art group, one of our most popular activities.

Capital Funding Bid

The Probation Estates budget has suffered the same fate as others in the present economic climate and our capital funding bid for a safer room, improved bathrooms and an educational facility at Ripon House hasn't been approved to date. The commitment to expenditure on the Women's Estate remains high, but resources are currently lacking. Hopefully this will be approved at some point.

Improving services for women

In the latter part of the year work started on the design of a new waiting area, lounge and office to replace the pool room and entrance area. It is hoped that the new layout will have benefits for residents providing confidentiality during their interaction with staff, telephone calls and taking medication. In addition visitors will be able to sit comfortably without worrying that they are intruding on residents' space and staff will have a private office where they can take calls and get on with computer based work. We hope to tender this work in June 2011 and have it completed by the end of the year.

The future

The past year has been very positive for residents at Cardigan and Ripon House and despite many changes a high number of residents successfully resettled in the community. Our funding is confirmed for 2011/12, so we will be able to carry on working towards successful rehabilitation of residents and helping them to achieve positive change. The future is increasingly uncertain. It is likely that Approved Premises will be subject to some form of competition in the near future, but whether that will be in time for 2012 or 2013 isn't clear. Community Payback is the first area of work to face competition and given that contracts are only likely to commence in London in April 2012, with other areas of the country following on, the timescale is slipping. Further competition in some prisons, electronic monitoring and bail support is also likely to take place before Approved Premises, but whenever it happens we need to be ready to meet the challenge. The current financial climate suggests at best we can expect to stand still with regard to our funding and we will have to deliver the same for less. Over the next year we will need to make some difficult choices in order to demonstrate efficiency, quality and value for money. During difficult times it is important to remember why we do this work and to keep the residents journey upmost in our minds. What we do best is providing a regime focussed on rehabilitation that supports people and enables them to change. Hopefully this will continue for many years to come.

Louise Cantley

Strategic Manager

More information about our work can be found on our websites:

www.rldcsc.co.uk

www.cardiganhouse.org.uk

www.riponhouse.org.uk

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**BALANCE SHEET
at 31 March 2011**

	Notes	2011 £	2010 £
FIXED ASSETS			
Tangible assets	5	1,200,000	1,200,000
Investments	6	87,068	83,109
		<hr/>	<hr/>
		1,287,068	1,283,109
		<hr/>	<hr/>
CURRENT ASSETS			
Debtors	7	28,149	16,951
Short term deposits		269,424	286,693
Cash at bank and in hand		175,721	164,305
		<hr/>	<hr/>
		473,294	467,949
		<hr/>	<hr/>
CREDITORS Amounts falling due within one year	8	(70,354)	(158,888)
		<hr/>	<hr/>
NET CURRENT ASSETS		402,940	309,061
		<hr/>	<hr/>
NET ASSETS		£1,690,008	£1,592,170
		<hr/>	<hr/>
FUNDS			
Unrestricted		1,690,008	1,592,170
		<hr/>	<hr/>
		£1,690,008	£1,592,170
		<hr/>	<hr/>

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Mrs J Dilks - Chair

Approved by the Board on 29 September 2011

The notes form part of these financial statements

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

NOTES TO THE FINANCIAL STATEMENTS 31 March 2011

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of freehold property. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993 and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Allocation of overhead and support costs

Overhead and support costs have been allocated between charitable activity and governance based on the time spent by employees working in the two areas and actual cost incurred.

Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of wages, overhead and support costs.

Incoming resources

Incoming resources are recognised in the year in which they are receivable.

Irrecoverable VAT

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

Capital expenditure is normally reimbursed by way of grants from the Ministry of Justice.

Freehold property is stated at valuation. The unrealised gain or loss on revaluation is brought in to the Statement of Financial Activities.

Freehold buildings are not depreciated. It is the company's policy to maintain the properties in a continual state of sound repair. Accordingly, the directors consider that the life of the property is so long and the residual value, based on prices prevailing at the time of acquisition, is so high that any depreciation would be insignificant.

Investments

Investments are stated at market value.

Fund accounting

Unrestricted funds comprise accumulated surpluses and deficits on the general fund and designated funds. They are available for use at the discretion of the directors in furtherance of the company's general charitable objectives.

Designated funds are those funds designated for particular purposes or projects at the discretion of the directors.

Restricted funds are created when grants or donations are made for a particular purpose, the use of which is restricted to that purpose.

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2011**

2. INVESTMENT INCOME

	2011 £	2010 £
Quoted investments	3,852	3,774
Bank interest	5,631	6,703
	9,483	10,477

3. TOTAL RESOURCES EXPENDED

	2011			2010
	Charitable activities £	Governance costs £	Total £	Total £
Staff costs	905,577	9,997	915,571	905,078
Premises costs	142,452	-	142,452	164,434
Supplies and service costs	100,162	-	100,162	77,450
Establishment costs	88,579	2,035	90,614	109,394
Grants payable – institutional	400	-	400	-
	1,237,170	12,032	1,249,202	1,256,356

Included above are:	2011 £	2010 £
Auditors' remuneration:		
Audit fee	4,318	4,200
Accountancy and other services	6,293	8,954
	10,611	13,154

4. STAFF COSTS

The average number of employees, excluding trustees, was as follows:-

	Number	Number
Cardigan House approved premises	18	17
Ripon House approved premises	16	16
Secretary	1	1
	35	34

The aggregate payroll costs of these persons were as follows:

	£	£
Wages and salaries	795,402	783,245
Social security	54,810	52,020
Other pension costs	65,362	69,813
	915,574	905,078

No employee earned £60,000 per annum or more (2010 : None). No director received any remuneration (2010 : None).

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2011**

5. TANGIBLE FIXED ASSETS

Freehold property

The properties were transferred from Ripon Diocesan Church of England Council for Social Aid on 1 April 1997 at no cost to the company.

	£
Valuation at 1 April 2010	1,200,000
Additions	-
Deficit on revaluation in the year	-

Valuation at 31 March 2011	1,200,000

The properties were revalued during 2008 at open market value for existing use by Adair Paxton LLP, Chartered Surveyors and valuers. The Trustees revalued the properties at 31 March 2011.

	2011 £	2010 £
At valuation:		
Cardigan House approved premises	650,000	650,000
Ripon House approved premises	550,000	550,000
	_____	_____
	1,200,000	1,200,000
	_____	_____

The historic cost of the properties is £83,887 (2010: £83,887).

The company's fixtures and fittings have been obtained at no cost and the directors feel it impractical to place a cost or value on these assets. It is considered that the net book value and corresponding deferred grant would be negligible.

All fixed assets are used for direct charitable purposes, namely that of approved premises.

6. INVESTMENTS

	£
Market value at 1 April 2010	83,109
Additions	1,000
Increase in valuation	2,959

Market value at 31 March 2011	87,068

	2011 £	2010 £
Analysis of investments:		
UK quoted investments	87,068	63,109
	_____	_____
Historical cost	48,558	47,558
	_____	_____

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2011**

6. INVESTMENTS (cont/...)

	2011 £	2010 £
Investments representing more than 5% of total:		
Central Board of Finance of the Church of England Funds	87,068	83,109
	87,068	83,109

The investments are held by Ripon and Leeds Diocesan Board of Finance, the custodian trustees.

7. DEBTORS

	2011 £	2010 £
Prepayments and accrued income	26,661	15,836
Other debtors	1,488	1,115
	28,149	16,951

8. CREDITORS - amounts falling due within one year

Trade creditors	35,198	26,802
Accruals and deferred income	22,423	132,086
Taxation and Social Security	8,332	-
Other Creditors	4,401	-
	70,354	158,888

9. DESIGNATED FUNDS

	<u>Cardigan House</u> £	<u>Ripon House</u> £	<u>Total</u> £
Balance at 1 April 2010	62,519	327,068	389,584
New designations	30,957	88,932	119,889
Utilised in the year	(18,909)	(8,547)	(27,456)
	74,564	407,453	482,017

The designated funds carried forward at 31 March 2011 are in respect of building extensions, emergency repairs and exceptional staff costs. The funds are held in bank deposit accounts.

10. TRUSTEES' EXPENSES

The amount paid to trustees in respect of travelling costs was £1,247 (2010 : £1,180). This was in respect of five trustees (2010 : four).

11. CONTINGENT LIABILITIES

There is a contingent liability in respect of capital grants received from the Ministry of Justice. These grants may become repayable in the event of the hostels moving outside the approved Ministry of Justice structure. The directors estimate this amount to be approximately £700,000. By agreement a fundamental proportion of this is discounted owing to it reducing annually over 20 years.

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2011**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted Funds</u>	<u>Total Funds</u>
	£	£
Fund balances at 31 March 2011 are represented by:		
Tangible fixed assets	1,200,000	1,200,000
Investments	87,068	87,068
Net current assets	402,940	402,940
	<hr/>	<hr/>
Total net assets	1,690,008	1,690,008
	<hr/>	<hr/>

13. REVALUATION RESERVE

Included in General Funds is a revaluation reserve of £1,116,103 (2010 £1,116,103):

14. PENSION COSTS

The company contributes to the West Yorkshire Pension Fund which is a defined benefit scheme in the UK. A full actuarial valuation was carried out at 31 March 2010.

The major assumptions used by the actuary were:	2010
Rate of pensionable pay inflation inclusive of increases due to age and promotion	5.3%
Discount rate for scheme liabilities	6.75%
Inflation assumption	3.8%

Post retirement mortality: is based on the assumption that a male will live to 86.7 years and a female to 88.9 years.

Active members retiring on ill health are assumed to have post retirement mortality in line with the above, rated up five years.

The investment return on the fund during the year to 31 March 2010 was 2.9%. No figures are available for the years since that date.

Membership statistics as at 31 March 2010:

	Ripon House	Cardigan House
Numbers: - active members	6	11
- deferred pensioners	13	21
- current pensioners	<u>7</u>	<u>5</u>

The split of assets in the fund between investment categories:

Equities	83%
Bonds	36%
Other	14%

Included in other creditors is an amount of £4,401 (2010: £nil) owing to the pension scheme.