



RLDCSC

**Annual Report
and Accounts**

1 APRIL 2011 TO 31 MARCH 2012

**Ripon and Leeds Diocesan
Council for Social Concern**

Ripon and Leeds Diocesan Council for Social Concern

Annual Report and Accounts

1 APRIL 2011 TO 31 MARCH 2012

CONTENTS

	Page
Charity Information	2
Statement of Purpose/Aims	3
Chairman's Statement	4
Trustees'/Directors' Report	5
Strategic Manager's Report	10
Consolidated Accounts	
Statement of Financial Activity	14
Balance Sheet	15
Notes to Financial Statement	16

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 26 September 2012 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 2012:

Appointed by the Bishop of Ripon & Leeds:

Revd. Dr. Colin Cheeseman (Chairman)

Mr. Frank Blake Mrs. Sallie Davies, JP

Appointed by the Council for Mission:

Dr. Richard Byrn, Dr. Gabrielle Syme

Mrs. Helen White Revd. Canon. Adrian Alker

Mr Adrian Lodge

Appointed by the Trustees: Mrs. Janet Betts

Retiring Trustees: Mrs Jill Dilks retired from the Board in September 2011

Trustees' Secretary: Mrs. Susan Teet

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

Telephone: 0113 245 6772

Website: www.rldcsc.co.uk

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: Mrs Sallie Davies, JP

Treasurers: Mr. Frank Blake Mr. Colin Trueman

Members: Mrs. Carol Cochrane Mrs. Jill Dilks,

Mrs. Judith Poole, JP Mrs. Anessa Rush

Ex Officio: Revd. Dr. Colin Cheeseman, 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.

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

www.rldcsc.co.uk

CHAIRMAN'S STATEMENT

In this my first Chairman's statement, I want to start by thanking my predecessor, Jill Dilks, for all her work both as Chair of Trustees and as Chair of the then Ripon House Management Committee. Jill's commitment to the work of the charity has been outstanding and it continues through her membership of the Management Committee and the National Executive of NAPA. We are all very grateful for what she has done and what she continues to do.

This has been another very busy and productive year. During this past year Dr Richard Byrn has continued as Chair of the Management Committee and we are grateful indeed for all his work and support. Two new Directors have joined us, The Revd Canon Adrian Alker and Adrian Lodge. We welcome them both and look forward to the contribution they will make to the work and governance of the charity. June this year has also seen the retirement of Dr Gabrielle Syme and we are very grateful for all that she did in the years that she was a Director. I also take this opportunity to thank Susan Teet for all her work as Company Secretary. Her work is appreciated by all.

Cardigan House and Ripon House continue to offer a high quality and very valuable service in providing structured accommodation for men and women within the Criminal Justice system. We are able to do this because of our very committed staff, ably led by Louise Cantley and supported by our two Operational Managers, Eugene Doherty and David McLeish. This year has also seen further consolidation of the organisational changes we have been making in recent years, with the appointment of a Finance Officer for both hostels and re-organisation of the administration.

We continue to work to make our hostels as good and inviting an environment for our residents as we can. The new internal work in Ripon House and the continuing redecoration and refurbishment in both hostels is a sign of this commitment. It was very gratifying that at a recent meeting with representatives of NOMS they felt able to tell us what a good impression Cardigan House and Ripon House had made, when compared with other hostels they visit. We are grateful to all the staff for helping to maintain these high standards.

Louise Cantley's report tells us of the changes affecting us which are going on in the Criminal Justice world, not least the introduction of a commercial contract to cover our work. Louise spells out the misgivings we have had about the initial proposals for this contract and, as I write, we are still waiting for a revised draft. This new contract and the possibility, at some point in the future, of the introduction of competition in the placement of the contract remind us that we operate in a greatly changing world. Partly because of these proposed changes, the Independently Managed Approved Premises which have a faith foundation met together at St Deiniol's Library for the first time this year. It was a time to reflect on the particular contribution our faith foundation makes to our work and to start to consider ways in which, because of a shared ethos, we can co-operate to promote our work. We are confident of the value of the service we provide and we look forward to the year ahead.

Colin Cheeseman, Chair of Trustees

COMPANY REPORT

FOR THE YEAR ENDED 31 MARCH 2012

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 the work done with people who mis-use drugs and alcohol.

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:

- 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. Budget Reviews take place at every Management Committee meeting (a minimum of ten such meetings per year) and finances are reviewed 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) Reserves Policy

The Board of Trustees / Directors, as part of its strategic planning, aims to maintain the central reserves at a level which is sufficient to enable the Council to fulfil its charitable objectives and its responsibilities as an employer.

The Directors have established a policy whereby the funds of the Approved Premises not committed or invested in tangible fixed assets ('the free reserves') are maintained at a level which the Board 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.

Why reserves are needed

As part of its Business Risk Assessment, the Board has established that the charity needs to maintain short-term and long-term reserves to reduce the impact of risks from internal and external factors.

- 1) The Approved Premises need to hold short-term reserves to meet the costs of unplanned events and planned internal maintenance of the buildings.
- 2) As owner of the two properties known as Cardigan House and Ripon House, the Board needs to hold sufficient central reserves to cover major building works
- 3) The Board also has overall responsibility for the employment of staff and, should income sources be disrupted, needs to have sufficient reserves to meet ongoing costs until further funding is secured.

Level of reserves

In considering the level of reserves the Board took into account key areas of financial risk. These equate to approximately 50 per cent of annual operating costs – £600,000.

The current level of reserves falls short of this target.

In 2011, the Board began to charge rent to Ripon House AP and Cardigan House AP for use of the buildings. The rental income is being transferred into the Central Reserves Fund until a satisfactory balance has been achieved.

Should the reserves fall below an agreed level, the Trustees will take action to raise additional funds in order to keep the charity financially healthy.

Investment of reserves

The reserves of the charity are held in the freehold property, investments administered by the Ripon and Leeds Diocesan Board of Finance and short term building society and bank accounts.

With regard to risk, as the balance of the Central Reserves Fund increases, investment advice may be sought by the Trustees when necessary.

c) Investment Policy

Objectives

The overall financial objectives are:

- effective management of the charity's assets that are not required for imminent use.
- to protect the reserves of the charity and maximise investment income..

The Investment objectives are to:

- produce the best financial return within an acceptable level of risk
- produce a total return of at least RPI plus 3% over the long term

Risk

- inflation risk mitigated through investment in tangible and intangible assets
- capital volatility can be tolerated if the exposure is limited
- diversification of assets is required
- sterling base currency
- minimum A* credit rating for deposit taking institutions, maximum £100k cash deposit per counterparty

Liquidity

- the Board of Trustees aims to distribute grants of £500 to £1,000 per annum
- minimum 70% in assets realisable within 3 months
- minimum 6 months worth of total running costs in cash or lower risk liquid investments.

Time Horizon

- long term

Ethical Policy

- invested in line with the charity's aims

Management, Reporting and Monitoring

- RLDCSC uses CCLA, a professional investment management firm. An annual valuation is produced.
- two authorised signatories are required to sign instructions to the investment manager.
- the Board of Trustees agrees investment strategy and monitors the investment assets.

Approval and Review

This policy has been approved by the Trustees/Directors and will be reviewed annually

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 an appropriate 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 via the website and twice yearly Newsletters for the parishes in the Diocese.
- 6) Recruit a new Trustee/Director with relevant skills.
- 7) Remain aware of the need to be inclusive and encourage diversity.
- 8) Maintain a skills audit of Trustees/Directors
- 9) Set aside money to offer further training to Trustees as needed
- 10) Monitor the Business Risks of the Company and APs, setting strategy and targets to identify and manage the needs for strategic change.
- 11) Contribute to national debate about Approved Premises and maintain an appropriate relationship with the Probation Service
- 12) Establish and develop constructive relations with other APs, and in particular all IMAPs in England.
- 13) Have regard to environmental issues.

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) Continue to encourage more effective financial management.
- 9) Continue to have regard to environmental issues.

Developments

- 1) Continue to evidence the 'public benefit' provided by the charity.
- 2) Consider appropriate uses of 'AP rent' income.
- 3) Be proactive in developing collaborative working with other Approved Premises.
- 4) Review the appointment of Auditors for 2012/13.

Staff

- 1) Require the Management Committee to ensure that good employment practices continue to be 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 2006. 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 was re-appointed as the charitable company's auditors during the year and has 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 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Directors/Trustees on 26 September 2012 and signed on its behalf by

..... Revd. Dr. Colin Cheeseman, Chairman

STRATEGIC MANAGER'S REPORT

Introduction

Cardigan House and Ripon House have experienced another year of change. The Best Value Review and continued austerity measures suggested that we needed to examine our staffing structures, many of which had been in place for several years, and prepare for the possibility of competition to run services. The contract we've been trying to get in place over the last few years now appears to be just around the corner although we don't know how long it will be in place before competition to run services takes place.

At the same time both premises have undergone some physical development work improving the environment for staff and residents. We've continued to develop and expand our partnership work with other agencies and the staff team has continued to learn and develop.

Ministry of Justice / National Offender Management Service

During January 2011 we were informed that we would receive a 5% cut to our budgets for 2011/12 in line with other public sector organisations. This wasn't unexpected news, but it wasn't welcome news either. However, NAPA assisted us greatly in stating our case for a stand still budget rather than a decrease and this was eventually approved, although Cardigan House agreed to increase capacity to 26 beds as a result of this. Funding for both premises has continued to come from the centre.

Throughout 2011 the Independent Approved Premises continued to press for a contract and in the latter part of the year we were contacted by Howard Mills and Samantha Mulholland from NOMS Probation and Contracted Services Directorate, North East, Yorkshire and Humberside. They sent us a draft contract and informed us at a subsequent meeting that they would be responsible for monitoring our contract once it was in place.

The Independent Approved Premises viewed the offered commercial contract with dismay. It had a number of factual errors, such as assuming the MOJ owned our buildings and there were several areas that lacked clarity or simply weren't applicable. Further meetings revealed the draft contract that we had spent much of the previous two years working on wasn't regarded as suitable and the only option was to amend the proposed commercial contract. At the time of writing we are hopeful the 2nd draft will address the issues and we will then have a rolling contract until such a time that the MOJ is ready to move to a new model of competition / commissioning.

During 2011/12 the government has produced several reports aimed at consulting/ changing the way services are commissioned. The outcomes of the current Probation Review are likely to be published in the Autumn and this may lead to far reaching changes to the way that services are commissioned / delivered from 2013/14.

Staff Restructure

As a result of proposed budget cuts and the Best Value exercise during 10/11 a thorough review of staffing was undertaken.

The Trustees Investigation Group Report (TIG) had previously suggested that it may be more efficient to operate with one Finance Department. Following lots of discussion it was agreed that Ripon House would house the finance function for both premises and that there would be three job roles: Finance Officer, Finance Administrator and General Administrator. All three would operate across both premises. Sylvia Kelly, who had done the accounts for 16 years at Cardigan House, decided she would like to retire and the Finance Assistant role at Ripon House was made redundant. This unfortunately

resulted in redundancy for Danny Miller, who left to train as a Driving Instructor. In September Rachel Kyle, a qualified Accountant, joined as Finance Officer following external recruitment and two internal staff, Paula Swanston and Martin Bradbury, took up the roles of Finance Administrator and General Administrator across both premises. To date this is working well, although much of the past six months has involved reviewing current procedures and, where necessary, establishing new ones.

In the area of housekeeping, the Cardigan House model was applied to Ripon House. Jackie Waite was successful in gaining the housekeeper / cook role and although Fiona Tait and Teresa Dixon were offered positions with reduced hours, both opted for redundancy. Connie Bramble maintained her position as weekend cook and we recruited Christine Cullen as cleaner. The maintenance position held by Joe Ovari was also made redundant, as research suggested more cost effective ways of maintaining the buildings.

At Cardigan House a review of Double Waking Nights was undertaken and following a full risk assessment and permission from the MOJ / NOMS Cardigan House returned to single waking cover from July 2011. The four existing Assistant Residential Officers were all offered new positions that included undertaking sleep-in shifts. It was agreed that Cath Cooke and Tracy Monaghan (Night Care Worker) could swap job roles owing to changing circumstances, so all positions were covered internally.

In the area of management we decided that we would not retain a shared floating manager (Laura Bradley returned to the Probation Service) leaving a Strategic Manager operating across both premises and a Team Manager in each premise. We also agreed to share the out of hours on call rota with West Yorkshire Probation Trust, reducing costs and increasing efficiency. This was implemented in January 2012 and to date it has worked well.

We thank all of those who have retired or whose job role has been made redundant throughout this period and wish them all the best for the future whether they are relaxing or seeking a new challenge.

Improving Services for Women

During 11/12 work planned the previous year to create a new waiting area, lounge and interview room for residents came to fruition. The pod as the new interview space has become known provides a confidential area for residents to interact with staff, make telephone calls and take medication. In addition most of the building has been redecorated and new furnishings were purchased giving Ripon House a spacious and bright feel that lives up to the expectation of the new entrance. Staff areas were also improved with a new kitchen and seating area ensuring that we fully comply with the demands of Information Security and that staff are comfortable.

Unfortunately, just before Easter, Ripon House suffered a flood brought about by a faulty connector on the staff sleep-in room sink. Residents were all safely evacuated, testing our contingency plan. Although the initial damage to the new areas seemed catastrophic, a few days drying out revealed most of the damage to be cosmetic and at the time of writing we are almost back to normal, thanks to the skill of the original workmen. Fortunately residents' rooms and the dining / communal areas did not suffer any damage and residents were able to return the following day. Repair work has been carefully managed to enable us to remain fully operational.

Partnership Work

Our close working relationship with West Yorkshire Probation Trust has continued throughout the year. The Community Payback tender is currently on hold pending the outcomes of the London process and looks unlikely to be resolved during 2012. This

may delay other competitions for services.

Throughout the year our positive working relationships have continued 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 alcohol interventions at ADS. The services of a CPN has continued courtesy of the Mental Health In-Reach Team and our ability to cater for those with Personality Disorder has improved with support from Pathways Development.

During the year West Yorkshire Probation Trust agreed to part fund Esteem, which has enjoyed another successful year. Through Esteem all our residents have access to outdoor activities providing an opportunity to learn new skills, develop confidence and challenge themselves.

We have strengthened our relationship with Bradford University and Eugene and I are Practice Educators for students on the BA and MA Social Work Course. This provides a fantastic placement for students and the opportunity for our staff and residents to benefit from the skills the students bring. Leeds University students have provided Creative Writing Courses for residents and Leeds College of Music has assisted those learning guitar.

Cardigan House has formed a partnership with Shipley College and has facilitated the delivery of a horticulture course. Residents at Approved Premises across West Yorkshire are able to achieve a Certificate after ten weeks and if they are motivated they can continue to Diploma level.

During the year we have worked with New Hall Prison to develop our understanding of one another and to improve women's journey from pre-sentence to release. We are actively promoting what Ripon House can offer and have worked very successfully with a number of women from release assisting them to re-integrate into the community.

Ripon House also remains involved with the Together Women Project. Our residents benefit from their Women's Centre, where they can undertake activities and find support, which they can continue to access after they have moved on from Ripon.

Staffing

Cardigan House Approved Premises – Bill Schofield continued to lead the staff team at Cardigan House up until his secondment came to an end in April 2012. Bill embraced change and development throughout his time at Cardigan House and maintained the positive atmosphere, supporting staff and residents. We wish him well in his new role with NOMS Commissioning.

David McLeish is the new Team Manager and he brings a number of years experience as a Team Manager and Practice Development Assessor with West Yorkshire Probation Trust. He is keen to develop Cardigan House and the staff team further.

Over the year a few changes have taken place in the staff team that were not the result of the staff restructure. Jill Roupine left the cleaning role for sunnier climates and Anne Briscoombe moved to this role from Night Care Worker, following a change in her circumstances. Sharon Wren, previously of Ripon House and waiting for a job as a newly qualified Social Worker, joined us as a Night Care Worker on a temporary basis. Towards the end of the financial year Hayley Tingle (Residential Officer) moved on to take on a Psychology Assistant role in a high security prison and George Frost was recruited to fill this post. George brings experience of supported accommodation from Foundation Housing and is proving a positive addition to the staff team. We wish all new appointees and those who have moved to pastures new much luck and success in their work.

The staff team continues to be commended by many within West Yorkshire Probation

Trust for their work with residents and positive atmosphere, often in difficult circumstances.

On an individual basis congratulations go to Hayley Tingle, Jo Clayson and Linda Fell, who completed their VQ3 during the year.

Congratulations also go to Kirsty Moody who successfully completed her Social Work placement at Cardigan House, with Bill Schofield providing workplace supervision and me providing practice education. Kirsty has since joined the relief pools operating across both premises.

Debbie Simmons continues to cook good food, maintain hygiene standards and provide a positive environment for residents. The gardens continue to be tended to high standard by Alwyn Roberts whose energy is timeless. All house staff do an excellent job in creating a safe and positive environment where residents can flourish.

Ripon House Approved Premises – Eugene Doherty has continued to manage the staff team with considerable skill over the past year. He has had a positive impact on staff development and the regime.

In July, John O'Neill left to return to Belfast. Jenni Pollington stepped up from Assistant Residential Officer to Residential Officer and Lucy Wilkinson was appointed as Residential Officer, bringing with her experience from The Rothera Project, run by the Langley House Trust. Steph Tennant filled the vacant ARO position, having worked as an administrator for West Yorkshire Probation Trust.

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.

On an individual basis congratulations go to Jane Balmford, Jenni Pollington and Lucy Wilkinson who all successfully completed their VQ3.

Congratulations to Simone Martin who successfully completed her Social Work placement from Bradford University with Eugene Doherty acting as her workplace supervisor and practice educator.

The future

The past year has again been a positive one 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 2012/13 so we will be able to carry on working towards successful rehabilitation of residents and helping them to achieve positive change. The future remains uncertain. It is likely that Approved Premises will be subject to some form of competition in the near future, but when this will be isn't clear and will be influenced by the Probation Review, which probably won't report until the Autumn. Probation Trusts are likely to have their contracts rolled over to the end of 2014, with changes to prepare the way taking place in 2013. What is clear is that austerity measures are likely to remain in place for the next few years and we will need to continue to make some difficult choices in order to demonstrate efficiency, quality and value for money. Whatever the future brings we will be in the best possible position to succeed if we can demonstrate a positive rehabilitative regime, with residents' success at the forefront.

Louise Cantley Strategic Manager

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 March 2012**

Notes	2012		Total	2011	
	General fund	Unrestricted Designated fund		Total	
INCOME AND EXPENDITURE					
Incoming resources					
Incoming resources from generated funds:					
Voluntary income:					
		3,636	-	3,636	4,536
	2	4,734	-	4,734	9,483
Incoming resources from charitable activities:					
		1,277,425	-	1,277,425	1,276,050
		-	-	-	-
		42,081	-	42,081	51,697
		7,531	-	7,531	2,315
<hr/>					
Total incoming resources		1,335,407	-	1,335,407	1,344,081
<hr/>					
Resources expended					
		1,179,560	152,316	1,331,876	1,237,170
		6,446	-	6,446	12,032
<hr/>					
Total resources expended	3	1,186,006	152,316	1,338,322	1,249,202
<hr/>					
Net incoming (outgoing) resources before transfers					
		149,401	(152,316)	(2,915)	94,879
		(88,598)	88,598	-	-
<hr/>					
Net incoming / (outgoing) resources					
		60,803	(63,718)	(2,915)	94,879
		-	-	-	-
<hr/>					
Net incoming/(outgoing) resources including realised gains on investments					
		60,803	(63,718)	(2,915)	94,879
		1,948	-	1,948	2,959
		-	-	-	-
<hr/>					
Net movement in funds		62,751	(63,718)	(967)	97,838
<hr/>					
Fund balances brought forward at 1 April 2010		1,207,991	482,017	1,690,008	1,592,170
<hr/>					
FUND BALANCES CARRIED FORWARD AT 31 MARCH 2011		1,270,742	418,299	1,689,041	1,690,008
<hr/>					

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The notes form part of these financial statements

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**BALANCE SHEET
at 31 March 2012**

	Notes	2012 £	2011 £
FIXED ASSETS			
Tangible assets	5	1,200,000	1,200,000
Investments	6	150,017	87,068
		1,350,017	1,287,068
CURRENT ASSETS			
Debtors	7	52,044	28,149
Short term deposits		159,425	269,424
Cash at bank and in hand		307,818	175,721
		519,287	473,294
CREDITORS Amounts falling due within one year	8	(180,263)	(70,354)
		339,024	402,940
NET CURRENT ASSETS			
		£1,689,041	£1,690,008
FUNDS			
Unrestricted		1,689,041	1,690,008
		£1,689,041	£1,690,008

The trustees (who are also directors of the company for the purposes of company law) are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 786 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

However, this charitable company is not entitled to exemption from the provisions of the Charities Act 2011 ("Charities Legislation") relating to the audit of the financial statements for the year. Consequently these financial statements have been subject to an audit under Charities Legislation.

.....
Revd Dr C Cheeseman - Chair

Approved by the Board on 26 September 2012

The notes form part of these financial statements

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

NOTES TO THE FINANCIAL STATEMENTS 31 March 2012

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 2011 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 2012**

2. INVESTMENT INCOME

	2011 £	2010 £
Quoted investments	4,734	3,852
Bank interest	-	5,631
	4,734	9,483

3. TOTAL RESOURCES EXPENDED

	2012			2011
	Charitable activities £	Governance costs £	Total £	Total £
Staff costs	891,106	1,811	892,917	915,571
Premises costs	239,132	-	239,132	142,452
Supplies and service costs	97,371	-	97,371	100,162
Establishment costs	102,430	4,635	103,331	90,614
Grants payable – institutional	500	-	500	400
	1,330,539	6,446	1,333,251	1,249,202

Included above are:	2012 £	2011 £
Auditors' remuneration:		
Audit fee	4,560	4,318
Accountancy and other services	2,310	6,293

4. STAFF COSTS

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

	Number	Number
Cardigan House approved premises	12	18
Ripon House approved premises	12	16
Secretary	1	1
	25	35

The aggregate payroll costs of these persons were as follows:

	£	£
Wages and salaries	785,016	795,402
Social security	46,618	54,810
Other pension costs	61,283	65,362
	892,917	915,574

No employee earned £60,000 per annum or more (2011 : None). No director received any remuneration (2011 : None).

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2012**

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 2011	1,200,000
Additions	-
Deficit on revaluation in the year	-

Valuation at 31 March 2012	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.

	2012 £	2011 £
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 (2011: £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	87,068
Additions	61,000
Increase in valuation	1,948

Market value at 31 March 2011	150,016

	2012 £	2011 £
Analysis of investments:		
UK quoted investments	150,017	87,068
	_____	_____
Historical cost	109,558	48,558
	_____	_____

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2012**

6. INVESTMENTS (cont/...)

	2012 £	2011 £
Investments representing more than 5% of total:		
Central Board of Finance of the Church of England Funds	150,017	87,068
	150,017	87,068

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

7. DEBTORS

	2012 £	2011 £
Trade debtors	6,413	-
Prepayments and accrued income	44,142	26,661
Other debtors	1,489	1,488
	52,044	28,149

8. CREDITORS - amounts falling due within one year

Trade creditors	36,504	35,198
Accruals and deferred income	115,857	22,423
Taxation and Social Security	14,851	8,332
Other Creditors	13,051	4,401
	180,263	70,354

9. DESIGNATED FUNDS

	<u>Cardigan House</u> £	<u>Ripon House</u> £	<u>Total</u> £
Balance at 1 April 2010	74,564	407,453	482,017
New designations	17,624	70,974	88,598
Utilised in the year	(15,133)	(137,183)	(152,316)
	77,055	341,244	418,299

The designated funds carried forward at 31 March 2012 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 £514 (2011 : £1,247). This was in respect of six trustees (2011 : five).

RIPON & LEEDS DIOCESAN COUNCIL FOR SOCIAL CONCERN

**NOTES TO THE FINANCIAL STATEMENTS
31 March 2012**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Total Funds
	£	£
Fund balances at 31 March 2011 are represented by:		
Tangible fixed assets	1,200,000	1,200,000
Investments	150,017	150,017
Net current assets	339,024	339,024
	<hr/>	<hr/>
Total net assets	1,689,041	1,689,041
	<hr/>	<hr/>

13. REVALUATION RESERVE

Included in General Funds is a revaluation reserve of £1,116,103 (2011 £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	65%
Bonds	15%
Other	20%

Included in other creditors is an amount of £13,051 (2011: £4,401) owing to the pension scheme.

It is not possible in the normal course of events to identify on a consistent and reasonable basis the share of underlying assets and liabilities belonging to individual participating employers. This is because the scheme is a multi employer scheme where the same assets are co-mingled for investment purposes, and benefits are paid from total scheme assets. Accordingly, due to the nature of the scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.