

MEETING: 28/11/2013

Ref: 12007

**ASSESSMENT CATEGORY - Positive Transitions to Independent Living**

**Havering Association for People with Disabilities**

**Adv: Julia Mirkin**

**Amount requested: £27,642**

**Base: Havering  
Benefit: Havering**

**Amount recommended: £25,000**

**Purpose of grant request:** HAD is seeking continuation funding for an advocacy project to support Disabled people to manage independent living and personal budgets.

**Background**

Havering Association for People with Disabilities (HAD) was established in 1969 to promote the relief of distress and suffering of people who have physical, sensory or learning disabilities, living in the London borough of Havering. HAD is an umbrella organisation for over 70 affiliated local groups and is independent from the local authority; it also delivers services directly such as computer training, befriending, carers support, benefits and legal advice. HAD is the only organisation offering advocacy services for disabled people in Havering.

**Funding History**

You awarded HAD £54,000 over two years in January 2011 to deliver an Advocacy Project that specifically supports people managing personal budgets. A four-day per week Personal Budgets Advocate post was funded and the grant included a contribution to core costs. The grant has been well managed and reports submitted have been rated highly by your officers.

**Current Application**

HAD's current application is for a further year of funding to support the part-time Advocate for beneficiaries managing personal budgets. Personal Budgets represent a radical change in how social care is distributed, for which many people are unprepared. This project responds directly to the results of a survey carried out by the University of Lancaster in collaboration with research agency *Demos*, which reported that 93% of people surveyed felt that they needed support to manage a personal budget; of those surveyed, 36% felt that they needed more information and 29% said that they needed someone to speak to for advice.

The Advocacy Project aims to support disabled people to live independently and transition from receiving services directly to receiving

a budget to manage on their own. The Personal Budgets Advocate offers one-to-one sessions, in which specialist information is provided; the post-holder assists disabled people to navigate the care infrastructure and, if necessary, supports beneficiaries with face-to-face negotiations with the local authority or service providers. During the year ending August 2013, the Personal Budgets Advocate responded to 59 telephone enquiries and conducted 34 one-to-one meetings with disabled people about 'personalisation'. As HAD estimates that there are 6,000 people with disabilities in the London Borough of Havering, it believes that there will be on-going demand for its advocacy services.

HAD's Personal Budgets Advocate was formerly Care Coordinator for the London Borough of Barking and Dagenham for ten years (including the period during which Barking and Dagenham was a formal pilot area for personal budgets) and so brings valuable experience to HAD.

### **Financial Observations**

Audited accounts for the year ended 31 March 2013 show total income of £139,938 and a small surplus of £1,428 (1% of turnover), comprising a surplus of £29,336 on restricted funds and a deficit of £27,908 on unrestricted funds.

HAD's reserves policy is to hold a minimum of £60,000 in free unrestricted reserves, which equates to 5.5 months' worth of 2013/14 budgeted expenditure. At 31 March 2013 free unrestricted reserves stood at £95,998 equating to 8.8 months' worth of 2013/14 total expenditure.

The budget for 2013/14 projects an operating deficit of £24,285 (22.6% of turnover) all on unrestricted funds. This deficit would reduce HAD's unrestricted free reserves to £71,713, equivalent to 6.5 months' worth of total expenditure. Total income for the year is expected to be £107,356 of which £89,209 (83.1%) has been confirmed as at 5 September 2013.

### **Officer's Appraisal**

Funding of the Advocacy Project over the last two years has allowed HAD to develop its approach to supporting disabled people with personalisation. As personal budgets become the default mechanism for distributing social care, there is a growing need for advocacy and support services and HAD is currently the only organisation offering this service in Havering. HAD is committed to delivering advocacy work and has included it in its new business plan. As the organisation currently holds free reserves in excess of its reserves policy, your officer recommends awarding a grant slightly below the requested amount as there is scope to fund the balance from existing resources.

### **Recommendation**

**£25,000 for a further and final year for the salary and on-costs of the part-time (4 dpw) Personal Budgets Advocate.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:  
(office use only)

12007

Date Received:

5.08.13

Programme  
Area:

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### 1. About your organisation

Name of organisation applying for grant: <b> Havering Association for People with disabilities</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence <b> Whittaker Hall, 1a Woodhall Crescent, Hornchurch, Essex</b>	
Postcode: <b> RM11 3NN</b>	
Is this your home address? <b> No</b>	
Contact person: <b> Ms Sharron Peel</b>	Position: <b> Chief Executive</b>
Phone: <b> 01708476554</b>	Fax:
E-mail: <b> sharronpeel@hadhavering.co.uk</b>	
Website: <b> www.hadhavering.co.uk</b>	
Legal status of organisation: <b> Registered Carity Company limited by Guarantee</b>	
If registered, please give charity number: <b> 1089188</b>	
Year and month organisation established: <b> 05/1969</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b> Positive transitions to independent living</b>
Purpose for which funds are requested: (25 words maximum) <b> HAD are seeking continuation of funding for an advocacy project to fulfil the need of Disabled people to manage independent living and personal budgets</b>
How much funding is requested? <b> Year 1: £27,642    Year 2: £                      Year 3: £</b>
<b> Total: £27,642</b>

### 3. Aims of your organisation

The Association is established to promote the relief of distress and suffering, the rehabilitation, care and other needs of persons who are physically, sensorily or mentally disabled within the London Borough of Havering.

To provide an organisation, which while not interfering with the interest and roles of the constituent bodies will provide facilities for the fullest co-operation between statutory and voluntary bodies working for the welfare of disabled people.

As an umbrella organisation of voluntary organisations within the London Borough of Havering, that the Association exerts as much energy to represent the needs of the organisations as agreed by the Executive.

To provide a means for the exchange and dissemination of information.

To encourage and persuade the authorities, both statutory and voluntary to take steps which will bring about the aims of the association.

### 4. Main activities of your organisation

The Association exists to facilitate the fullest co-operation between all appropriate bodies, either voluntary or statutory, to promote well being and life choices for people with disabilities and their carers within Havering. An integral aspect being facilitating opportunities for full engagement of people with disabilities and their carers in shaping service provision though open and supported expressions of ideas and opinions.

Since our early days we have gone from strength to strength and developed a wide range of services. We have worked hard to bring in outside funding to increase what we can offer to disabled people. We are an umbrella organisation for over 70 affiliated local groups and provide essential information, support and services to disabled people, carers and statutory organisations. We also provide exercise classes to those with reduced mobility, one to one computer training, art and craft, legal surgeries, befriending and stroke services. With funding from City Bridge Trust, we have successfully run an advocacy project that supports people with personal budgets and independent living. We also have a pilot project for general advocacy. We have recently been commissioned by the local authority to provide support to the Self Directed Support Forum, the members of which are all in receipt of a personal budget.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	1	10	50

### 6. How do you support your volunteers?

Our volunteers are a vital part of the services we provide and are given full training and ongoing support. We hold regular events to reward our volunteers for the work they do and to give them the recognition they deserve.

### 7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation? under license from LBH	If leased/rented, how long is the outstanding lease/rental agreement? open ended from 1992
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## 8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **March**

Year: **2012**

Income received from:	£
Voluntary income	122,199
Activities for generating funds	0
Investment income	77
Income from charitable activities	0
Other sources	
<b>Total Income</b>	<b>122,276</b>

Expenditure:	£
Charitable activities	100,134
Governance costs	0
Cost of generating funds	0
Other	20,696
<b>Total Expenditure</b>	<b>120,830</b>
<b>(Deficit)/surplus for the year:</b>	<b>1,446</b>

Asset position at year end	£
Fixed assets	38,360
Investments	0
Net current assets	150,187
Long-term liabilities (deferred income) £8,981	<del>8,981</del> JM
<b>*Total A</b>	<b>£179,556</b> <del>188,547</del> JM

Reserves at year end	£
Endowment funds	0
Restricted funds	85,808
Unrestricted funds	93,758
<b>*Total B</b>	<b>179,566</b>

\* Total A and Total B must be the same and should be taken from your balance sheet

## 9. Statutory funding

For the financial year above, what % of your income was from statutory sources?  
88%

## 10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

none

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Jan	/ -	Ref: 10406	Grant received: £54,000	OR application rejected	<input type="checkbox"/>	
Month/Year: Dec	/ 2004	Ref: 6156	Grant received: £105,000	OR application rejected	<input type="checkbox"/>	
Month/Year: Sep	/ 2000	Ref: 871ar	Grant received: £25,500	OR application rejected	<input type="checkbox"/>	

## 12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:  
**(i)** City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)  
**(iv)** Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i) 0	0	0	0
(ii) London Borough of Havering	114,372	86,810	72,005
(iii) 0	0	0	0
(iv) 0	0	0	0
(v) 0	0	0	0
(vi) 0	0	0	0

## 13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Lloyds TSB	0	16,000
UK Online	3,350	1,535
Lottery/Veolia Cleanaway		2,245

## 14. What steps is your organisation taking to reduce its carbon footprint?

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HAD actively promotes the use of public transport, saving energy by turning off unnecessary electrical equipment when not in use and recycling. We also discourage unnecessary printing.

## 15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more **in total**, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

**In order to provide the right information, please refer to guidance note 15 before completing this section.**

HAD have provided an Advocacy Service to Disabled people and Carers living in the London Borough of Havering for the past 2 years thanks to grant funding from The City Bridge Trust.

The Advocacy scheme has ensured that the wishes and interests of the people they advocate for, has directed the advocate's work. It has supported people to say what they want, secure their rights, represent their interests and obtain the services they need. The Advocate has worked in partnership with the people they support and taken their side. The scheme promotes social inclusion, equality and social justice.

The Advocacy scheme supports self-advocacy and empowerment through its work. People who use the scheme have a say in the level of involvement and style of advocacy support they want.

The Advocacy scheme is structurally independent from statutory organisations and from all service provider agencies to avoid conflict of interest in design and operation.

Havering Association for People with Disabilities (HAD) is a voluntary organisation which provides support and information to disabled people and carers within the London Borough of Havering (LBH). We are an umbrella organisation for over 70 local disability groups. We are currently funded for our core work by LBH and also receive funding from the Carers Grant through the local authority to provide a Befriending service and a Carers support service.

HAD are seeking continuation of funding for the advocacy project to fulfil the need in the Borough of Havering. At present, no advocacy, other than our project, is provided for adults with disabilities and carers and with the Transformation Agenda moving rapidly forward, the need will be greater still. The Transformation Agenda means that local authorities need to meet Government targets of empowering service users to manage their own personal budgets. This would mean that instead of receiving a service provided by the local authority which is free at the point of delivery, people will be given money in lieu of community care services to arrange their own services.

Given that personal budgets are such a new development and a great change to the traditional social care system, the challenges faced by service users are many and varied. A recent survey carried out by Demos and the University of Lancaster on behalf of Havering Council gave some useful insight into the initial reactions of people to the changes. People surveyed are currently receiving a community care service. 62% of those surveyed gave their priority care need as a physical impairment. When asked what help people felt they needed to make changes to how they receive their care, 36% said having more information available, 29% said having someone to talk to for advice and 28% said knowing who to talk to when they need help urgently. Overall, 93% of those surveyed felt that they would need support to manage a personal budget.

HAD will continue to build on it's success to provide an advocacy service for Havering residents, predominantly those with a disability. The service provided will be on a one to one basis for clients with an issue based or crisis situation. Advocates will provide information and support to people, speak up for them about a particular issue or speak up for them to help them through a particular crisis and challenge service providers through independent advocacy. The latest available figures show that 6000 people are in receipt of a service from Havering council at present, therefore using the Demos survey findings that 93% would need some form of support in regard of the Social Care changes, this means that a possible 5580 people could benefit from an Advocacy scheme being available to them.



**16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.**

Statistics are kept to show the number of contacts for Advocacy. Our Advocate keeps accurate case files for each client that uses the service. Closing meetings, evaluation forms and verbal feedback are also used to monitor the effectiveness of the project in line with the aims and projected outcomes.

**17. Beneficiaries**

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? **100>**

What age group will benefit? **18+**

In which local authority is your organisation based?  
**London Borough of Havering**

Which borough(s) of Greater London will benefit from this grant?  
(if more than one, please give % for each)  
**London Borough of Havering**

At what address will the activity be located? **1A Woodhall Crescent, Hornchurch, RM11 3NN**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	<b>90</b>	Black - Caribbean	<b>1</b>
White - Irish	<b>1</b>	Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	<b>5</b>	Black - British	<b>2</b>
Asian - Pakistani		Chinese	<b>1</b>
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			

What proportion of the beneficiaries will be disabled people?  
**90% the remaining 10% will be Carers**

### 18. Funding required for the project

What is the total cost of the proposed activity/project?  
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Salary	17,483			
Oncosts (Employers NI @ 12.8%)	2,237			
Admin and supervision (Office space, overheads, telephone, insurance and audit)	2,673			
Travel	800			
Training	300			
Publicity and printing	500			
Developmental resources	800			
<b>TOTAL</b>	<b>27,642</b>			

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
	0			
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funders	£
<b>TOTAL</b>	

### 19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Salary	17,483			
Oncosts (Employers NI @ 12.8%)	2,237			
Admin and supervision (Office space, overheads, telephone, insurance and audit)	2,673			
Travel	800			
Training	300			
Publicity and printing	500			
Developmental resources	800			
<b>TOTAL</b>	<b>27,642</b>			

## 20. Funding requested from the Trust (continued)

When will the funding be required? <b>September 2013</b>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>Yes, we will seek further funding from major funders</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>N/A</b>

## 21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

<b>Referee</b>
<b>Name:</b> Gary Wolvett
<b>Organisation:</b> London Borough of Havering
<b>Address:</b> Mercury House, Mercury Gardens, Romford, RM1 3SL
<b>Tel:</b> 01708 432126
<b>E-mail:</b> gary.wolvett@haverling.gov.uk

## Declaration on behalf of applicant organisation

I, **Sharron Peel** (your name)

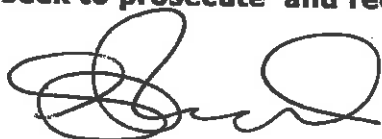
am an authorised representative of

**Havering Association for People with Disabilities** (your organisation)

within which I am **Chief Executive** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.**

Signature



Date

1/8/13

### How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

**By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.**

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

### Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email [raiseyourconcern@cityoflondon.gov.uk](mailto:raiseyourconcern@cityoflondon.gov.uk)

**Return the completed form to: The City Bridge Trust**

City of London

PO Box 270

Guildhall

London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight