



Sutton Mencap Easy Read Annual Report 2019-20

Charity number: 1080514
Company number: 03915936



The information contained in this easy read report has been extracted from Sutton Mencap's Annual Report and Financial Statements for the year ended 31st March 2020.

The full accounts have been independently examined by Myrus Smith.

A full copy of the Annual Report and Financial Statements will be available at www.suttonmencap.org.uk or can be requested from Sutton Mencap.

What this report is about



This report tells you about Sutton Mencap's work from April 2019 to March 2020.



It tells you who runs Sutton Mencap and how it is run.



It says what our aims were during the year and what we did to achieve them.



It also tells you about some important things that have happened since March 2020



It tells you about the activities we did between April 2019 and March 2020



It tells you where our money came from and how we spent it.

Who runs Sutton Mencap?



Sutton Mencap is run by the **Trustee Board**. The members of the Trustee Board during 2019-20 were:



Mavis Peart OBE

Mavis is Sutton Mencap's Chairman. Mavis is in charge of the Trustee Board meetings.



Clare Fionda

Clare is Sutton Mencap's Vice-Chairman. Clare is in charge of Trustee Board meetings when Mavis cannot attend.



Paul Solomon

Paul is Sutton Mencap's Treasurer. Paul helps the Trustees manage Sutton Mencap's money.



Titilayo Dairo



Kevin Dillon



Dennis Henstock From May 2019



Michele Humphreys



Edwina Morris



Michelle Perrett



Amit Srivastava From November 2019



Dave Hobday is the Chief Executive Officer. Dave attends the Trustee Board meetings. Other staff also write reports for the Trustee Board.

How is Sutton Mencap run?



The trustees are elected at the Annual General Meeting.



This means that the members of Sutton Mencap decide who the trustees are.



People who are interested in becoming trustees meet with the Chief Executive Officer to find out more about the organisation and their role.



The Trustee Board meets regularly throughout the year.



The trustees have an important job in protecting Sutton Mencap from anything that might damage the charity.



They put together a risk register, which lists all the things they will do to protect Sutton Mencap.



They make sure that Sutton Mencap has policies and procedures in place which must be followed by trustees, staff and volunteers.

Sutton Mencap's strategic plan



The Trustee Board have agreed a strategic plan which sets the aims of the organisation. The plan runs from 2019 to 2024.



The first aim in the strategic plan is all about **developing and delivering services**.



We want to deliver more services for more people. We also want our services to help people do the things that they want and to make sure our services keep people safe



The second aim in the plan is all about **community development** so people can play a greater part in their community.



We want people with a learning disability to be fully involved in their local community and have a stronger voice about what matters to them.



The third aim is all about **service support** and looks at the things we need as an organisation



We want to make sure that our building and equipment are suitable and that we have enough money and enough staff to deliver our services.



The Trustee Board gets regular reports that show how well Sutton Mencap is doing in achieving these 3 aims.

The impact of Coronavirus (Covid-19)



In March 2020, Sutton Mencap had to make a lot of changes to services because of the Coronavirus.



We were able to work with a local school to keep a small service going for children and young people.



We had to close a lot of our adult services to keep people safe.



We offered online support to adults, including Zoom groups.



Since the summer, we have been able to offer more services for adults and children. The council gave us the funding to do this.



We know this has been a very difficult time for a lot of local families.



We are opening services as fast as we can to support local families.



Sutton Mencap is a strong organisation and we look forward to supporting people with a learning disability for many years to come.

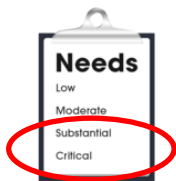
What we did during the year: Developing and delivering services



We continued to run clubs which took place after school, on Saturdays and on school holidays. All together we provided over 881 hours of services.



Overall, we had 14% fewer children attending our services.



This was because the children had higher support needs. 96% of children have high or very high support needs, up from 77% in the previous year.



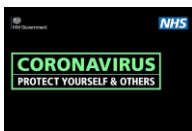
Unfortunately, this meant we received less money for the services.



We also ran the Phoenix Rangers youth group, which had 14 members.



We talked to the council about our ideas to increase our children's services by setting up groups in a local school.



We continued to provide services to children and young people during the coronavirus lockdown.

What we did during the year: Developing and delivering services



We ran services for over 100 adults during the year.



Our Community Day Activities Service provided 8 sessions per week. 39 service users attended these sessions.



We held 'all about me' sessions with service users to identify things they would like to learn and do.



We provided our Breakaways services. Breakaways is for adults who live with their parents. Over 40 families make use of the Breakaways service.



Breakaways ran on Friday evenings and Saturday day time. We also provided a weekend away once a month.



We ran lots of activity groups, including Art Café, Groupies, High Fliers and Zest.



We had some great parties for Chinese New Year, Halloween and Christmas. Around 100 people attended each party



We had to close a lot of our adult services in March, but we have started to open them recently, as long as it is safe to do so.

What we did during the year: Developing and delivering services



Our Circles of Support project ended in October 2019. The service worked with people to set up a support group which helps them make decisions about their life.

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Over 3 years we helped 45 people to set up a circle of support.



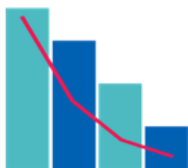
We have set up a guide on our website to help people develop their own circle of support.

THE JAMES TRUST

We were very grateful to the James Trust for funding the project.



We decided to close our hospital visitor grants scheme.



This was because we got very few grant applications. We therefore want to use the money for other activities.



We also continued to make sure we do everything we can to keep our service users safe.

What we did last year: Community development



We continued work on an exciting new project called Digital Paths to Inclusion



Our aim is to strengthen the voice of people with a learning disability by using digital technology.



Our radio stars continued to record podcasts.



We were also successful in securing funding from City Bridge Trust to deliver the project for 3 years.



Unfortunately, we haven't been able to take the project further because of Coronavirus.



We set up the Sutton Sports Inclusion Group, which aims to make sure disabled people can take part in sports and physical activities



The Sutton Sports Inclusion Group has lots of people involved from charities, council, NHS and sports and leisure services.



In June 2019 we held a huge sports day at the David Weir Leisure Centre. Over 400 people attended.

What we did last year: Community development



We also worked with the NHS to improve health services for people with a learning disability.



We joined the Sutton Learning Disability Mortality Review panel which looks at why people have died.



We also worked with Epsom and St Helier hospital on their equality audits. We looked at how different hospital services support people with a learning disability.



We helped the NHS get people's views on changes to local hospital services.



We are members of the Sutton Fairness Commission and we started work on looking at how disabled people participate in community life.



We also worked with national and local Mencap organisations as well as other local partnerships.

What we did last year: Service support



We started work on reviewing our building needs. Our current lease for 8 Stanley Park Road is due to end in 2022.



We replaced our computer and telephone systems. Both systems are now on the internet.



We started work on plans for making it easier to book and pay for services online. Volunteers from Barclays Bank helped us develop the plans.



We carried out lots of fundraising activities, including a fire walk event in November



We provided over 1,000 hours of training, supervision and support to our staff and volunteers.



We created a new post of Facilities Manager to look after the building and equipment.



Lots of people volunteered with Sutton Mencap during the year. We are very grateful to them.

Sutton Mencap's accounts



Our annual report and accounts tell everyone how much money we received, how much we spent, and how much we have left. We compare these figures with the year before.



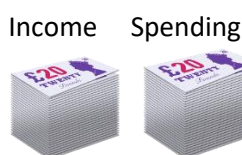
We aim to keep some money to one side each year in case we need it.



Kevin Fisher from a company called Myrus Smith is our Independent Examiner. Kevin checks our accounts.



Kevin has reported that he has not found anything wrong in our accounts.



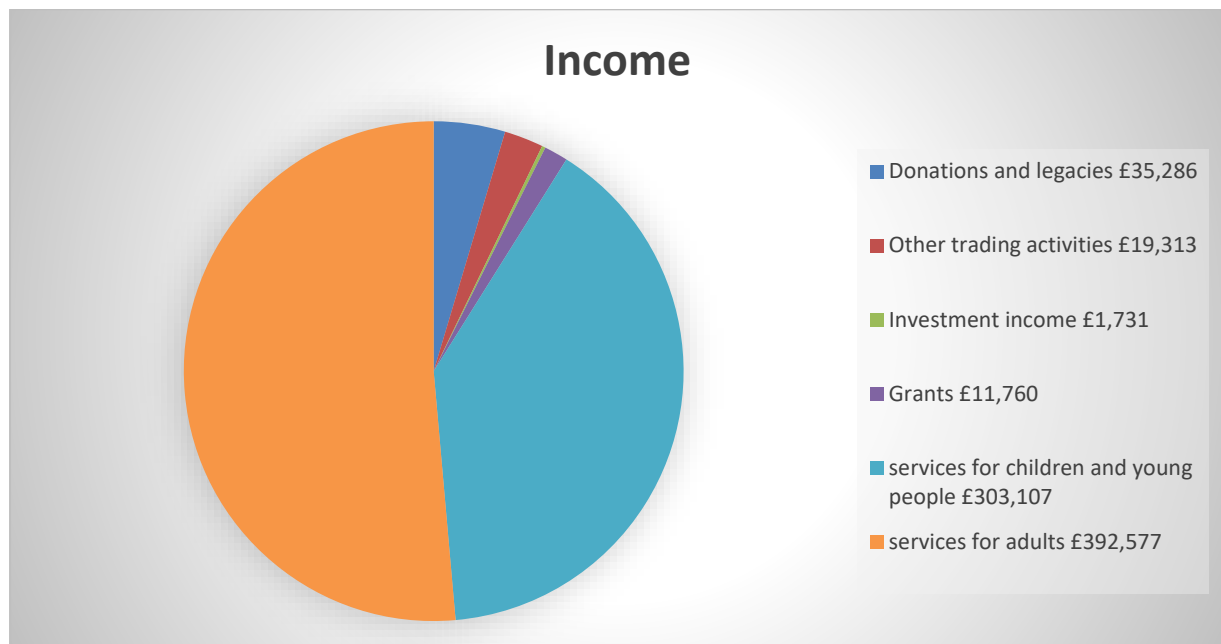
The tables on the next page show how much money we received and how much we spent between April 2019 and March 2020. This is called the **Statement of Financial Activities**.



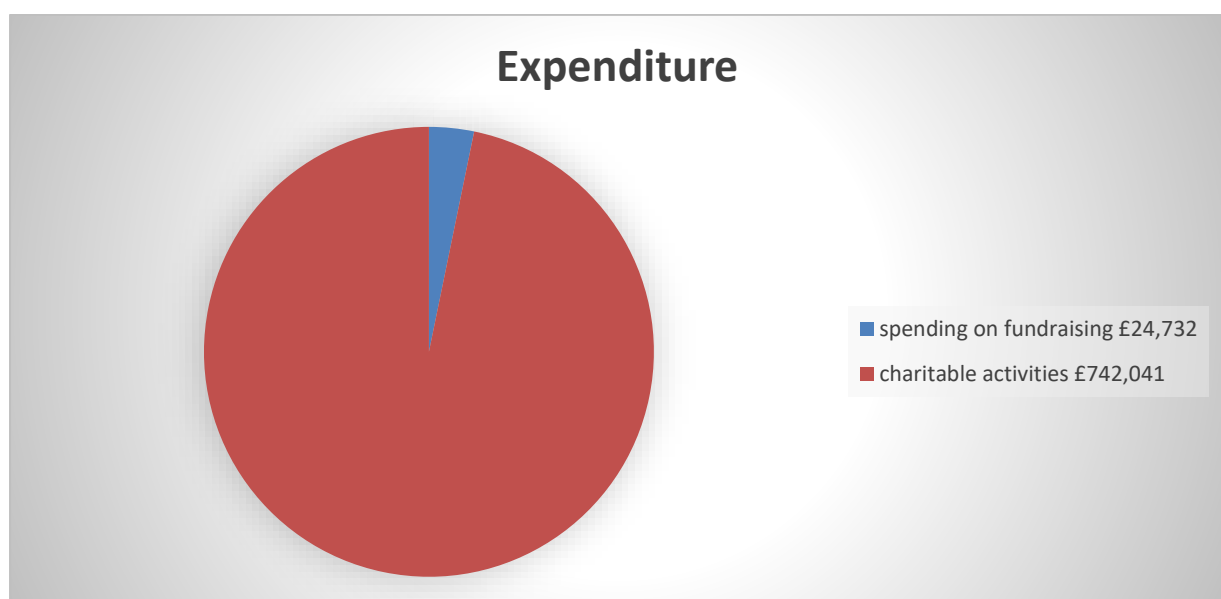
The page afterwards shows how much Sutton Mencap was worth on 31st March 2020. This is called the **Balance Sheet**.

Statement of Financial Activities: Where did our money come from and how did we spend it?

We received £763,774. This was just under £10,000 less than the year before.



We spent £766,773. This was just over £24,000 more than the year before.



We spent £2,999 more than we received. We used money in our savings to pay for this.

Balance Sheet: How much is Sutton Mencap worth?



This sheet explains what Sutton owned on the 31st March 2019 and how much it was worth. This is called the **Balance Sheet**.



We had money in our bank account and saving account. Altogether, this came to £166,665.



We have lots of equipment at Sutton Mencap like our minibus, computers, furniture and sensory room. All together these were worth £33,952.



Some people owed us money which they will pay us. This came to £87,437.



We also have money which we will need to pay out in the future. This came to £75,231.



In total, everything Sutton Mencap owns was worth £212,823. This is £2,999 less than in March 2019.