

ECHF



Annual Report
& Accounts

Stephanie-Anne Harris & Katie Reid

CHARITY TRUSTEES REPORT

FORM AND PURPOSE OF THE CHARITY

Lothian Community Health Initiatives' Forum (SCIO Charity # SCO23808) was founded by a constitution dated 16th April 2014. On 28th August 2019, its name changed to Edinburgh Community Health Forum. The organisation has been recognised as a Scottish Charitable Incorporated Organisation (SCIO) by OSCR and is generally exempt from taxation.

The charity's main objective is to advance education and community development and to preserve and protect the good health of the people living in Edinburgh by bringing together in association community based health initiatives. Membership is open to any individual aged 18 and over responsible for an organisation in Edinburgh which has clientele status and whose main objectives are the advancement of health using a community development approach.

The members elect the Board of Charity Trustees at every annual meeting. They administer the charity. Its principal address is 222 Leith Walk, Edinburgh EH6 5EQ. The charity trustees are Charlie Cumming, Maruska Greenwood, Marion Findlay , Emma Cormack and Catriona Windle. The day to day running of the Forum is delegated to its Strategic Development Manager, Stephanie-Anne Harris.

As a SCIO the members have no liability for the debts of the organisation.



CHAIRPERSONS MESSAGE :

The Forum has proved itself invaluable once again with Stephanie-Anne, Grace and Katie (who took over from Grace when she left to commence her teacher training) playing a crucial role in supporting managers and organisations throughout the pandemic.

The continuation of Forum meetings as a channel for communication between ourselves and funders was enormously helpful, as was the distribution of additional government funding (via CHEX), so that we could meet essential, unforeseen needs of people in our communities.

As always the Forum staff embraced their work with enthusiasm and commitment, and made themselves available for whatever kind of help member agencies required. This was the kind of support that helped us to meet the needs of vulnerable people in our community promptly and effectively.

The Forum continues to play a key role in tackling health inequalities at a strategic level. Working alongside our colleagues at EVOC we continue to enjoy very positive relations with our statutory sector partners. This year we have focussed on the Edinburgh Pact exploring the concept of Anchor Organisations as a means distributing funding at a local level.

We would like to thank once more NHS Lothian and Edinburgh Health and Social Care partnership ongoing support.

Edinburgh Community Health Forum remains financial shape with no significant liabilities and a healthy reserve at March 31st 2021.



REVIEW OF ACTIVITIES

The year 20/21 has been like no other with the global pandemic impacting upon the way we all work and deliver services. Forum meetings continued throughout the year, immediately moving to the online platform 'Zoom' where numbers attending meetings remained healthy. Through the Scottish Community Development Centre and CHEX, the Forum was asked to apply for Scottish Government Funding for Supporting Communities through the pandemic. This was a streamline grants process built on trust, with the Forum receiving just over £55k for distribution to 13 organisations , all of whom were members of the Forum. These 13 organisations spent the money on a range of activities and services that their local communities required as a matter of urgency due to the impact of Covid.

The Strategic Development Manager worked very closely with EVOG during the year assisting with the Coordination of the Emergency Food Fund distribution across the city. And in the early few months of 2021, the strategic development manager has become a member of the Steering Group for the work on the Edinburgh Pact which is a strategic priority of the IJB and the Health and Social Care Partnership. The Strategic Development manager has continued to represent the 3rd sector on the Strategic Planning Group of the IJB.

The Forum worked with 'A Matter of Focus' on capturing the experiences of members and their organisations on the impact of Covid. This was done by interview using Zoom, and also the outcome maps developed in partnership with 'A Matter of Focus'. A detailed report on lessons learned from the pandemic was produced which was widely promoted on social media and can be downloaded from the Forum's website.

The Forum continued to work with 'A Matter of Focus' on evaluation of members' services using Outcome Maps and the Out Nav IT tool. A series of monthly workshop sessions were held throughout the year with up to 10 member organisations committing to using the OutNav tool , and producing evaluation reports.

Over the summer months, a series of action learning sets were facilitated by Duncan Wallace on a range of topics including : getting the most from your Board, succession planning, risk management which were all well attended. Also, Duncan Wallace continued to provide coaching and mentoring support for a number of Forum members.

During the year, The Forum's Development Worker, Grace MacKenzie, accepted a place at Queen Margaret University to do a Post Graduate degree in teaching, so towards the end of the calendar year ,we had to say good bye to Grace as she went on teaching practices .Then in early 2021, Grace resigned to focus on her studies and the Forum was very fortunate to recruit Katie Reid into the Development Worker role.

Social media through the Forum's website, Facebook and Twitter continues to be important to the Forum in promoting its work. In addition, we have developed a Slack working channel and focused on modernising the website to suit the current digital age.



ACCOUNTS

The charity trustees submit the accounts for the year ended 31st March 2021. The comparative figures cover the year ended 31st March 2021. The results are as set out in the accounts.

The Charity Trustees consider the financial position of the SCIO to be satisfactory. The results are set out in the accounts. It is the policy to retain at least 3 months expenditure as unrestricted reserves. The aim was achieved at 31st March 2021.

During the year a grant was received from EHSCP to fund general (core) costs. This grant is held in a restricted fund. A deficit was incurred and so a transfer to cover this was made from unrestricted funds.

During the year a further grant was received from NHS Lothian for training and business development; money was spent and the balance carried forward in a restricted fund.

During the year a grant was received from the Scottish Government's Supporting Communities Fund to distribute emergency resources to local organisations responding to the pandemic. 13 Grants were paid out to charities and £1500 was transferred to unrestricted funds as a management fee to this charity.



INDEPENDENT EXAMINER

The Trustees have appointed Mr AW Scotland C A as Independent Examiner. A resolution to reappoint him will be put to the Annual General meeting.

Independent Examiner's Report Edinburgh Community Health Forum (SCIO) on the accounts of the charity for the year ended 31st March 2020 set out in pages 4 to 6.

Respective Responsibilities of the Trustees and Examiner

The Charity trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Account (Scotland) Regulations 2006. The Charity trustees consider that the audit requirements of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - b. to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulation

have not been met or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A.W. Scotland CA
10 Craighall Crescent
Edinburgh
EH6 4RY

Date: August 2021



Income and expenditure account and statement of financial affairs for the year ended 31st March 2021

2020	2021						2021
Total	Income	Restricted EHSCP	Restricted NHS HP	Scottish Government(SCF) *	Total Restricted	Unrestricted funds	Total
49438.20	Grant – Edinburgh Health & Social Care	52296.00			52296.00		52296.00
32059.00	NHS Lothian		10000.00		10000.00		10000.00
	NHS			56693.00	56693.00		56693.00
81497.20	Total Incoming Resources	52296.00	10000.00	56693.00	118989.00		118989.00
Total	Expenditure	Restricted EHSCP	Restricted NHS HP	Scottish Government(SCF) *	Total Restricted	Unrestricted funds	Total
34259.53	Employment costs, Salaries	40633.64			40633.64		40633.64
2007.68	Pension	2144.47			2144.47		2144.47
255.12	Salary processing charges	265.76			265.76		265.76
	Recruitment Fees	230.00			230.00		230.00
<u>Sub Total</u>							
<u>36,522.33</u>		43273.87			43273.87		43273.87
	Grants			55193.00	55193.00		55193.00
534.20	Travel and function expenses	98.00					98.00
407.28	Insurance	436.00			436.00		436.00
14837.87	Workshops and training		8160.00		8160.00		8160.00
11999.40	Evaluation Framework Development	12000.00			12000.00		12000.00
1327.65	Office expenses and equipment	1934.19			1934.19		1934.19
65628.13		57742.06	8160.00	55193.00	121095.04		121095.06
200.00	Governance Expenses Fees of the independent examiner	200.00			200.00		200.00
<u>65828.23</u>	<u>Total resources expended</u>	<u>57942.06</u>	<u>8160.00</u>	<u>55193.00</u>	<u>121295.04</u>		121295.04
15668.49	Surplus/(deficit) of income over expenditure for year	-5646.06	1840.00	1500.00	-2306.06		<2306.06>
	Transfers	5646.06		<1500.00>	4146.06	<4146.06>	-
	Surplus (Deficit) after transfers	-	1840.00		1860.00	<4146.00>	<2306.06>
	Funds at April 2020	-	24309.17		24309.17	51464.17	75773.34

	Funds carried forward at 31st March 2021	-	26149.17		26149.17	47318.11	73467.28

Balance Sheet as at 31st March 2021

2020		2021
75973.34	Current assets (Bank)	73867.28
200.00	Less current liabilities (creditors, amounts falling due within one year, accruals)	400.00
75773.34		73467.28
	Represented by:	
51464.17	Unrestricted funds	47318.11
24309.17	Restricted funds	26149.27
75773.34		73467.28

These accounts were approved by the Executive Committee on August 2021 and signed on behalf by:

NOTES ON THE ACCOUNTS

Accounting Convention

The accounts are prepared under the historical cost convention.

ACCOUNTING POLICIES

The Accounts are prepared in accordance with Statement of Recommended Practice Number 2 – Accounting for Charities, effective January 2015 and the Financial Reporting Standard for Smaller Enterprises (effective 2015). No separate Statement of Financial Activities has been prepared as this is the same as the Income and Expenditure account.

Income is credited as it is received. Expenditure is charged as it is incurred. A separate grant has been received to provide training and it is held in a restricted fund.

EXECUTIVE COMMITTEE MEMBERS AND EMPLOYEES

The Executive Committee Members received no remuneration during the period. There was an average of two employees during the year. No Executive Committee member was reimbursed for travel expenses. Contributions to personal pension schemes were made during the period on behalf of 2 employees.

PERIOD OF ACCOUNTS

The accounts cover the year ended 31st March 2021. The comparative figures cover the year ended 31st March 2020.

GRANTS AND FUNDS

During the year, a grant was received from NHS Lothian) to provide workshops and training.

During the year a grant was received from the Scottish Government's Supporting Communities Fund(SCF) to distribute to other local organisations to provide emergency support during the pandemic.. £56693 was received; £55193 was paid out to 13 charities and £1500 was transferred to unrestricted funds as a management fee to this charity.

The purpose of the grants was :

Staffing	16302
Expenses	2500
Committees	16736
Activities	7905
Resources	13250
Total	56693

The Forum's main activities were covered by a grant from the EHSC Partnership. This grant was overspent due to changes in staffing and a transfer was made from unrestricted funds to cover the small deficit.

