



# Taking Part

## Report

2010-2011

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Annual Report 2010-2011





# Contents: What is inside

<b>1</b>	A Message from the Trustees	
<b>3</b>	National Forum Representative Michael Ratcliffe	
<b>4</b>	Taking Part Leadership Group	
<b>6</b>	Leadership Volunteer Manager Marlene Ratcliffe	
<b>7</b>	Volunteer Worker Gaynor Harris	
<b>8</b>	Telford and Wrekin Co-Chairs Robert Halford and Stuart Edwards	
<b>10</b>	Together We Can Art Start and Art Cart	
<b>11</b>	Shropshire Staff Team	
<b>13</b>	Telford and Wrekin Staff Team	
<b>15</b>	Taking Part AGM 2010 - Survey Results	
<b>16</b>	Accounts	

# A Message from the Trustees



We welcomed Christine formally as a Trustee, her many years of experience working in social care for both young and old people will be a good addition to Taking Part.

Taking Part is an Incorporated Charitable Company. Even though money has been tight over the past year we are doing very well.



For the next year we have been able to get funding again because of the important work we do in Shropshire and Telford and Wrekin. With all the budget cuts we are lucky to get this funding.



We are sure that 2011 will be yet another good year for Taking Part. We will keep doing all that we can to help people with learning difficulties in our area.

We are also involved with a lot of regional and national work.



As trustees we are confident that all the staff within Taking Part are doing what they can to make sure that we continue to deliver the services that people with learning difficulties need.



The managers continue to look for extra money for Taking Part and any new ideas that people may want to be involved with.



In December 2010 the Charity Manager, Jane Ellis Morgan reduced her hours to work part-time.

From 1st April 2011 we have seen changes to the management of Taking Part. Julie Mellor is now our Charity Manager for both Shropshire and Telford and Wrekin.

On behalf of the Trustees  
John Godfrey.



**Changing Times; Changing Lives**

# National Forum Representative

**Michael Ratcliffe**



I have now come to the end of my term as Co-chair of the National Forum. 2010/2011 has been a very busy year. Like many other organisations the National Forum was not sure if it would have money for the future.



We had lots of meetings with the Department of Health saying how important it is for people with learning difficulties to be heard by the Government.



We were delighted when we heard the National Forum has funding for another three years. However, it is half the amount we had before.



I am proud to have been part of the project group who wrote and produced the 'Staying Strong' guide for advocacy groups.

I have recently been elected as Co-chair of the Executive Partnership Board in Shropshire.



I am part of the Leadership Group and want to work towards Taking Part having more young people involved, becoming leaders and campaigning on behalf of people with learning difficulties.

# Taking Part Leadership Group



Our Leadership Group is about developing our skills to make sure we have a strong voice for people with learning difficulties.



We are all good self-advocates but we know we are strongest in a group and we meet as a team.

We wanted the team to include different people; we now have two younger people in our group; Becky and Jamie. They are doing really well and have great ideas for the future.



We support each other to learn how to be more independent, like travel training with each other. We are still helping to organise Taking Part meetings in Shropshire and help to run Taking Part.



We are writing a Business Plan to make sure we are doing the right things and having workshops to make sure we get the right skills. We will use this Business Plan to help get some funding to develop our work.

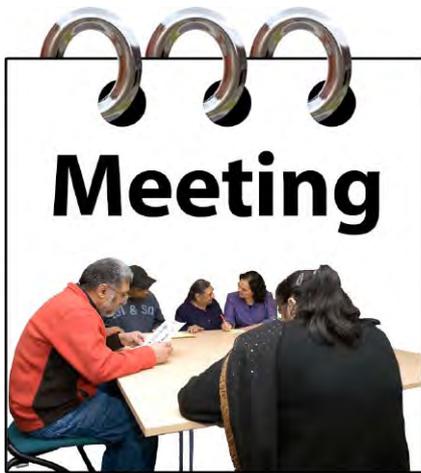
This year we have developed our different roles in leadership. We are champions for the issues that matter to us most, like local government, patient participation groups at the doctors and



being role models for young people in transition.

We speak up for people at partnership meetings, including health and employment groups. We are planning to get involved in supporting and helping more people in the future by:

- Supporting coffee chat meetings
- Developing smaller leadership groups in the local areas, including Telford and Wrekin
- Supporting the big general meetings in the local areas of Shropshire



We want to make sure that we are talking about big issues, and that the local authority and government are listening to the views of people with learning difficulties.



In 2010 we went to Parliament to talk to the MPs about advocacy in Shropshire. We told them how important it is that we get the right support. We told them that we are worried about the cuts. We have also written to our local MPs to get their support for Taking Part.



The CQC (Care Quality Commission) inspectors report for Shropshire in 2010 said that self-advocates were very strong and have good support. We are here to make sure this still happens in the future.

# Leadership Volunteer Manager

**Marlene Ratcliffe**



As always it has been a really busy interesting and exciting year. I am a member of the Leadership Group and we are all taking a lot more control and getting involved in all of the projects of Taking Part.



I am involved in lots of meetings as a champion representing other people. I go to my Patient Participation Group at the doctors. This group have been really supportive in making their minutes easier for me to understand.



Being part of the working group with the End of Life team has made me really proud. It has made a real difference. I visited the Hospice and expected it to be a sad place. I found it was a calm happy place with beautiful gardens that people can sit and relax in.



In the past I have supported other people on interviews but had not been interviewed myself until this year. It was a bit scary at first as I had to prepare a presentation but I was proud that I managed to do it all by myself. I had some good feedback from the interview. If I was not a member of Taking Part I would not have had the confidence to do this.

# Volunteer Worker

## Gaynor Harris



I have been working with Taking Part for 7 years. I enjoy speaking up for people with learning difficulties at meetings locally and regionally.

I am involved in lots of meetings like:

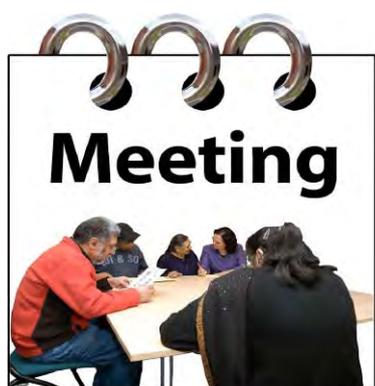
- End of Life Working Group - I told people about my experiences of losing my mom and dad.
- Valuing People Now - In March 2011 I went to a conference in Birmingham to talk about the past, present and future.
- ULO (User Led Organisation) - I am the person who speaks up for learning difficulties.
- Taking Part Telford Committee Meetings - I support individuals going to our committee meetings and tell them about Partnership Board News.
- Telford and Wrekin Partnership Board - Since January 2011 I have been the Co-chair.



I like my job at Taking Part. The staff team is nice to work with. My goal for the future is to do more work with people with profound and multiple learning disabilities.

# Telford and Wrekin Co-Chairs

## Robert Halford and Stuart Edwards



Robert has been representing people with learning difficulties at different meetings in Telford and the West Midlands. Some of these meetings are:

- Housing Key Objective Group - It looks at improving housing opportunities for people with learning disabilities in Telford and Wrekin.
- BILD (British Institute for Learning Disability) meetings – They talk about what should be happening nationally in learning disability services.

Robert is also involved with the drama group Together We Can; he hopes it has more success in the future.



The group want to use drama to help change people's attitudes of learning difficulties, and give people support and a voice to take more control over their lives. Rob would like more people to get involved in this exciting project.

Robert said he has "enjoyed listening to other people's views and learning new things from what people have to say"



"I can honestly say there is nothing I haven't enjoyed, whilst being involved with Taking Part".



Stuart has supported our Taking Party events at Pussy Cats Nightclub in Wellington and has a part-time job.



Working and having a job is really important to Stuart, he has been involved with the Employment Key Objective Group. They talk about how they can improve work opportunities for people with learning difficulties in Telford.



Stuart is a fan of Taking Part on Facebook. You can become a fan too at: [www.facebook.com/takingpart](http://www.facebook.com/takingpart)

Stuart and Robert have been co-chairs of the Telford and Wrekin Committee since September 2010.



# Together We Can



Together We Can has done really well in 2010 and was part funded through TCAT (Telford College of Arts and Technology).

This meant the members were able to:

- Get a qualification
- Develop Performance Skills
- Develop other life skills

Our performances were about subjects like personalisation, hate crime, keeping safe, data protection, and also a bit of fun stuff. We have performed in lots of places locally and nationally.



The group have gained confidence and become more self-directed. We are very good at supporting each other and speaking up.



We would like to become more self-funding. We will look at how we can do this in the future.

There have been some staff changes within Together We Can. Dan has moved away from Telford for another job. We are now supported by Andy and Kayleigh.

## Art Start and Art Cart



Art Start and Art Cart have had a very busy year, with sessions being held in Shrewsbury, Bridgnorth, Oswestry, and Ludlow.

# Shropshire Staff Team

As usual it has been a busy year. All the staff team have continued to support our usual activities.



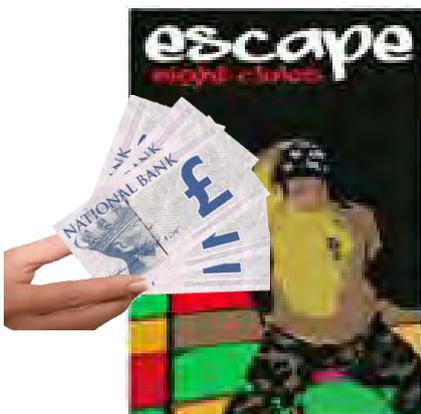
We have also been working with the Leadership Group and other projects.

Jane has done lots of work with CAF (Common Assessment Framework), Taking Part Meetings and Partnership Working.



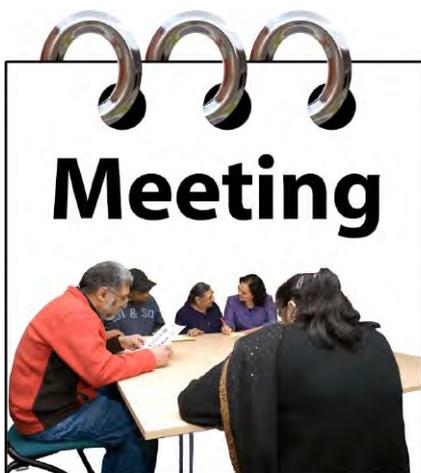
Fiona is really enjoying supporting the Leadership Group to develop.

We are very pleased to have some funding to continue running Escape and are planning the events for the rest of the year.



Diana has continued to support Michael at the National Forum, National Learning Disability Programme Board, Regional Forum and BILD.

Diana also continues to run and support the committee meetings and coffee chats.





Barbara has been busy keeping administration and the office side of Taking Part ticking over and offering support to all Taking Part staff.



Barbara has also been doing Easy Read documents including Coffee Chat meetings.

Kim has been handling the accounts and budgets and looking after the money. She produces reports about our funding and keeps our finances up-to-date.



We are all involved with Support Planning which is giving people the chance to have their own Personal Budget and have more choice and control over their lives.



# Telford Staff Team

Over the past year the Telford office of Taking Part has continued to be very busy doing all sorts of advocacy and being involved in lots of events and activities.



All advocates have been supporting lots of difficult 1:1 cases. A lot of the time we are supporting people with difficult things in their lives and this can be hard.



Debbie has been involved in delivering training around Personal Relationships and Sexuality and helping to support workshops about End Of Life at the Hospices in Telford and Shrewsbury.



Mike has been working more closely with schools, especially Southall School. He has also been helping young people to think more about employment and going to lots of meetings talking about training and jobs.



Andy continues to be involved in lots of things for Taking Part. He set up a Men's Group. A group of young men met up for 6 months to try new things in their community and also make friends.

This was a very good group and the young men involved now meet up on their own and have much more

confidence to try new things and use public transport on their own.



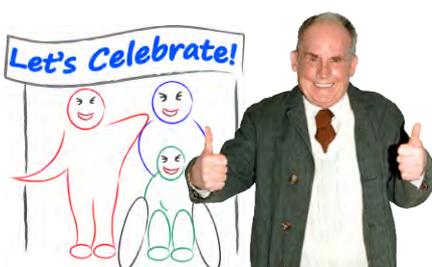
Emma has been working very hard at putting difficult documents into Easy Read for all sorts of people. She has produced The Valuing People Now Newsletters and lots of people have said how good they have been. Emma also makes sure that our Website is up to date. She spends a lot of time looking after our computers making sure they are working right.



Julie has been managing the Telford Office, the staff and seeing what Taking Part can be involved with and looking for new funding. She has also been doing some Support Planning work for people with a learning disability in Shropshire. Julie has found this very interesting and she has found out lots about Personal Budgets.



We really like doing things that are fun and interesting and let people know what is going on in Telford. The Taking Party nights at Pussycats have been going well. Lots of different people really like to meet up, have a dance and a good time.



The Let's Celebrate Event was great and people said that Taking Part did a good job at organising it. We want to do more things where people can meet up with friends and have a good time.

# Taking Part AGM 2010

## Survey Results

### What people said about our AGM in April 2010

65 surveys completed out of 183 attendees = 36%

1. Did you like the presentations?

<u>Yes</u>	<u>OK</u>	<u>No</u>
55	9	1
85%	14%	1%

**Comments:**

- *Very Good*

2. Did you understand everything?

<u>Yes</u>	<u>OK</u>	<u>No</u>
39	15	11
60%	23%	17%

**Comments:**

- *Some of it was hard to understand – more pictures.*
- *Some things were rushed*
- *The majority of it*
- *Sometimes confusing*

3. What did you think of the room?

Yes

47

72%

OK

18

28%

No

0

**Comments:**

- *The Church was good. The dining room too small, crowded and cold.*
- *Very impressive.*

4. What did you think of the food? (63 answers)

Yes

50

80%

OK

13

20%

No

**Comments:**

- *Wonderful*
- *Very good*

5. Will you come again next year?

Yes

59

91%

OK

5

8%

No

1

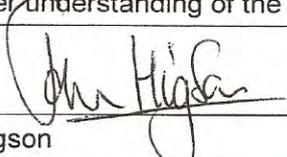
1%

**Comments:**

- *Yes definitely*

# Accounts

## Independent examiner's report on the accounts

Section A		Independent Examiner's Report	
Report to the trustees/ members of	Taking Part		
On accounts for the year ended	31 <sup>st</sup> March 2010	Charity no (if any)	1092033
Set out on pages	2 to 5 (remember to include the page numbers of additional sheets)		
Respective responsibilities of trustees and examiner	<p>The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:</p> <ul style="list-style-type: none"> <li>• examine the accounts (under section 43 of the Act, as amended),</li> <li>• to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with General Directions given by the Charity Commission. 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 seeking 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.</p>		
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention (<del>other than that disclosed below</del>*)</p> <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that: <ul style="list-style-type: none"> <li>• proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and</li> <li>• accounts are prepared which agree with the accounting records and comply with the accounting requirements of Section 396 the Act; or</li> </ul> </li> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>		
Signed:		Date:	27/10/10
Name:	John Higson		
Relevant professional qualification(s) or body (if any):	FCMA		
Address:	Oak Ridge, Edgton Craven Arms Shropshire SY7 8HW		

### Section B

### Disclosure

None required

# Accounts

## TAKING PART

### Statement of Financial Activities (incorporating an Income and Expenditure Account) Year ended 31st March 2010

		2010		2009
		Unrestricted	Restricted	Total
<b>Incoming Resources</b>				
From generated funds	Voluntary income			<b>240239</b>
	Activities			<b>78190</b>
	Investment income	<b>2839</b>		<b>318429</b>
From Charitable Activities		<b>131403</b>	<b>164062</b>	<b>295464</b>
Other				318429
<b>Total incoming resources</b>		<b>134241</b>	<b>164062</b>	<b>298303</b>
<b>Resources Expended</b>				
Costs of generating funds	Voluntary income			162611
	Fundraising costs			35091
	Managing investments			69080
Charitable activities		196375	88415	<b>284790</b>
Governance Costs		2230		<b>2230</b>
Other		2408		<b>2408</b>
<b>Total resources expended</b>		<b>201013</b>	<b>88415</b>	<b>289428</b>
<b>Net incoming/outgoing resources before transfers</b>		(66771)	75646	8875
Transfers		73110	(73110)	55401
<b>Net Movements in funds</b>		6339	2536	8875
<b>Funds Brought Forward</b>		88820	91054	179875
<b>Funds Carried Forward</b>		<b>95159</b>	<b>93591</b>	<b>188750</b>
		<b>304349</b>		







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## **Taking Part:**

Independent services for people with learning difficulties

[www.takingpart.co.uk](http://www.takingpart.co.uk)

### **Shrewsbury Office:**

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**Email:** [takingpart@takingpart.co.uk](mailto:takingpart@takingpart.co.uk)

### **Telford Office:**

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Stirchley, Telford. TF3 1ET

**Telephone:** 01952 597434

**Email:** [onestopshop@takingpart.co.uk](mailto:onestopshop@takingpart.co.uk)

