

Registered number: 06956527

Charity number: 1134329

**NDVA**

**ANNUAL REPORT AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

**NDVA**

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## **NDVA**

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2015

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#### **Board of directors**

Heather Fawbert, Chair  
Roland Brown, Vice Chair  
Sue Howard (resigned 15 October 2014)  
Peter Shaw  
John Siddall  
Ann Sullivan  
Lynn Tory  
John Wardle  
Rona Rawson (appointed 3 April 2014)  
Julie Dixon  
Angela Parnell  
Gill Geddes (appointed 15 October 2014)  
Narinder Sharma (appointed 15 October 2014)

#### **Company registered number**

06956527

#### **Charity registered number**

1134329

#### **Registered office**

Office 2a, The Market Hall, Chesterfield, Derbyshire, S40 1AR

#### **Staff**

Jacqui Willis, Charity Manager  
Sue Thickett, NDVA Administrative Assistant  
Roger Kerry, Mental Health Liaison Service Worker  
Bryony White, Mental Health Liaison Service Administrative Assistant  
Peter Newby, vSPA Development Worker  
Lisa Winter, vSPA Liaison Service Administrative  
Valerie Keeton, Cleaner

#### **Auditors**

BHP, Chartered Accountants, 57-59 Saltergate, Chesterfield, S40 1UL

#### **Bankers**

Unity Trust Bank Plc., Nine Brindleyplace, Birmingham, B1 2HB

**NDVA**  
**CHAIRS REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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I am very pleased to introduce NDVA's Annual Report for 2014/15 highlighting the main areas of NDVA's activities during the year, which were to continue supporting organisations working in the health and well-being voluntary sector across Derbyshire.

This year we were very happy to welcome Gill Geddes (Joint Chief Executive, Peaks & Dales Voluntary and Community Services) and Narinder Sharma (Chief Executive, Derbyshire Carers Association) to the NDVA Board of Directors. With regret Helen Robinson (ex-Chief Executive Derbyshire Carers Association) resigned in the previous year due to change of employment and out of area relocation and Sue Howard (Joint Chief Executive, Peaks & Dales Voluntary and Community Services) resigned due to a change of working week.

Meetings of NDVA's Health & Social Care Voluntary Sector Forum continued to be extremely well attended, on average 60 different groups are represented on every occasion. With lively and impassioned debates taking place between speakers and Forum members, there was much to hear about and discuss during the course of the year and we take a great deal of pride and satisfaction in knowing, through evaluation, that both the presenters and the audiences found these sessions useful and informative.

The Mental Health Liaison Service supports 42 mental health service providing groups; representing them at all levels in the commissioning process. The service holds meetings throughout the year, sends out regular e-bulletins and works closely with mental health commissioners, stakeholders and the Southern Derbyshire Voluntary Sector Mental Health Forum.

The vSPA (Voluntary Sector Single Point of Access), commissioned by North Derbyshire, Hardwick and Erewash CCGs, started taking referrals from the morning the phone line opened on 2nd June 2015 and has gone from strength to strength ever since. The service has been so successful it has been commissioned for a further year and has attracted funding from other agencies to enhance the service offered.

It is great to know that NDVA members' and stakeholders' feedback throughout the year show how valued our services are and that the health and social care voluntary sector and commissioners appreciate having a specialist infrastructure organisation to inform, represent, administer funding streams and to design and manage innovative new liaison projects that support access to voluntary and community services.

NDVA and its liaison services continues to be very well respected by both health and care commissioners and frontline staff and is seen as the 'go to' place to access, engage with and seek the opinions of the health and care voluntary sector. NDVA is seen as a mechanism for consultation and, as a member of the Health and Wellbeing Board and a partner in 21c JoinedUpCare, is working hard to represent the voluntary sector in many sub groups and work streams.

NDVA's vision and determination is to improve our services and ways of communicating with our members, the wider voluntary and community sector and statutory agencies has required hard work from our still very small staff team. On behalf of the Board of Directors I would like to thank them for all their efforts and commitment over the last year.

Finally, I would like to thank my fellow Board members for their support. We are all very proud to be associated with such an inspiring organisation as NDVA.

Name Heather Fawbert  
Chair

Date 9 October 2015

## **NDVA**

### **DIRECTORS' REPORT**

*FOR THE YEAR ENDED 31 MARCH 2015*

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The Directors (who are directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of NDVA (the Charity) for the ended 31 March 2015. The Directors confirm that the Annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### ***Structure, governance and management***

##### **a. Constitution**

NDVA is a charity registered with the Charity Commissioners (No. 1134329) and a company Limited by Guarantee registered at Companies House (registered in England No. 6956527). It became a dual registered company limited by guarantee and charity on 1 April 2010. NDVA operates independently from Offices 2a - 2c, Second Floor, The Market Hall, Chesterfield S40 1AR.

It is governed by the Memorandum and Articles of Association (Constitution), which was adopted on 1 April 2010.

##### **b. The Health & Social Care Voluntary Sector Forum**

The NDVA Health & Social Care Voluntary Sector Forum is the General Meeting of the Membership of NDVA including, once a year, the Annual General Meeting (AGM) to elect Directors to form a Board of Directors (Management Committee). The AGM was held on 15th October 2014.

The Board of Directors is elected from the Membership and reports from Board meetings are given to the Health & Social Care Voluntary Sector Forum. Membership is by application form and can be either as an organisation (General Member) or as an individual (Individual Member). No individual or organisation shall be admitted to be either a General Member or Individual Member of the Charity unless an application for membership is approved by the Board of Directors. The Board has the right to refuse membership to any individual or organisation. All members must be committed to the furtherance of the objects of the Charity.

Attendance at the NDVA Health & Social Care Voluntary Sector Forum is not restricted to members of NDVA; it is open to any health related or social care voluntary or community group in Derbyshire. However, voting on any issues or elections is restricted to the membership. The Forum meets four times each year and has a forum mailing list of 295 representatives. NDVA has 255 member organisations, including 12 individual members

##### **c. Board of Directors**

The Charity is administered by a Board of Directors, which is elected annually at the AGM. The Chair, Vice-Chair and Treasurer are appointed by the Board at its first meeting thereafter. There is the facility to appoint up to 3 co-opted members during the year and the Memorandum and Articles of Association states that co-opted members will be chosen to ensure that the Board is representative of the whole geographic area and of the communities of interest in membership of NDVA. All Directors, whether elected or co-opted, must be full individual or organisation members of NDVA.

Under the terms of the Memorandum and Articles of Association the Board of Directors may delegate any of its powers to one or more sub-committees consisting of members of the Charity to perform any function or duties more conveniently undertaken or carried out by a sub-committee. NDVA has a longstanding sub-committee, consisting of two Board Members and the Chair, which deals with personnel issues.

## **NDVA**

### **DIRECTORS' REPORT (continued)** *FOR THE YEAR ENDED 31 MARCH 2015*

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All new Directors are offered an induction meeting and are issued with an induction pack. The NDVA Board Induction Pack has been reviewed and updated during this period.

The Directors seek to maintain a suitable balance of skills and interests among those serving on the Board and will recruit or co-opt new members, subject to the maximum number allowed, should a retirement call or a skills shortfall be identified.

The Directors take general responsibility for the Charity and are accountable to the members. They meet as an Executive Board at least four times a year; extra meetings may be called as required. The position of Charity Manager is answerable to the Board of Directors and runs NDVA on a day-to-day basis with support from a part-time Administrator post. NDVA also employs a part-time Mental Health (MH) Liaison Worker and part-time MH Administrative Assistant. During this year NDVA increased its staff support by employing a full time Development Worker and full time Liaison Worker for the vSPA service. All NDVA staff are supported through regular staff meetings and supervisions.

#### **d. Risk management**

During the year the Directors reviewed and identified the major risks to which NDVA is exposed and determined the means for mitigating the risks. The risks continued to be primarily financial.

#### **e. Public Benefit**

The Directors reaffirmed NDVA's contribution to the public benefit under three main issues.

##### **1. What are the benefits that arise from our aims and actions?**

As a result of our aims and actions, a large number of organisations directly supporting people with health and social care needs are provided with:

- Information about the statutory health and social care services that facilitates communication and effective partnership working.
- Representation at partnership forums and statutory meetings.
- Opportunities to network and explore partnership working between voluntary groups.
- Financial support via grants and advice on applications for funding.
- A referral route for health and care professionals and other statutory agencies to access voluntary sector services.

##### **2. Is there any detriment or harm that may arise from our work and how is this balanced against benefit?**

NDVA runs an office and travels to meetings. The harm done to the environment from travel, paper use and other office machinery all occur as a result of these actions. It has an Environmental Policy aimed at minimising the impact of its activity via recycling, car sharing, etc to ensure the benefits continue to outweigh the harm. It also takes its health and safety and safeguarding responsibilities seriously and aims to ensure that no harm arises to individuals from the way in which it undertakes its activities. The Directors are unaware of any other harm likely to arise from the activities of NDVA.

##### **3. Who are the beneficiaries of NDVA?**

The beneficiaries of our actions are potentially:

- All voluntary and community groups supporting individuals with health and social care needs in Derbyshire.
- Individuals with health and social care needs living in Derbyshire
- Individuals in the statutory agencies who recognise the advantages of a coherent representative voice from the health and social care focused third sector and benefit from a single point of referral into voluntary and community sector services.

## **NDVA**

### **DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015**

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The beneficiaries are actually over 766 groups who are registered with the organisation to receive information including the 255 registered member organisations and all the individuals who receive direct support from any of these groups together with statutory agencies and service providers whose frontline staff support people to remain healthy and independent, living in their own home and community.

#### ***Objectives and Activities***

##### **a. Policies and objectives**

The objects of NDVA as listed in the Memorandum and Articles of Association are:

- The promotion and protection of good health and social welfare for the public, particularly in the County of Derbyshire.
- The promotion of the voluntary sector for the benefit of the public in the Area of Benefit.
- The promotion of any charitable purpose for the benefit of the public in the Area of Benefit as the Directors in their absolute discretion think fit.

NDVA's main aim is 'to support health related voluntary groups working in Derbyshire'.

During this period NDVA was funded by NHS North Derbyshire Clinical Commissioning Group (NDCCG), and Derbyshire County Council (DCC) via Service Level Agreements to:

- a) Share information, develop strategic plans and to provide mutual support for the benefit of the voluntary sector and the community.
- b) Promote voluntary sector involvement in planning and consultation about health and community care (including children's services).
- c) Assist in the maintenance of channels of communication between voluntary groups and the authorities responsible for health and social care.
- d) Work to support the health related voluntary sector.
- e) Administer grants, travel expenses and user involvement funds which enable voluntary groups and planning groups to improve health and social services.

The activities section illustrates the work, which has been undertaken by NDVA, in order to meet these objectives.

##### **b. Activities for achieving objectives**

NDVA works with health related voluntary and community organisations, providing networks of information and support. These services are designed to enhance the quality and work of voluntary bodies, which operate within the health related voluntary sector across Derbyshire. The main tools for achieving this work and meeting the objectives are:

###### The NDVA Health & Social Care Voluntary Sector Forum

The Forum is the General Meeting of the membership of NDVA, including once a year, the Annual General Meeting to elect a Board of Directors. The Forum is used to provide information through presentations/discussions from/between statutory and voluntary organisations, information and/or workshops to respond to local and national consultations. The Forum is frequently used as a consultation mechanism by statutory organisations.

## NDVA

### DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015

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This is followed by a closed door information sharing section of the meeting which provides the opportunity to debate the morning's presentations and current issues of interest to the health related voluntary and community sector. The Forum also provides an opportunity to network with other health related voluntary and community groups and organisations. The Forum is always open to new members and it is important to emphasise that attendance at the Forum is not restricted to Members of NDVA. The Forum has a mailing list of 295 organisations and is regularly attended by an average of 70 organisational representatives from over 60 organisations.

The topics covered during this year included: Older Peoples Integrated Community Based Services, Older Peoples Mental Health, Carers, 21st Century Healthcare Challenges, Health and Wellbeing Strategy Refresh, Voluntary Sector Funding Cuts, Derbyshire Volunteer Passport, NDVA Members Strategic and Business Planning Workshops, 21c JoinedUpCare, British Red Cross Home from Hospital Service, plus regular Mental Health Liaison Service, vSPA and TRi Group updates.

The forum agenda also includes: an NDVA business section with updates from the Chief Executive on activity since the last forum, the future work plan and objectives set by the NDVA Board of Directors, Mental Health and vSPA project updates and TRi Group update. Another regular agenda feature is the '10 Minute Slot', where groups are invited to spend 10 – 15 minutes to speak about their group/ organisation and what they are currently working on. This year '10 Minute Slot' presentations were given by: The Federation for Mental Health, Deaf and Hearing Support and the Volunteer Passport Scheme.

The NDVA Health & Social Care Voluntary Sector Forum continues to work, when appropriate, in partnership with the Southern Derbyshire Health & Social Care Forum.

#### 'Network' Newsletter

'Network' is the newsletter produced by NDVA to promote the work of its members, report on current work of NDVA and to provide information on current issues, both local and national. It may also include health related funding and training opportunities. The newsletter is produced four times each year to correspond with and include a report from the NDVA Health and Social Care Voluntary Sector Forum. It is distributed to approximately 457 voluntary organisations. In addition, 723 copies are distributed to the statutory agencies for information including, NHS Derbyshire County Clinical Commissioning Groups, Derbyshire County Council Adult Care and Children's Departments, Derbyshire Mental Health Trust, Derbyshire MP's, Derbyshire County Councillors, DCC Adult Social Care and Health Offices, Libraries, High Peak Borough Council, Derbyshire Dales District Council, Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council, Amber Valley Borough Council, Erewash Borough Council, South Derbyshire District Council, Chesterfield Royal Hospital and all GP Practices within North Derbyshire, Erewash and Hardwick Clinical Commissioning Group areas.

#### 'E News Update' – NDVA's electronic information bulletin

In addition to the information and news updating services provided through the quarterly Forums and 'Network' newsletter, NDVA produces and distributes a regular electronic bulletin called 'E News Update'. This is a popular and cost-effective communication channel for many of NDVA's member groups and organisations. The bulletin ended the year with a distribution list of 448 voluntary and community sector recipients.

NDVA also distribute a separately formatted single item electronic bulletin whenever necessary, to send out short notice or urgent reply information. Separate distribution lists have been formed for infrastructure and statutory contacts and are used to distribute information and press releases as and when appropriate. When the need arises, the full e-bulletin or specific single e-bulletins are sent to 156 statutory contacts and/or their communication teams.

## **NDVA**

### **DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015**

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#### NDVA Database

NDVA maintains a specialist database of health related voluntary organisations in Derbyshire. There are currently 766 organisations listed on the database and these are added to as we become aware of new groups.

Information and application forms for the database are sent out to organisations in response to any request for funding in order to increase the numbers listed and are available to download on the NDVA website. The database is maintained regularly and forms the basis of the Website Directory detailed below, although not all organisations are listed in the Directory as this is by the choice of individual organisations.

#### The Directory of Derbyshire Health Related Voluntary and Community Groups and Organisations

The current edition of the Directory can be viewed electronically via the NDVA website. New organisations that make contact with NDVA or its projects are asked if they wish to be part of the web based Directory, which can be updated as and when needed to keep it more accurate than the previous paper version. The functionality and population of the front facing web database is an ongoing process.

#### Website - [www.ndva.org.uk](http://www.ndva.org.uk)

The significantly improved NDVA website and updated database, launched in the summer of 2013, gives NDVA staff full access to update information stored at any given time. The website is regularly updated with news and events, providing an additional communication channel with groups, statutory agencies and the wider public.

#### Community Directory Derbyshire

NDVA continues to work in partnership with infrastructure partners across Derbyshire to jointly support and be responsible for the Community Directory Derbyshire. This includes responsibility for a proportion of the input and refresh. The Community Directory lists voluntary groups from all aspects including health related groups.

#### Small Grants Scheme

During this year NDVA continued to administer the Small Grants Scheme on behalf of NDCCG and Derbyshire County Council Adult Care Department who provide funding via a Service Level Agreement. The Scheme is designed to offer funding for running costs e.g. room hire, insurance costs, transport costs, postage, etc. to support health related voluntary groups, particularly in North Derbyshire. Funding is prioritised for smaller voluntary and community groups who have limited access to other sources of funding.

The grant is up to a maximum of £1,000, with the average grant being between £500 and £600. There are four application rounds each year and these are advertised in NDVA's 'Network' newsletter, electronically through 'E News Update' and on the website. Decisions on the funding are made by a panel of Directors at NDVA Board Meetings. Reports on the distribution of the funding are provided to both NDCCG and DCC.

In 2014/15 grants were allocated to support 42 voluntary and community organisations across North Derbyshire. In addition, 5 new groups received small start-up grants of £100 each, to help them with 'getting off the ground'.

## **NDVA**

### **DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015**

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#### BME (Black Minority Ethnic) Health Grants

For some time NDVA had been asking commissioners to re-define the BME Health Grant criteria and guidelines to align to CCG priorities. To better aid this transition, from April 2014, the administration of this grant transferred to Links CVS, who take responsibility for the BME Forum and BME Carers Forum. It is hoped this change will enable alignment of groups across a theme and encourage partnership working across BME Forum members. It will also give additional development work with the groups.

#### North Derbyshire Health Grants

This is an amount of money which NDVA distributes on behalf of NDCCG. The grants are made on an annual basis to a prescribed list of voluntary organisations. Reports on the distribution of the funding are provided to NDCCG.

#### Public Locality Health Grants

NDVA was pleased to be asked to administer Public Health Locality Grants for Chesterfield and N.E. Derbyshire during this period. This community focused funding's aims is to encourage and support voluntary and community groups to open their doors and work on projects and events in partnership with others and engage local people. It does not support the running costs of groups. There were two rounds, one in November 2014 and one in February 2015 and grants were allocated to 18 voluntary and community organisations by a panel of Public Health and NDVA staff.

#### Representation through attendance at Strategic Planning Groups and Meetings

In order to represent the views of health related voluntary organisations in Derbyshire, NDVA attended a variety of strategic meetings. These included: the Health & Wellbeing Board, Adult Care Board, Derbyshire Partnership Forum, Derbyshire Safeguarding Adults Board, Derbyshire Learning Disability County Partnership Board, Joint Carers Commissioning Board, 21c Programme Board and Integrated Care Steering Board, East Midlands Wellbeing Board, Derbyshire Health & Housing Group North Derbyshire Lay Working Party Group, North Derbyshire, Erewash and Hardwick CCG Integrated Care Locality Meetings. Towards the end of this period NDVA allocated 2 VCS representatives to each 8 Geographical Communities of the North Derbyshire Unit of Planning for the series of Community Hub Workshops.

It has been NDVA's privilege to support the statutory agencies across North Derbyshire as a partner in 21c JoinedUpCare.

NDVA remained a committed member of 3D and the Community Directory Derbyshire Management Team.

#### Representation on funding stream panels

In order to support health related voluntary groups and strategic agencies, NDVA served on a variety of funding stream panels. These included: NDVA Small Grants Scheme, Public Health Locality Grants and Community Foundation Derbyshire.

#### Representation on Chesterfield Royal Hospital NHS Trust - Partner Governors

In order to represent NDVA as Partner Governors, two representatives are elected by the Members of the Health & Social Care Forum, attending meetings at the Hospital each year.

## **NDVA**

### **DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015**

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#### TRi Group (Transform. Resource and Influence Group)

NDVA's TRi Group was formed to add extra capacity to the NDVA Health and Care Voluntary Sector Forum, with an aim to help member organisations share experiences, resources and work proactively to strengthen the health related voluntary sector in Derbyshire.

The TRi Group mission statement:

"To form an interactive, open arena for mutual support, to mentor and facilitate change within the Health and Social Care Voluntary Sector. The group will be working to enhance and develop the strengths of the NDVA Health & Social Care Voluntary Sector Forum and act as a resource exchange of skills, knowledge and expertise."

The TRi Group continued to meet quarterly throughout this period adding extra value to NDVA as an organisation and to the Health & Social Care Voluntary Sector Forum.

#### ***Achievements and performance***

##### **a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

#### ***Financial review***

##### **a. Results for the year**

NDVA is largely dependent on funding from the statutory sector. During the year, 98% of funding came from NDCCG, HCCG and Derbyshire County Adult Services and 2% from other sources.

The charity ended the year with a £58,339 reserve in the general fund. The year-end reserve represents 12 months operating expenditure for the general fund and covers in full the minimum reserve target for the general fund of £39,000. The minimum reserve target equals approximately three months operating expense in the general fund, redundancy costs and lease costs. It was established by estimating obligations that might still need to be covered if funding were withdrawn. The Directors recognise that the actual reserve will fluctuate from year to year depending on spending due to unforeseen opportunities or circumstances.

NDVA operated fourteen restricted funds during the year. The beginning balances and any income added to each fund during the year must only be spent for each funds' intended purpose unless the fund grantor approves spending for other purposes. NDVA anticipates that amounts not spent in the year received will be spent in the following year or at the end of the respective project.

### ***Plans for the future***

#### **a. Future developments**

During the course of 2014/15, the feedback received by NDVA from its membership, statutory bodies and others about the contribution it is making was overwhelmingly positive.

NDVA increased its representational responsibilities and strategic influence in line with the development of new structures, introduced as a result of the Health and Social Care Act 2012, and the rapidly changing health and social care environment.

The Health and Social Care Act 2012 outlined plans to transform the NHS in order to meet today's challenges. It puts clinicians at the centre of commissioning, frees up providers, empowers patients and gives a new focus to public health. Clinical Commissioning Groups (CCGs) were formed and are now directly commissioning services for their populations. Throughout the year NDVA has worked hard to maintain excellent working relationships with the CCG's and elected Derbyshire County Council officers and Cabinet members. NDVA was directly involved in several multi agency work streams and sub groups, including: the Health and Wellbeing Board's Social Capital (NDVA taking the clinical lead for Derbyshire) and VCS Investment Review Lay Working Group Sub Groups. Through its commitment to integrated care and voluntary and community sector inclusion NDVA has been accepted as a partner in the North Derbyshire Unit of Planning's 21c JoinedUpCare program; with the long term objective of placing care at home or as close to home as possible, keeping people safe and supporting their wellbeing at the same time. NDVA has supported the program at every step, from being a member of the initial Steering and Program Board to being a member of many sub groups, including the Geographical Community locality groups, Communications and Engagement, Lay Working Group, System Resilience, Discharge to Assess and Manage and the many Community Hub workshops.

As well as continuing to represent the VCS on the Health and Wellbeing Board, NDVA remains a committed member of the Adult Care Board, Joint Carers Commissioning Board, Adult Safeguarding Board, Learning Disability County Partnership Board (Vice- Chair) and has recently been invited to sit on the newly formed JSNA Board (Joint Strategic Needs Assessment).

During this period Public Health moved from the NHS to the Local Authority jurisdiction, with a restructure and staff changes. NDVA has used this opportunity to further develop relationships and has built a close working relationship with locality managers and staff. As a result NDVA now administers a Public Health Small Grants Scheme and is a member of the newly formed Chesterfield Health and Wellbeing Partnership and the N.E. Derbyshire Health Partnership; both multi-agency planning and development groups.

NDVA will continue to provide a mechanism to ensure the views and services of the health and care related VCS are heard and incorporated into local strategic planning and 5 year plans, in support of the NHS 5 Year Forward Plan and the Health and Social Care Act 2012.

NDVA remains resolute to supporting and promoting the VCS and further developing close working relationships with voluntary, statutory and infrastructure agencies across Derbyshire. NDVA will continue to be an active member of 3D (the infrastructure consortia for Derbyshire) and is increasingly focused on developing partnership working.

NDVA is able to offer, when available, meeting rooms for VCS groups to use free of charge.

## **NDVA**

### **DIRECTORS' REPORT (continued)** *FOR THE YEAR ENDED 31 MARCH 2015*

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The Board of Directors are committed to ensuring that NDVA's support to health related community groups and voluntary organisations is sustained and developed and that it remains an active, efficient and cost effective organisation, promoting and representing the diversity and value of local VCS services

They will also ensure that NDVA continues to strike the right balance between maintaining its core business and the need to adjust to the rapidly changing environment and to identify new opportunities.

#### **Directors' responsibilities statement**

The Directors (who are also trustees for the requirements of charity registration) are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

#### **Disclosure of information to auditors**

Each of the persons who are Directors at the time when this Directors' report is approved has confirmed that:

- so far as that Director is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

**NDVA**

DIRECTORS' REPORT (continued)  
*FOR THE YEAR ENDED 31 MARCH 2015*

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**Auditors**

The auditors, BHP, Chartered Accountants, have indicated their willingness to continue in office, subject to the approval of members in the general meeting.

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Directors on 9 October 2015 and signed on their behalf by:

**Heather Fawbert**  
**Chair**

## **NDVA**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NDVA**

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We have audited the financial statements of NDVA for the year ended 31 March 2015 set out on pages 15 to 25. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

#### **Respective responsibilities of Directors and auditors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the Charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**NDVA**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NDVA**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the Directors' report.

Jane Marshall (Senior statutory auditor)

for and on behalf of

**BHP, Chartered Accountants**

Statutory Auditors

57-59 Saltergate

Chesterfield

S40 1UL

12 October 2015

**NDVA****STATEMENT OF FINANCIAL ACTIVITIES**  
*(incorporating an income and expenditure account)*  
**FOR THE YEAR ENDED 31 MARCH 2015**

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		<b>Unrestricted funds 2015 £</b>	<b>Restricted funds 2015 £</b>	<b>Total funds 2015 £</b>	<b>Total funds 2014 £</b>
	<b>Note</b>				
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income	2	<b>57,390</b>	<b>397,974</b>	<b>455,364</b>	164,952
Investment income		<b>511</b>	-	<b>511</b>	332
Incoming resources from charitable activities	3	<b>18,111</b>	-	<b>18,111</b>	3,527
<b>Total incoming resources</b>		<b>76,012</b>	<b>397,974</b>	<b>473,986</b>	168,811
<b>Resources expended</b>					
Charitable activities	5	<b>56,419</b>	<b>216,629</b>	<b>273,048</b>	156,449
Governance costs	4	<b>3,150</b>	-	<b>3,150</b>	3,341
<b>Total resources expended</b>		<b>59,569</b>	<b>216,629</b>	<b>276,198</b>	159,790
<b>Movement in total funds for the year - Net income for the year</b>		<b>16,443</b>	<b>181,345</b>	<b>197,788</b>	9,021
Total funds at 1 April 2014		41,896	94,502	136,398	127,377
<b>Total funds at 31 March 2015</b>		<b>58,339</b>	<b>275,847</b>	<b>334,186</b>	136,398

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The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NDVA**

REGISTERED NUMBER: 06956527

**BALANCE SHEET**

AS AT 31 MARCH 2015

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	Note	£	2015 £	£	2014 £
<b>Fixed assets</b>					
Tangible assets	7		-		-
<b>Current assets</b>					
Debtors	8	92,997		3,004	
Cash at bank and in hand		243,706		135,792	
		<u>336,703</u>		<u>138,796</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(2,517)</u>		<u>(2,398)</u>	
<b>Net current assets</b>			<u>334,186</u>		136,398
<b>Net assets</b>			<u>334,186</u>		<u>136,398</u>
<b>Charity funds</b>					
Restricted funds	13		275,847		94,502
Unrestricted funds	13		58,339		41,896
<b>Total funds</b>			<u>334,186</u>		<u>136,398</u>

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Directors on 9 October 2015 and signed on their behalf, by:

**Heather Fawbert, Chair**

**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.3 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the Charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Investment income is included when receivable. Tax recoverable on such income is recognised in the same accounting year.

Incoming resources from grants, where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

**1. Accounting Policies (continued)**

**1.4 Resources expended**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

**1.5 Tangible fixed assets and depreciation**

All assets costing more than £1,500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	-	Over 3 years
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**1.6 Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**1.7 Pensions**

The Charity contributes to personal pension plans of its employees.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015

2. Voluntary income

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
vSPA Grant and Projects	-	272,986	272,986	-
BME Grants	-	11,845	11,845	11,845
Buddying Project	-	5,000	5,000	-
Derbyshire County PCT - MHP	-	16,990	16,990	16,990
Derbyshire County PCT - Database	-	5,058	5,058	5,058
Derbyshire County PCT - Network	-	1,984	1,984	1,984
Hardwick CCG - MHP	-	16,990	16,990	25,485
Health Grants	-	7,423	7,423	7,423
JF General	44,890	-	44,890	44,890
JF Grants Admin	12,500	-	12,500	1,787
JF Small Grants	-	26,161	26,161	28,375
JF TEUIF	-	5,437	5,437	6,437
N Derbys. CCG - Hardwick	-	1,600	1,600	20,000
N Derbys. CCG - Dronfield Together	-	20,000	20,000	-
DCC - Winter Warm Packs	-	6,500	6,500	-
Erewash CCG	-	-	-	(7,229)
Donations	-	-	-	1,907
	<b>57,390</b>	<b>397,974</b>	<b>455,364</b>	<b>164,952</b>

3. Incoming resources from charitable activities

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Links CVS - consultancy work	100	-	100	712
Management fees	12,000	-	12,000	-
Services mapping project fee	-	-	-	2,380
Survey fees	-	-	-	25
ND forum for Mental Health Carers	811	-	811	310
CQC Derbyshire VCS invites	-	-	-	100
VCS Audit	5,000	-	5,000	-
Refunds	200	-	200	-
	<b>18,111</b>	<b>-</b>	<b>18,111</b>	<b>3,527</b>

NOTES TO THE FINANCIAL STATEMENTS  
**FOR THE YEAR ENDED 31 MARCH 2015**

**4. Governance costs**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Professional fees	<b>3,150</b>	-	<b>3,150</b>	3,341

**5. Charitable activities**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Bank charges	<b>215</b>	-	<b>215</b>	160
Grants - Chesterfield	-	<b>31,680</b>	<b>31,680</b>	9,816
Grants - High Peak and Dales	-	<b>21,534</b>	<b>21,534</b>	12,239
Grants - North East Derbyshire	-	<b>18,635</b>	<b>18,635</b>	11,330
Grants - Other	-	<b>15,500</b>	<b>15,500</b>	1,500
Insurance	<b>855</b>	<b>700</b>	<b>1,555</b>	1,653
IT equipment	<b>1,250</b>	<b>2,544</b>	<b>3,794</b>	5,710
Internet	<b>300</b>	-	<b>300</b>	224
Photocopier	<b>170</b>	<b>72</b>	<b>242</b>	1,226
Postage	<b>230</b>	<b>1,351</b>	<b>1,581</b>	1,754
Premises costs	<b>3,817</b>	<b>5,395</b>	<b>9,212</b>	10,415
Moving expenses	-	-	-	2,076
Printing	-	<b>2,504</b>	<b>2,504</b>	2,586
Recruitment	-	<b>1,075</b>	<b>1,075</b>	-
Room hire and catering	<b>452</b>	<b>1,503</b>	<b>1,955</b>	3,024
Salaries	<b>44,935</b>	<b>75,054</b>	<b>119,989</b>	79,503
Stationery	<b>554</b>	<b>1,281</b>	<b>1,835</b>	1,628
Sundries	<b>128</b>	<b>4,505</b>	<b>4,633</b>	7,102
Telephone	<b>698</b>	<b>573</b>	<b>1,271</b>	475
Training	<b>480</b>	<b>267</b>	<b>747</b>	-
Travel	<b>2,188</b>	<b>2,758</b>	<b>4,946</b>	2,550
Light and heat	<b>147</b>	<b>148</b>	<b>295</b>	1,478
Management fee	-	<b>19,500</b>	<b>19,500</b>	-
Research and development	-	<b>10,050</b>	<b>10,050</b>	-
	<b>56,419</b>	<b>216,629</b>	<b>273,048</b>	156,449

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015

6. Net incoming / (outgoing) resources

This is stated after charging:

	2015 £	2014 £
Auditors' remuneration	2,370	2,298
Fees payable to the Charity's auditor in respect of: All other non-audit services not included above	780	1,042
	<u>          </u>	<u>          </u>

7. Tangible fixed assets

	Computer equipment £
<b>Cost</b>	
At 1 April 2014 and 31 March 2015	<u>4,621</u>
<b>Depreciation</b>	
At 1 April 2014 and 31 March 2015	<u>4,621</u>
<b>Net book value</b>	
At 31 March 2015	<u>          </u>
At 31 March 2014	<u>          </u>

8. Debtors

	2015 £	2014 £
Prepayments	209	3,004
Grants receivable	92,788	-
	<u>92,997</u>	<u>3,004</u>

9. Creditors:  
Amounts falling due within one year

	2015 £	2014 £
Accruals	2,517	2,398
	<u>          </u>	<u>          </u>

NOTES TO THE FINANCIAL STATEMENTS  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**10. Staff costs**

The average monthly number of employees during the year was as follows:

	<b>2015</b>	2014
	No.	No.
	<b>7</b>	5
	<u><u>7</u></u>	<u><u>5</u></u>

No employee received remuneration amounting to more than £60,000 in either year.

	<b>2015</b>	2014
	£	£
Wages and salaries	<b>107,428</b>	69,094
Employer's NI	<b>7,294</b>	5,579
Pension costs	<b>5,267</b>	3,234
	<u><u>119,989</u></u>	<u><u>77,907</u></u>
Total	<b>119,989</b>	77,907

**11. Trustee remuneration and expenses**

No trustee has received remuneration for their services to the charity.

Their travelling and other expenses are reimbursed in respect of expenses incurred on the charity's business. In the period ended 31 March 2015 a total of £245 was paid to 5 trustees (2014: £178 paid to 3 trustees).

**12. Taxation**

As a charity, NDVA is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015

13. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General	41,896	76,012	(59,569)	58,339
<b>Restricted funds</b>				
Mental Health Liaison Service	-	33,980	(33,956)	24
UIF	20,758	5,437	(8,117)	18,078
Small Grants - JF Small Grant	27,640	26,161	(25,112)	28,689
Small Grants - Health Grants	-	7,423	(7,423)	-
BME	24,345	11,845	(16,680)	19,510
Links	1,622	-	-	1,622
Database and Network	3,637	7,042	(7,516)	3,163
Hardwick	16,500	1,600	(12,270)	5,830
Dronfield Together	-	20,000	-	20,000
Buddying	-	5,000	-	5,000
Winter Warm Packs	-	6,500	(6,500)	-
vSPA	-	272,986	(99,055)	173,931
Total restricted funds	94,502	397,974	(216,629)	275,847
Total of funds	136,398	473,986	(276,198)	334,186
<b>Summary of funds</b>				
	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	41,896	76,012	(59,569)	58,339
Restricted funds	94,502	397,974	(216,629)	275,847
	136,398	473,986	(276,198)	334,186

**13. Statement of funds (continued)**

The purpose of the restricted funds are:

**Mental Health Liaison Service:** The funding is provided by Hardwick CCG and North Derbyshire CCG to develop liaison between voluntary sector service providers and the statutory sector in Derbyshire.

**UIF:** This is a fund to cover out of pocket expenses for service users, carers and voluntary group representatives who participate in a variety of planning groups and consultation exercises relating to health issues in North Derbyshire. The funding is provided by North Derbyshire CCG and Derbyshire Social Services Department via a service level agreement.

**Small Grants:** The funding for the Small Grants Scheme is provided by North Derbyshire CCG and Derbyshire Social Services Department via a service level agreement. The fund is designed to offer funding to support small health related voluntary groups working in North Derbyshire.

**BME:** NDVA administers the grant fund on behalf of North Derbyshire CCG. The fund is designed to assist black and ethnic minority organisations in the provision of health related support for their communities.

**Links:** In partnership with Amber Valley CVS, NDVA won the tender to host the Links project. The Derbyshire Local Involvement Network (LINKS) is designed to give people in Derbyshire a stronger voice in the planning and improvement of the health and social care services they receive.

**Database & Network:** Funding towards the development of the NDVA website, IT software and hardware.

**Hardwick:** This funding is provided by Hardwick CCG for the distribution of start-up grants for mental health self-help groups and projects.

**Dronfield Together:** This is funding from North Derbyshire CCG for a project to start in the year 2015 - 16 to build community capacity in Dronfield in partnership with the voluntary sector, the NHS and local government.

**Buddying:** This is funding from Harwick CCG to provide extra support to people with mental health issues to access the wider voluntay sector.

**Winter Warm Packs:** These were packs purchased on behalf of DCC, which contained items to help vulnerable people through the winter and were given to voluntary sector organisations to distribute.

**The Voluntary Sector Single Point of Access (vSPA):** A telephone service linking front-line professionals with the voluntary sector service providers and includes projects designed to help the public to access the voluntary sector. vSPA enables access to other sources of funding to meet community needs.

Transfers are made to general funds in respect of projects which are completed and where conditions of contracts have been fulfilled.

NOTES TO THE FINANCIAL STATEMENTS  
**FOR THE YEAR ENDED 31 MARCH 2015**

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**14. Analysis of net assets between funds**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Current assets	60,856	275,847	336,703	138,796
Creditors due within one year	(2,517)	-	(2,517)	(2,398)
	<u>58,339</u>	<u>275,847</u>	<u>334,186</u>	<u>136,398</u>

**15. Operating lease commitments**

At 31 March 2015 the Charity had annual commitments under non-cancellable operating leases as follows:

	2015 £	2014 £
<b>Expiry date:</b>		
Within 1 year	<u>5,650</u>	<u>5,650</u>