



2021

Annual Report

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Overview from the Chair

Annual Report 2021

Welcome to our Annual Report and Accounts for 2021. This has been a sad year, with the recent death of our Chair Martin Keenan. His chairmanship ensured that the Inclusion Group was given clear direction, and followed sound financial and governance principles. Due to this unexpected turn of events, I have been co-opted as Chairperson to introduce the annual report and audited accounts, which I now do with pleasure.

Looking back, throughout 2020-21 we continued to follow our overall vision when working with our service users: providing person centred support to ensure they have opportunities for choice, involvement and independence; working to ensure they receive the highest standard of support to achieve their goals and enjoy life; are treated with dignity, respect and positivity; and, feel equal, included and safe. As I write, we currently provide home care, social care and enabling services to 42 adults and 25 children. None of this would be possible without our dedicated and hardworking staff, who throughout the ongoing pandemic have continued to provide support to our service users.

The Good Governance Award is the quality standard for Scottish Charities, the only such award recommended by OSCR. We have recently completed our eportfolio evidencing competency and best practice across a range of criteria in key areas of organisational governance, and are looking forward to a positive outcome over the next few months. We also intend to organise several consultative events early in the New Year with our service users, carers, staff and members. The results of these events will inform our new Strategic Plan for 2022-2025, which will convey our vision, direction and priorities for the next few years.

I would like to take the opportunity to thank the Manager Fiona Flynn and her management team, our Board of Trustees who give of their time so generously, our Commissioners who have supported us throughout the pandemic, and continue to do so. I would also like to thank our family carers, who in partnership with us, have made the slow transition to normal life easier. Last but not least our Support Staff, who are the lifeblood of the organization. They continue to enhance the lives of our service users and carers with enthusiasm and commitment.

It is eighteen months since the pandemic first appeared, and it continues to give us challenges, however I am hopeful over the next year our organization will slowly ease back to normality with the continued hard work and dedication of our staff team.

A sincere thank you to all who have contributed to this Annual Report and Accounts, which I commend to you and hope you enjoy reading.

I conclude by wishing you a very happy, healthy time over the forthcoming festive period.

Yvonne Ryce, Chair

December 2021

Our Board of Trustees



Laura Bannerman (Company Secretary/Treasurer)

I joined the Inclusion Group in December 2016. I came to the organisation with a long experience of working in social work and social care and of partnership working and wanted to put my professional experience and knowledge at the disposal of the Board of the Inclusion Group.

To this end I have been very pleased to provide support to the manager Of the Inclusion Group and service in the role of Secretary and Treasurer.



Elizabeth Soutar (Chair, Special cases Standing Committee)

I joined the Inclusion Group as administrator in 1998 when the organisation was first launched. Over the next three years I took on various roles before leaving to take up a teaching post.

I joined the Board in 2008 and am currently the Chair of the Special cases Standing Committee.



Yvonne Ryce (Chair of Inclusion Group and Chair Training and Development)

I am a carer of an adult with support needs, and have seen first hand the life enhancing effect of the Inclusion Group support service over the past 8 years. I became a Trustee as I valued the organisation, and the positive impact it made on the daily life of its service users and wished to contribute to its ongoing success.



[Joanna Wright](#) (Staff Representative)

I have been employed as a support worker by the Inclusion Group since 2008, and have recently been elected as the Staff Representative to the board. I enjoy the work I do and am looking forward to the challenges my new role will bring.



[Stephen Swann](#) (Director)

I was employed by the organisation between 2008 and 2021 as a support worker. I served as the staff representative within the organisation between 2015 and 2021. In August 2021 I left the organisation to take a social work role following the completion of my MSc in Social Work at Dundee University. I have also previously worked as a journalist and now enjoy being part of the Board of Directors in a media and communications capacity.

Training

Throughout 2021, we have continued to focus on meeting our regulatory requirements by ensuring that staff are keeping up to date with the mandatory training required to undertake their roles.

Due to the restrictions caused by the ongoing Pandemic our approach to the delivery of training has continued to be through virtual online sessions. The training sessions have also adapted to include classes and eLearning specifically focused on infection control and protection and safe use of PPE to ensure staff were equipped with the skills and knowledge to keep both themselves and the service users we support safe during the Pandemic.

We have continued to make great strides towards all our staff meeting the requirements of their registration by achieving their SVQ level 3, with the majority of our staff having already achieved this award or in the process of completing the award. We were also given the opportunity by Dundee and Angus College to allow some of our staff the opportunity to complete their SVQ in working with children

Congratulations are extended to all staff who have worked so hard over the past year, in what have been challenging conditions to ensure that their skills, training and knowledge are kept up to date and for achieving professional qualifications in their role.

Report from our Staff Representative

This year has been another quick year and the staff team have worked tirelessly to support those that we care for in our organisation through difficult times. I can't thank the staff enough for going above and beyond to do everything they can to support both the young people and families we work with. I am proud of you all, I really am!

I have been part of the organisation since 2008 and I have remained with it until August this year as a support worker. This was due to the hard work and dedication that is put in by everyone within the staff team to support and make a difference to those we come in contact with. This is a really special thing and something everyone should be proud of.

It is with great sadness that I am writing my final report as staff representative this year after leaving the organisation to further my career. I have been in the nominated position since 2015 and I am proud to have supported both those who are still with the organisation and those who are not. It's not always been easy, but in reflection I believe I have always had the respect of the staff team and believe I have always done the best I can to represent them.

A new staff representative has been nominated and I believe she will continue work and support the team in the way in which I have. Joanna Wright brings years of experience and is someone who knows the organisation and staff team well. I hope the staff team will welcome her like they did me and hope they continue to have someone to lean on when they need support or guidance.

Finally, I want to thank the staff past and present for allowing me to be part of such an amazing group of people. You all have a special place within my heart and it really is sad writing my final staff rep report. Well done to each and every one of you!

Be proud, very proud!

Stephen.

**Here we have pictures of some of the activities enjoyed by our service users.
We are looking forward to more activities for more of our services users as
we gradually return to normal life!!**

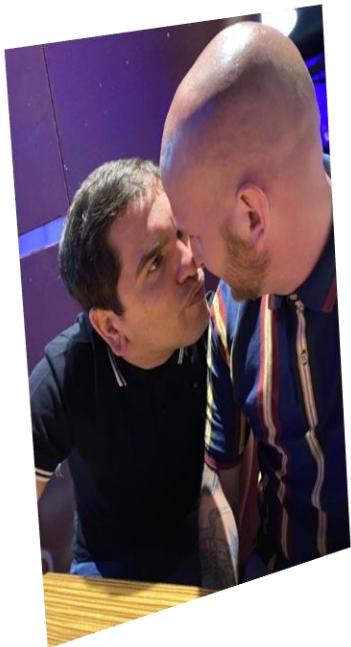
Fraser and Craig.



Good Friends!!



STRIKE!!!Craig lending a helping hand at 10 pin bowling!!



Who will blink first!!!

Days out with our Children's services

Camperdown Park!!!



Legoland!!!



Craig Tara and Cadonas!!



Scoffed the lot!!!

Our Accounts

The Inclusion Group (Dundee)
A company limited by guarantee
(Company Registration No SC169412)

Report of the independent auditor to the directors and members of
The Inclusion Group (Dundee)

We have audited the financial statements of The Inclusion Group (Dundee) for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes to the finance statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with Section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and to the charity's trustees those matters we are required to state to them in an auditor's 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 charitable company's members, as a body and the charitable company's trustees as a body, for our audit work, for this report or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of the charitable company's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charites and Trustee Investment (Scotland) Act 2005 and Regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (amended).

Basis for opinion

We conducted out audit in accordance with the International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our opinion.

The Inclusion Group (Dundee)
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Report of the independent auditor to the directors and members of
The Inclusion Group (Dundee) (Cont.)

Conclusion relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusions thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the council members' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the council members' report have been prepared in accordance with legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified any material misstatements in the directors' report including within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; 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 trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

The Inclusion Group (Dundee)
A company limited by guarantee
(Company Registration No SC169412)

Report of the independent auditor to the directors and members of
The Inclusion Group (Dundee) (Cont.)

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also directors of the charitable company 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concerns basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

At the planning stage, we assess the risk of material misstatement and any such irregularities and design audit procedures tailored to these risks which will be followed to ensure that we are capable of meeting our responsibilities in this area. Factors relevant to our assessment, which have a positive impact on the capability of our procedures to detect such irregularities, are the size of the entity, the complexity of the entity's operations and our understanding of their regulatory and control environments.

The staff working on this audit assignment have been fully briefed in relation to the company's activities, including the regulatory regime in which they operate.

A further description of our responsibilities for the audit of financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditors responsibilities. This description forms part of our auditors report.

Karen Henderson MCIBS, BA (hons), CA (Senior Statutory Auditor)

For and on behalf of

FourM Limited

Chartered Accountants and Statutory Auditors

Stannergate House

41 Dundee Road West

Brought ferry

Dundee

DD5 1NB

The Inclusion Group (Dundee)
A company limited by guarantee
(Company Registration No SC169412)

Statement of financial activities
(including income and expenditure account)
For the year ending 31 March 2021

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
Income From:		Notes	£	£	£
Donations and legacies		1	836,151	836,151	955,642
Charitable activities		2	187,935	-	187,935
Investment income		3	<u>815</u>	-	<u>815</u>
Total Income		<u>188,750</u>	<u>836,151</u>	<u>1,024,901</u>	<u>1,278,734</u>
Expenditure On:					
Raising Funds		4	-	-	-
Charitable Activities		4	<u>186,014</u>	<u>860,091</u>	<u>1,046,105</u>
Total Expenditure		<u>186,014</u>	<u>860,091</u>	<u>1,046,105</u>	<u>1,207,809</u>
Net Income/(Expenditure)			2,736	(23,940)	(21,204)
Transfers between funds		6	<u>5,803</u>	<u>(5,803)</u>	-
Net Movement in Funds			<u>8,539</u>	<u>(29,743)</u>	<u>(21,204)</u>
Reconciliation of Funds:					
Total Funds Brought Forward			<u>603,330</u>	<u>61,782</u>	<u>665,112</u>
Total Funds Carried Forward			<u>611,869</u>	<u>32,039</u>	<u>643,908</u>
					<u>665,112</u>

Manager's Report



Welcome to my 2021 report.

Although we have still faced a very different way of working and living due to the ongoing COVID restrictions, we have been able to increase the contact and level of service delivery over the past year. We have seen a gradual increase in the opening of cafes and restaurants which has allowed us to incorporate a more social aspect for some of our service users. The opening of gyms and swimming pools has also allowed us to increase support with our services to work on their fitness and we can't forget that we are now allowed to watch live sport again.

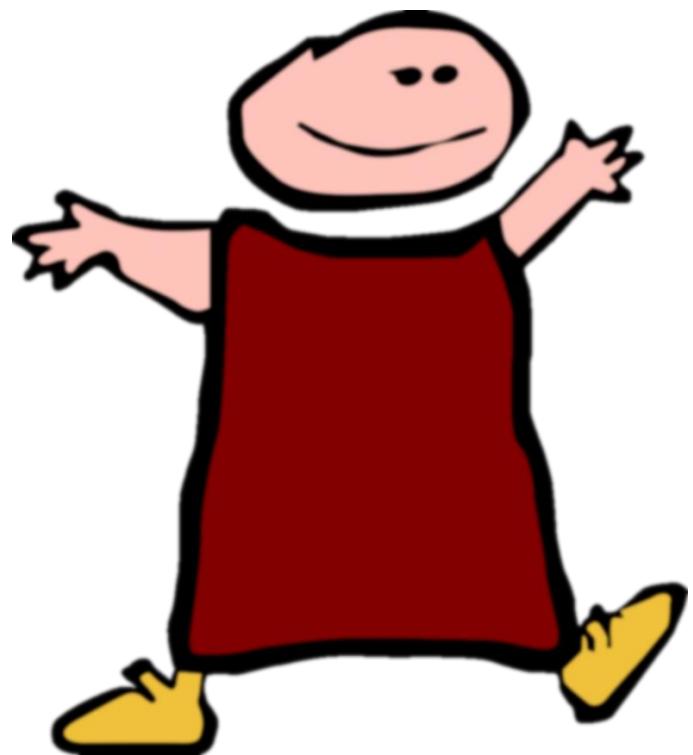
Away from our service delivery, we have had two further Inspections, one in January with a follow up in April which brought about an improvement in our overall grades as well as the removal of the improvement measures. The management team continue to work not only to sustain the grades we have achieved but to improve these grades.

Behind the scenes, thanks are to be expressed to the management team who continue to go above and beyond over the past year; from regular telephone contact with service users and family carers; ensuring staff are all supported and up to date with the latest guidance and information and maintaining and improving our Quality Assurance reporting and recording. I would also extend my thanks to the staff team who have been innovative and creative in the way they have engaged with our service users. They have demonstrated a commitment above and beyond their usual support role to ensure our service users are receiving some level of support, albeit in a more reduced capacity.

Thanks must also be extended to the Dundee Health and Social Care Partnership, Dundee City Council Children and Families Services, and other local authorities for providing the funding that enable the Inclusion Group to provide the quality support to enable people to live full and active lives. Further thanks must be expressed to other voluntary organisations who support the Inclusion Group to enjoy meaningful activities in the community.

Finally I would like to thank the people who use our services. We are still not in a position where we are able to welcome everyone back in to the office for activities, but are hopeful that this is something we will be able to do in the near future.

Fiona Flynn
Manager



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