

# **Camphill Community Clanabogan**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 January 2023**

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

##### **Governing document**

Camphill Community Clanabogan is a company limited by guarantee (Registration Number NI018561). The company is governed by its Memorandum of Articles of Association. In the event of the company being wound up, liability is limited to £5 per member. The company is recognised and registered by the Charities Commission for Northern Ireland (ref NIC101781).

##### **Principal activity**

The Principal activity of the company is the provision of residential accommodation, day activities, social care and therapy for adults with learning disabilities within a life sharing community setting.

##### **Recruiting and Appointing New Council Members**

The method of selection for all new council members is through appointment by existing council members.

##### **Training of New Council Members**

New members of the Management Council are supplied with a Council Trustees Induction Pack. A programme of internal Board Development training is conducted, in addition to wider governance training opportunities that is facilitated through membership of NICVA and CO3.

##### **Decision Making**

The Board of Trustees of Camphill Community Clanabogan are responsible for the overall legal and financial management of the community and meets in plenary session every 2 months. Implementation of most of their policies is carried out by a set of mandated groups, to which the Board has delegated responsibility.

The Board has mandated decision making to the following groups:

- Finance & Corporate Performance Committee
- Focus Group
- Permanent Co-workers Circle
- Home Co-ordinators Group
- Social Care Group
- Home & Work Co-ordinators Group
- Building & Maintenance Group

##### **Relationships with any other charity or organisation**

The company is part of a worldwide charitable organisation and has relationships with the following companies within the Camphill movement in Northern Ireland - Camphill Communities Trust (NI), Camphill Community Holywood, Camphill Community Mourne Grange, Camphill Community Glenraig and Camphill Social Fund (NI).

# Camphill Community Clanabogan

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 January 2023

#### Structure, governance and management *(continued)*

##### Statement of Risks

The main risks to the company are associated with being adequately funded to continue with caring for its vulnerable adults. Increasing care and support needs due to age and health as well as additional administration require additional resources and employed staff. The succession of co-workers is also an issue. The Board is responsible for all risks faced by the Community. Detailed considerations of risk are delegated to the mandated groups established to deal with each of these areas. Risks are identified and assessed and controls established throughout the year. Through the risk management processes established, the Board is satisfied that all major risks identified have been adequately mitigated, where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

##### Objectives and activities

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

##### Charity's Aims

The principal aims of the company are the provision of Supported Living, Domiciliary Care and Day and Work Opportunities for adults with a learning disability, acquired brain injury, autistic spectrum conditions and associated challenges within a life sharing sustainable community setting.

##### Strategies for Achieving Objectives

The five core objectives under the Quality Assessment Framework (QAF2)-

- Assessment and Support Planning
  - Security, Health & Safety
  - Safeguarding and Protection from Abuse
  - Fair Access, Diversity & Inclusion
  - Client Involvement and Empowerment
- and by ensuring continuous improvement to achieve higher standards.

In addition there are thirteen supplementary objectives and the company assesses its performance in meeting defined standards on an evidence based approach.

RQIA seek to ensure that the organisation is committed to delivering safe, effective and compassionate care and that the service is well led.

##### Camphill Community Clanabogan

Camphill Community Clanabogan is one of four Northern Ireland Camphill communities, situated on a working farm outside Omagh, County Tyrone. It provides domiciliary care, day and work opportunities for adults with learning disabilities and complex needs.

The Camphill ethos is founded on the individual's intrinsic worth being valued and respected. Equality, inclusion and interdependence are implicit in way of life at Camphill Clanabogan. These values are based on community and human relationships and are underpinned by legislation and departmental guidance. The Community offers a life experience which covers many aspects: home, work, family, culture, spirituality and recreation.

# **Camphill Community Clanabogan**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 January 2023**

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

# Camphill Community Clanabogan

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 January 2023

#### Achievements and performance

##### **SUPPORTED LIVING SERVICE**

Camphill Community Clanabogan has 5 shared living houses and one independent living unit in which Domiciliary Care in Supported Living is provided. Within its supported living service CCC has the capacity to accommodate 30 service users. Throughout the period of this report the service ran slightly below capacity with a population of 29 resident service users. For the most part there is very little turnover within the resident population. This year due to changing needs 2 residents moved on to different services, one to move into independent living in her home town, the other moved into a nursing care setting. Two new residents transitioned into the service, leaving the number of residents in the Community at 29.

##### **DAY OPPORTUNITIES**

The Day Opportunity settings provide meaningful and fulfilling work and activities to the internal resident population and also to external day attenders. During 2022, COVID had very much faded into the background with no significant impact on the service provision. The day opportunity settings were open to receiving visitors and many first contact walkaround visits and taster sessions were facilitated. Following successful taster sessions and a trial period, three new day attenders commenced the service in the year and one disengaged. The total of external day attenders now stands at 9 representing a weekly 130 hours of attendance.

##### **COVID MANAGEMENT**

Within the scope of everyday living, services and activities resumed and COVID restrictions were all but lifted in this time frame. Whilst this meant a return to normality per se, the impact with the social care sector was still evident. For the first part of the year, weekly COVID testing was part of the norm. This was a time-consuming process that required a coordinated organisational approach. There was much relief when this requirement was lifted. Residents were facilitated to have their COVID booster vaccinations. In 2022 COVID entered the houses in the Community with 20 residents contracting COVID, one person twice. Fortunately for all infected only mild symptoms were experienced and no one required hospitalisation. During the year CCC had 5 separate outbreak situations. Outbreak management was stressful at times increasing the workload often in times of COVID related staff absence. All outbreaks were reported to the WHSCT and Public Health Authority and managed in accordance to their guidance.

##### **H&S MANAGEMENT**

CCC have contracted out H&S services to an organisation who carry out an annual audit and provide relevant documentation and advice. Additionally, and in a bid to ensure the complexity of the services H&S needs are met, a local consultant is utilised on an as and when required basis for more specific and bespoke needs. A site wide audit was carried out this year by the primary H&S service and the recommendations from this have been followed up. The local consultant also carried out bespoke risk assessments of the farm and new biomass site. Fire risk assessments of all properties were undertaken by competent contractors during the year.

##### **Maintenance, repairs and building**

The planned maintenance programme went ahead throughout the year and saw some significant works carried out to completion. Within the supported living setting, Artaban and Columba house both benefited from bathroom refitting and floor replacements. There were both renovation / repurposing and new build projects completed during the year. The Eco classroom was converted into living accommodation and is ready for its first occupant. The construction of Hazelgrove II, a passive house comprising of two units was completed. A new biomass system was installed to replace the old boiler. This has been installed on a new location future proofing the extension of biomass heating to include the lower end of the estate.

# Camphill Community Clanabogan

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 January 2023

#### Training

Mandatory training requirements were adhered to.

#### HUMAN RESOURCES

##### Recruitment and Retention

This year saw 9 staff disengage and 13 staff recruited. Additionally, staffing was impacted by 4 full time staff (10% of the employed staff population) going on maternity leave which is reflected in the increased recruitment numbers. The annual staff turnover rate was 22% this year.

##### Incidents, near misses and complaints

**Safeguarding Incidents** Four incidents were reported to the relevant HSCTs/HSE as safeguarding concerns and addressed via local resolution and risk management. They did not require referral to the Adult Protection Gateway Team.

**Medication Incidents** There were 10 medication errors during the year which is a decrease of 2 from the previous year. The errors happened across the settings and no trends were identified.

**Serious Incidents** There was one serious incident relating to governance which was reported to the service commissioners, RQIA and the Charity Commission. The incident in question was procedural with correct procedure not being followed at the 2021 AGM. To summarise the Trustees stepped outside the Articles requirements and postponed retirement and reappointment of those trustees whose 3-year term had expired. To date there has not been resolution but legal advice has been sought and a pathway toward resolution is in negotiation.

**Complaints** There were two complaints lodged this year.

Both were followed up in accordance with the Complaints policy and brought to resolution.

#### QUALITY ASSURANCE

**RQIA** - RQIA carried out their annual unannounced inspection of Domiciliary Care in SL in October 2022 there were no recommendations. This is the 8th consecutive year without recommendations.

**Supporting People** - In September 2022 Supporting People carried out their Quality Monitoring Assessment in which CCC successfully passed the required standards of the Supporting People Quality Monitoring Tool.

#### Performance Indicators

To measure whether objectives were being met, four domains that have measurable key performance indicators were identified to ascertain whether targets were achieved.

	% achieved	% partially achieved	% not achieved
Stakeholders	66	14	20
Organisational Sustainability	62		38
Finance	92	8	
Estate	100		
Mean Percentage	80	6	15

79.9% of targets were met, some domains were stronger than others, the domain that performed less well was organisational sustainability. The KPIs remain a work in progress and do require more fine tuning to ensure more accurate measurement

# Camphill Community Clanabogan

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 January 2023

#### **Achievements and performance** *(continued)*

##### **Review of Performance against Objectives**

The Board continue to ensure the process of self-assessment against the Quality Assessment and Improvement Framework issued by Supporting People and the adherence to the standards and regulations set out by RQIA for Domiciliary Care in Supported Living and the guidelines issued by DHSS and WHSCT for Day Opportunities.

The Board and CCC Management Team were engaged with external professional advisors in the progression of governance and operational management issues, developing policies, procedures and guidelines for decision making to ensure compliance with HMRC and the NI Charity Commission's requirements. This also included development of Role, Remit and Function of the various groups and committees within CCC and Memoranda of Understanding between them.

#### **Financial review**

##### **Review of the Business**

The Community is non-profit making with net incoming resources of £16,242 for the year. The management continues to be engaged in ongoing efficiency savings and is aware of the sustainable use of resources.

##### **Plans for Future Periods**

During the coming year we plan to continue to focus on controlling costs and improving internal efficiency, while maintaining the high standards of care provided. A business plan is in place for the next 5 years detailing the various strategic objectives of the Community.

##### **Reserves Policy**

The trustees of Camphill Community Clanabogan have set a reserves policy which requires that reserves be maintained at a level which ensures that the charity's core activity could continue during a period of unforeseen difficulty and to assist in the future strategic development of the organisation. The trustees have agreed that the Charity should endeavour to hold reserves at an amount not less than £1,456,278 in an effort to minimise the risks identified by the Charity and to fund the projects as contained within the business plan.

##### **Plans for future periods**

For the coming year we plan to focus on controlling costs and improving internal efficiency, while maintaining the high standards of care provided.

#### **Trustees' responsibilities statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

# Camphill Community Clanabogan

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 January 2023

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable 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 charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The trustees' annual report and the strategic report were approved on 15 May 2023 and signed on behalf of the board of trustees by:



M/s D Stevenson  
Trustee