

Camphill Community Clanabogan

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 January 2024

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 January 2024.

Reference and administrative details

Registered charity name Camphill Community Clanabogan

Charity registration number NIC101781

Company registration number NI018561

Principal office and registered office 15 Drudgeon Road
Omagh
Co Tyrone
BT78 1TJ

The trustees

Mr T Alcorn	(Resigned 25 May 2023)
Mr P Archdale	(Resigned 25 March 2023)
Mr P Deas	
Mr K Matthews	
Dr M McCavert	(Resigned 25 May 2023)
Dr J Moore	(Resigned 25 May 2023)
M/s D Stevenson	
Mr M Sturm	(Resigned 25 May 2023)
Mr J Nevin	
M/s U Davey	
M/s A Colhoun	(Resigned 25 September 2023)
M/s A Peters	

Auditor SP McCaffrey & Co
Chartered accountants & statutory auditor
50 Campsie Road
Omagh
Co Tyrone
BT79 0AG

Bankers Bank of Ireland
4-8 High Street
Belfast
BT1 2BA

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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 Glencraig and Camphill Social Fund (NI).

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.

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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.

Strategic report

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

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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. Care and support is provided by a trained workforce consisting of Vocational Co-workers, employed Support Staff and Volunteer Co-workers. These houses are at the heart of our Community.

Within its supported living service CCC has the capacity to accommodate 30 service users. Throughout the period of this report the service ran below capacity with a population of 28 resident service users.

For the most part there is very little turnover within the resident population. This year saw the death of one resident and another due to changing needs moved on to different service. There was one new admission into the service, leaving the resident population at the end of the Jan 2024 at 28.

DAY OPPORTUNITIES

The Day Opportunity settings provide meaningful and fulfilling work and activities to the internal resident population and also to external day attenders. The traditional key work settings were the farm, garden, woodwork shop, weaver, ceramics and bakery. Additionally, the Art Workshop and Music workshop have become a well-integrated and established part of the day opportunities and have proved invaluable to those residents who have stepped back from the traditional settings.

The ceramics workshop was not operational during the year.

Following successful taster sessions and a trial period, four new day attenders commenced the service in the year and two disengaged. The total of external day attenders now stands at 11 representing a weekly 132 hours of attendance.

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. The maintenance officer holds an IOSH qualification in the past 12 months and coordinates and follows up on Health and Safety issues.

A site wide audit was carried out this year by the primary H&S service and the recommendations from this have been followed up.

Fire risk assessments undertaken by competent contractors are in place for all properties.

In each setting health and safety checks are routinely carried out according to agreed schedule.

Health and safety training undertaken during the year included:

- General health and safety
- Manual handling
- Infection control
- Food hygiene,
- Fire safety

Specialised training tailored to need and task is sourced and facilitated when need is identified, this year the Maintenance officer undertook training in use of Tower Scaffolding

INCIDENTS NEAR MISSES AND COMPLAINTS

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RIDDOR - There were no RIDDOR reportable incidents / accidents during the year. Notifiable events
There was one statutory notification which was the unexpected death of a resident following his return from surgery.

Incidents / accidents Involving Service users - There were 54 incident reports submitted to service commissioners this year. The breakdown is below:

Type of incident No.
Personal accident / injury 27
Clinical 13
Violence / Abuse / Harassment 11
Near miss 3

None of these incidents resulted in significant injury. All were reported and recorded in accordance with policy and procedures

Safeguarding Incidents

Five 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 and Safeguarding Team. There is a similar figure to the previous year.

Further details in relation to safeguarding can be found in the Annual Position Report 2023.

Medication Incidents

There were 7 medication errors during the year which is a decrease of 3 from the previous year. The errors happened across the settings and no trends were identified. No ill effects were suffered as a result of the medication errors.

All medication errors were reported in accordance with CCC policies and procedures. Further details can be found in the Annual Analysis of Medication Report 2023.

Complaints

There were no complaints lodged this year.

Maintenance, Repairs and Building

The planned maintenance programme went ahead throughout the year and saw some significant works carried out to completion. There have been regular meetings and consultations with CHA in relation to maintenance works and the planned maintenance programme.

HUMAN RESOURCES

Recruitment and Retention

CCC has over the years maintained very stable staffing levels but like many other social care providers recruitment and retention has come with difficulties in the years since COVID.

This year saw 5 staff disengage and 5 staff recruited.

The annual staff turnover rate was 11% this year, a significant decrease on the 23% the previous year. However sick leave absence levels were significantly raised from the previous year, so despite the lower turn over rate, staffing stresses still exist.

Training

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Mandatory training requirements were adhered to. Training delivery this year was a combination of face to face, online and zoom training.

All staff engage in relevant training opportunities, not only to satisfy mandatory requirements but to further professional development and increase the knowledge and skill base of staff.

QUALITY ASSURANCE

RQIA carried out their annual unannounced inspection of Domiciliary Care in Supported Living 2023 there were no recommendations. This is the 9th consecutive year without recommendations.

In September 2022 Supporting People carried out their Quality Monitoring Assessment. CC successfully passed the required standards of the Supporting People Quality Monitoring Tool.

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 £20,204 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 £1,767,643 in an effort to minimise the risks identified by the Charity and to fund the projects as contained within the business plan.

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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).

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.

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The trustees' annual report and the strategic report were approved on 29 May 2024 and signed on behalf of the board of trustees by:



M/s D Stevenson
Trustee