

# DISABILITY EQUALITY SCOTLAND (DRAFT)

(A company limited by guarantee)

Annual Report & Financial Statements

For the year ended

31 March 2020



# Disability Equality Scotland

Working towards Equality, Inclusion and  
Participation for Disabled People in Scotland

Company No SC243392



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 MARCH 2020

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The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2020.

### OBJECTS & ACTIVITIES

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Our objectives as set out in our governing document are:

- to promote the benefit of disabled people in Scotland by encouraging communication between disabled people and national and local organisations concerned with the inclusion of disabled people in society.
- to advance the education of the public about disability equality and accessible environments, and to effect positive change in attitude and awareness of disability.

### ACHIEVEMENTS & PERFORMANCE

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#### Summary of Main Objectives for this year

Disability Equality Scotland has been involved in many projects, all of which focus on the organisation's principles to:

- Improve disabled people's access to participation and engagement in society through increased support, services, and awareness around disability equality.
- Improve understanding and reporting of disability hate crime across Scotland
- Promote connectivity between Access Panels and improve access to support for volunteer member's in delivering on equality and inclusion-based work
- Increasing awareness and knowledge of Access, Inclusion and Equality to the Access Panel Network
- Establish a permanent Youth Access Panel in Alloa as a pilot, supporting the local Access Panel with membership, provide a legacy for the Year of Young People, and ensure that disabled young people have a say in their local community
- Planning and design professionals will have access to a range of resources, best practice, advice, and solutions aimed at accessibility / inclusive design.
- Disabled people will have ongoing involvement and further opportunities in providing their views on Accessible Transport in Scotland, contributing to the progress of the Accessible Travel Framework development and implementation.
- Disabled people, transport operators, staff and other stakeholders will have access to accessible travel guidance, information, and signposting via an Accessible Travel Hub.
- There will be a joined-up approach to tackling disability hate crime and negative behaviours towards disabled people on public transport across Scotland.

The following are the main areas of work delivered through funding from the Equality Unit, Section 10 (Access Panel Project) and Transport Scotland (Bus, Accessibility and Active Travel Directorate).

#### Membership

We work with our members to promote equality for disabled people in Scotland.

We regularly ask our members for their views on many diverse policy issues which then directly feed into our policy work and government consultation responses.

We make sure members have opportunities to meet and network with relevant audiences. We help members make the right connections.

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# TRUSTEES' ANNUAL REPORT

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During the period from 1 April 2019 to 31 March 2020 we had 70 new members join us, resulting in a 9.6% increase in our overall membership, this brought our membership total to 800 members:

Individual members: increased by 12.8% from 578 to 652.

Corporate members: We received 9 corporate membership applications over the year, though 11 corporate members were removed either due to requests from the organisation, or due to the organisation ceasing operation, leaving us with a net decrease of 2. Total 112 Corporate members.

Access Panels: 2 Access Panel memberships were removed as they had retired from the Panel, there are now 36 Access Panels.

Also note that due to a thorough data clean in preparation for moving to Salesforce customer relationship management database, 6 individual members were removed due to outdated primary and backup contact information.

## What difference has our Membership made?

Members are at the heart of all our work and projects. Our members have a direct say in what we do and how we do it, inputting ideas and evidence to direct our work and sharing their lived experiences to allow us to identify what changes are required in our pursuit for full access and inclusion for disabled people.

Email newsletter and Magazine 'Open Door'

Disability Equality Scotland News is our members' monthly email newsletter. It is well received by our members.

"I enjoy getting updates and information via the monthly newsletters and quarterly magazines. Always interesting

articles."

"A very interesting edition about inclusive design. Glad we have Scottish tech firms that are leading the way when it comes to accessible design."

Our Open Door Magazine is our members' magazine. In the last year, three editions have been published:

Issue 51 - published April 2019: Inclusive Communication

Issue 52 - published August 2019: Accessible Travel Issue 53 - published December 2019: Hate Crime

"I have just finished reading another excellent issue of Open Door."

"Thanks once again for a very informative magazine."

What difference have our Newsletters and Magazines made?

We send Open Door to members, Ministers, key partners, and stakeholders, highlighting and promoting our work widely. Feedback is always very positive.

"Magazine and newsletter are excellent sources of relevant information to me."

## Consultations

From April 2019 to March 2020, we undertook nine full consultations with our members, with 1416 responses received in total. The topics included:

Automated Vehicles

Motability

National Transport Strategy

Disability Assistance

National Falls and Fracture Prevention Strategy

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Changing Places Toilets

Building Standards

Equality and Human Rights Commission Strategic Plan - Inquiry into the Criminal Justice System

We provided Easy Read versions of each consultation, to make it easier for our membership to respond.

## Disability Roadshows

Our roadshows help to bring disabled people together with experts on different topics as well as providing an opportunity to meet with other disabled people.

During the period 2019 to 2020, we delivered four Disability Roadshows across Scotland:

30 May 2019: Rural Banking, Perth Impact of rural bank closures on disabled people

12 June 2019: Accessibility at the Edinburgh Festival Fringe Accessibility of venues, booking and the City of Edinburgh

4 November 2019: Transport to Health, Falkirk Booking and eligibility criteria, rural transport, delays and cancellations

11 March 2020: Gender Inequality, Orkney In collaboration with the National Advisory Council on Women and Girls (NACWG), focus group with pupils from Kirkwall Grammar School

Access Panels were involved in the planning of the events. Each event welcomed an average of 18 delegates (local disabled people, local authority staff, statutory bodies, MSPs, local private companies and third sector organisations).

What difference have our Disability Roadshow events made?

Our roadshows help to bring disabled people together with experts on different topics and gives an opportunity to mix with other disabled people. The events encourage disabled people to engage with us as an organisation and help to create new memberships. Some feedback from our roadshows include:

"It was absolutely fantastic; really good at explaining how people without disabilities see disabled people."



"Thank you for an interesting event. Really enjoyed it. Very well organised, inclusive. Great communication."

"It was great to listen to all presenters. Great opportunity to listen to people with disabilities. Amazing event!!"

## Inclusive Communication Hub

The Inclusive Communication Hub has been redeveloped to align with the six principles of Inclusive Communication, and aiming the content at organisations, while keeping disabled people in mind as the main beneficiaries of this information.

We worked hard to promote the Inclusive Communication Hub and we have given presentations to partners at the Solheim Cup festival in September 2019 and at the launch of the Communication for All Event, by deafscotland. Sense Scotland also continue to promote the Hub at various events and training sessions that they deliver to organisations across Scotland.

We have worked collaboratively with deafscotland and Royal College of Speech & Language Therapists (RCSLT) to further promote and develop good practice for decision makers in terms of quality communications.

We also support the Inclusive Communication Nation Campaign that is developed by the RCSLT. Scotland would be the first nation to remove the persistent and universal barriers to equality and human rights that our present exclusive approach to communication imposes. We use the Inclusive Communication Hub as a platform to promote the campaign.

What difference has our Inclusive Communication Hub made?

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We have received a high-profile endorsement from the Minister for Older People and Equalities, Christina McKelvie MSP:

"The Inclusive Communication Hub is a lifesaver. Your voice is an important part of who you are, and so that one thing makes it all worthwhile. The Hub provides advice, guidance and support and we are committed to promoting its use, so that more people can have access to the resources and tools available, to improve their communication and make meetings, events and documents accessible."

## Easy Read

Disability Equality Scotland provides an Easy Read service to all sectors as part of our commitment towards improving access to information for all.

Easy Read is an accessible format that makes written information easier to understand by using simple, jargon free language, shorter sentences and supporting images.

We have worked on 26 Easy Read projects providing Easy Read translations for Scottish Government directorates, and for other partners. These include information on the Human Tissue Scotland Bill, Scotland's Wellbeing, The National Transport Strategy consultation document, The Scottish Human Rights Commission SNAP2 documents, and work for the National Advisory Council for Women and Girls, Cyrenians and Safe Lives.

We work on the easy read version of the Mobility and Access Committee for Scotland's (MACS) Annual Report each year. MACS are a non-departmental public body that advise Scottish Ministers of the transport and travel needs of disabled people.

Our dedicated Easy Read worker has promoted our Easy Read service through regular articles in our newsletters and Open Door magazine.

What difference have our Easy Read Service made?

By producing Easy Read documents, we are providing disabled people with the chance to interact and engage with relevant topics and have their views heard. We are encouraged that the Scottish Government continues to recognise the need for Easy Read.

We have received positive comments about our Easy Read Service:

"Thanks so much again - not easy compressing such a policy-laden document into something short, simple and meaningful."

"Just to confirm we're delighted with the documents and would love to share this with interested stakeholders."

## Weekly Polls

Our weekly polls are a way of gathering feedback from our members on issues that affect everyone. We have conducted

52 poll questions, resulting in a total of 5,597 responses in this reporting period.

Responses received to weekly polls increased by 128% compared to the previous reporting period.

What difference have the Weekly Polls made?

More members have been able to provide their feedback on issues that matter to them and their feedback has been shared with key decision makers and to inform policy development.

Our weekly poll on the closure of BBC's Red Button service, contributed to the campaign to halt the withdrawal of the service, which was led by National Federation of the Blind UK (NFBUK). The poll results were presented by the NFBUK in-front of the BBC Broadcasting House in London.

"Love the opportunity to comment via the Weekly Polls. Keep up the good work!"

"I receive weekly polls, newsletters and e copies of open door. I also find the weekly polls a good way to tell you what matters to me".

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"Weekly email through poll questions keeps me up-to-date with the latest disability news and SG consultations, events etc."

## Disability Hate Crime

The Disability Safety Hub launched in October 2018 to coincide with National Hate Crime Week.

This hub has two main aims:

To raise awareness of disability hate crime, helping disabled people to understand what a hate crime is.

The Hub also wants to help disabled people to report hate crime and shows the different ways you can do this.

On this Hub you will find helpful resources, including case studies and videos of disabled people talking about their own experiences of hate crime.

What difference has The Disability Safety Hub made?

We received positive feedback since the launch of our Disability Safety Hub.

"The website looks great so far, well done on working on it and creating a useful resource for disabled people who face hate crime or want more information about it." CSREC

"I can see much work has gone into this and this is impressive." Scottish Ambulance Service

"New web site looks good and much welcomed." DES member

"Great work, web site is fantastic." DES member

## Accessible Travel

This year, we held three events, bringing together disabled people with transport providers, to discuss experiences of public transport in different regions around Scotland. Events were held in: Ayrshire - 12 September 2019

Aberdeen - 19 February 2020

Orkney - 10 March 2020

In total, we engaged with over 100 people, which includes disabled people, transport providers, local authorities, and equality groups about their experiences of accessible travel in their local areas.

Each event had presentations from a number of providers including Stagecoach, ScotRail, Glasgow Airport, First bus, North Link Ferries, Cal Mac and Community Transport providers.

What difference have the Accessible Travel Events made?

"Well done in all aspects of the meeting. I thought you all did an amazing job. We all felt very comfortable throughout meeting."

"Great to interact with different user groups and meet new people."

"Great that group discussions are not just or only about physical disabilities."

## Hate Crime on Public Transport

During 2019 and 2020 we built on the results of the three public consultation events which took place at the end of 2018. We used the learning from these events to develop and then pilot a hate crime charter for public transport.

We successfully piloted the Hate Crime Charter with three providers between October and December 2019. These were:

## Stagecoach

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Stagecoach launched their pilot on 21 October 2019. The pilot launched from their Aberhill depot in Leven, Fife on 75 of their buses.

The Charter was printed in A4 size, and contained simple text accompanied by Easy Read images. It was displayed on the bulkhead (at the stairwell).

The pilot ran for eight weeks over Christmas 2019. Feedback from Stagecoach revealed that 731,402 passengers travelled on buses displaying the Charter, demonstrating its potential reach.

## First Bus

First Bus launched their pilot from Bannockburn depot, which was seen as an easy and contained site from which to run a pilot. This design was displayed in the coving space, running the length of the inside of the bus. The design uses the Easy-Read images, but with each appearing in a coloured circle. This was displayed on 50 buses in the eight-weeks over Christmas. Feedback indicates that 524,264 passengers were exposed to the messaging over the pilot period.

## ScotRail

On advice from ScotRail it was agreed the Fife Circle line, with 11 stations was the best place to host a Charter.

Disability Equality Scotland worked with a designer to put the Hate Crime Charter into a format suitable for the station environment, and on the designer's recommendation, used eye-catching colours of yellow and black, which are dementia friendly to showcase the information. The pilot posters were printed and sent to stations on the Fife Circle during week commencing 9 December 2019.

What difference has the Hate Crime Charter made?

The Hate Crime Charter pilot reached over 1,255,671 passengers in an eight-week period.

The British Transport Police can tell us that 24 reports of hate crime were made during our pilot period. Of these, one came from the pilot area of Fife; specifically, Kirkcaldy train station where our poster was on display.

Awareness has been raised amongst transport staff who feel better equipped to recognise and report hate crime. There is also an acknowledgement from staff that they would benefit from further training. At the pre-pilot stage, 49% wanted further training; by the end of the pilot this figure was 79%.

Interest in the Charter has reached beyond transport providers, with requests from the Scottish Football Association to discuss producing a similar Charter for use in stadiums.

## Inclusive Design Hub

The Inclusive Design Hub is a resource that aims to improve awareness and take-up of best practice in inclusive design for planners, developers, architects, and building professionals in Scotland. The website includes information, articles, access guides, and case studies of best practice. The Inclusive Design Hub will help built environment professionals deliver inclusive environments.

## Feedback

The Inclusive Design Hub has received positive feedback and constructive comments, such as additional content and changes to the design and layout:

Adding additional resources/case studies/news items.

Suggestions of individuals and organisations to contact for content and to help promote the Inclusive Design Hub.

Increase accessibility

Monitoring and Future Plans

Content: The Inclusive Design Hub will be updated and revised on an ongoing basis. A feedback form has been created to allow users to submit any comments and suggestions to help to improve the website. Continue to

add fresh content. It is vital to keep users interested so that they are encouraged to come back, as well as recommend the website to others.

### **Access Panel Network**

An Access Panel is a group of volunteers, the majority of which are disabled people, or are directly affected by disability, perhaps as a carer or family member. They meet on a regular basis, usually monthly, to discuss issues in their local community which affect disabled people, and work towards removing barriers to independent living in their own locality, to ensure disabled people have access to the same choice, dignity and control as others in our society.

There are currently 36 active Access Panels across Scotland, from Barra and Orkney, to the Scottish Borders and everywhere in between. Panel membership varies between 5 and 150 disabled members, and it is estimated that there are around 1000 Access Panel members in total. Not all members are actively involved volunteers, and many contribute in other ways towards their panel, by sharing information, or participating in consultations; other members may simply wish to be kept informed of disability work in their area.

Access Panels are fully constituted members of Disability Equality Scotland. To be a member a Panel must be recognised by their local authority and be properly constituted. All Panels have access to the Access Panel Grant, provided by the Scottish Government, and administered by Disability Equality Scotland who act at the Umbrella Body for the panels. Access Panels can also access other funding, depending on their status, including local councils, the Big Lottery or other funding resources. Some receive benefits in kind, for example office accommodation or other support. The Office Bearers of each Access Panel oversee the strategic development, finances, management of operations and engagement.

As Panels have typically grown organically around the needs of their locality, they vary greatly in their focus and remit however, they are primarily committed to improving access and equality in its widest form which means access to the physical environment, Education, Housing, Health, Transport, Leisure & Recreation and Social Justice amongst other areas.

### **Access Panel Grant**

#### **Overview and Progress**

The Access Panel Grant (APG) is a fund designed to help increase the capacity and outreach of Access Panels right across Scotland. The majority of Access Panels are staffed solely by volunteers who are passionate about increasing access and social inclusion for disabled people in their community. For the period 1 April 2019 to 31 March 2020, £45,000 was received by Disability Equality Scotland from the Equality Unit, The Scottish Government.

Access Panels face many challenges (ageing volunteers, lack of younger volunteers, difficulties in reporting, geographical spread) the Access Panel Grant has been a lifeline for many Panels who would have otherwise faced a year without funding. Its allowed Panels across Scotland to continue the vital work that they have been doing for over 30 years and to build on that success.

#### **Staffing**

We have changed a lot in the past year in line with our growing strategic aspirations, and our success is down to the talents and diversity of our staff. That is why we value and develop our employees to succeed in their careers, as well as contribute to our success. We aim to provide purposeful work, along with the structure and skills to make a difference.

Most notably after 15 years' service, Maeve Bain, Senior Administrator, left Disability Equality Scotland prior to our relocation to Glasgow. Her dedication and length of service to the organisation was commendable and highly recognised by staff and directors. Staff who also left during this period were Gillian Smith, Events Training and Membership Administrator, and Anne-Marie Martin, Investing in Access Project Worker. Both provided valuable support to Access Panels and the organisation, their contributions were recognised by staff and directors.

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## FINANCIAL REVIEW

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The total income for the charity this year is £288,340 (2019: £296,492) with the main income continuing to be Scottish Government Grants totalling £175,132 (2019: £175,133). We also received funding to administer grants for the Access Panels within Scotland of £45,000 (2019: £46,249). Transport Scotland provided funding of £49,728 (2019: £49,798) to assist with consultations and our work on accessible travel for Scotland.

The total expenditure for the year is £287,040 (2019: £296,492) with the main spending being attributed to staff costs £186,195 (2019: £185,307). This year we administered grants totalling £26,862 (2019: £27,370) to Access Panels within Scotland.

### Principal risks

A number of policies are in place within Disability Equality Scotland to minimise risk, and in relation to safeguarding staff, volunteers and members. These policies are part of the day to day working of the charity and are subject to review on an ongoing basis.

### Reserves policy

The trustees consider that three months of annual expenditure is an appropriate level of reserves to hold to meet the day to day running costs of the charity. The total funds held at the end of the financial year is £50,075 (2019: £48,775) of which £18,202 (2019: £17,427) is unrestricted reserves. The trustees continue to seek funding to assist in increasing the reserves to the appropriate level.

## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing document

Disability Equality Scotland is;

- a charitable company limited by guarantee, incorporated in Scotland, and granted charitable status on 9<sup>th</sup> July 2001
- governed by its Memorandum and Articles of Association that were last amended on 17<sup>th</sup> October 2018
- registered with the Office of the Scottish Regulator (OSCR) and Companies House.

### Appointment of trustees

The trustees are elected at the AGM and can serve for a period of three years. The governing document allows for a minimum of six and a maximum of 11 trustees. Our board recruitment is competency based and the skills, knowledge, and experience on our board during 2019-2020 include HR Management, Governance, Strategy Planning, Business Management, Risk Management and Business Continuity Planning, Inclusive Design Principles, Equalities, Access Panel involvement and personal lived experience as a disabled person

### Organisational structure

The trustees who meet a minimum of six times a year are responsible for overseeing the running of the charity and for employing the staff. In order to facilitate effective and efficient operations, day to day management is delegated to the Chief Executive Officer, Morven Brooks and her colleagues.

### Induction and training of trustees

Potential trustees, with the relevant skills, are interviewed by the Convenor of the charity and then invited to get to know the charity with the Chief Executive Officer. When appointed, new trustees are provided with an induction pack which contains relevant information pertaining to the charity, Training for trustees is provided as required.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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## REFERENCE AND ADMINISTRATIVE DETAILS

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**Charity Name** Disability Equality Scotland  
**Charity No** SC031893  
**Company No** SC243392

**Registered & Principal Office** Suite 204B, the Pentagon Centre  
36 Washington Street  
Glasgow  
G3 8AZ

**Website Address** <https://disabilityequality.scot/>

**Current Trustees** Linda Bamford  
Susan Fulton  
Carolyn Griffiths  
Janis McDonald  
Dorothy Jane McKinney  
Colin Buchanan Millar  
Kenny Milne  
Maureen Morrison  
Scott Stewart

**Other Trustees who served during the period**

Steven McGhee Resigned 1st July 2019

**Chief Executive Officer** Morven Brooks

**Independent Examiner** Anne Knox FCIE  
Community Accountancy Scotland  
Cameron House  
Forthside Way Stirling  
FK8 1QZ

## APPROVAL

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This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees on 24 August 2020 and signed on their behalf by:



**Linda Bamford**  
Trustee

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31 MARCH 2020

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## **Independent examiner's report to the trustees of Disability Equality Scotland**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 13 to 23.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(a)-(c) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter came to my attention:-

1. which gives me reasonable cause to believe that in any material respect, the requirements
  - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Anne Knox, FCIE**

Community Accountancy Scotland

Cameron House

Forthside Way

Stirling

FK8 1QZ

24 August 2020

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2020</b>	Total 2019
<b>Income and endowments from:</b>		£	£	£	£
Charitable activities		-	269,860	<b>269,860</b>	282,858
Other trading activities	6	18,479	-	<b>18,479</b>	13,632
Investments (Bank Interest)		1	-	<b>1</b>	2
		<b>18,480</b>	<b>269,860</b>	<b>288,340</b>	<b>296,492</b>
<b>Expenditure on:</b>					
Charitable activities	7	17,705	269,335	<b>287,040</b>	291,671
		<b>17,705</b>	<b>269,335</b>	<b>287,040</b>	<b>291,671</b>
<b>Net income/(expenditure)</b>		775	525	<b>1,300</b>	4,821
<b>Transfers between funds</b>					
<b>Net movement in funds</b>		775	525	<b>1,300</b>	4,821
<b>Reconciliation of funds</b>	15				
Total funds as at 01 April 2019		17,427	31,348	<b>48,775</b>	43,954
<b>Total funds as at 31 March 2020</b>		<b>18,202</b>	<b>31,873</b>	<b>50,075</b>	<b>48,775</b>

All income and expenditure derives from continuing activities.

The above statement includes all gains and losses recognised during the year, and complies with the requirements for an income and expenditure account under the Companies Act 2006

Comparative Statement of Financial Activities is shown in Note 16

The Notes on pages 15 to 23 form an integral part of these accounts.

# STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)

AS AT 31 MARCH 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
<b>Fixed assets:</b>		£	£	£	£
Tangible assets	10	673	-	<b>673</b>	-
<b>Current assets:</b>					
Debtors	11	3,893	-	<b>3,893</b>	3,020
Cash at bank and in hand	12	22,860	66,873	<b>89,733</b>	51,061
		<u>26,753</u>	<u>66,873</u>	<u><b>93,626</b></u>	<u>54,081</u>
<b>Liabilities:</b>					
Creditors (due within one year)	13	9,224	35,000	<b>44,224</b>	5,822
<b>Net current assets</b>		<u>17,529</u>	<u>31,873</u>	<u><b>49,402</b></u>	<u>48,259</u>
<b>Net Assets</b>		<u>18,202</u>	<u>31,873</u>	<u><b>50,075</b></u>	<u>48,259</u>
<b>Funds of the charity:</b>	15				
Restricted funds		-	31,873	<b>31,873</b>	17,427
Unrestricted funds		18,202	-	<b>18,202</b>	31,348
		<u>18,202</u>	<u>31,873</u>	<u><b>50,075</b></u>	<u>48,775</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2020

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 12.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Notes on pages 15 to 23 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 24 August 2020 and signed on their behalf by:

**Linda Bamford**

Trustee

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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## 1. Basis of preparation

1.1. These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)
- (c) The Companies Act 2006
- (d) The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)
- (e) Charities SORP (FRS 102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 01 January 2015)

1.2. Changes to the basis of preparation

None

1.3. Changes to previous accounts

In reviewing the 2018/19 accounts, the trustees identified a sum that should have been allocated to the Scottish Government Section 10 fund but was instead attributed to the Scottish Government Equality Fund. The trustees have adjusted between the funds carried forward funds from the year ended 31st March 2019 in the SOFA and Statement of Financial Position. The overall financial position of the charity is unaffected by the adjustment.

1.4. In preparing the accounts, the trustees were not required to make any judgements that would have a material effect on the numbers reported.

1.5. The charity meets the definition of a public benefit entity as defined by FRS 102.

1.6. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

## 2. Accounting policies

2.1. Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (d) The purposes of the funds are shown in Note 15.

2.2. Income

Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Donations are recognised on receipt.
- (b) Grants – Income from annual grants is recognised in the period to which the grant relates. Any part of an annual grant relating to a future accounting period is included as deferred income in

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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creditors. Income from other grants and donations is recognised on receipt, provided all conditions for use of the grant have been fulfilled.

- (c) Bank interest is recognised when credited to the account.
- (d) Where income has related expenditure (e.g. fundraising), the income and related expenditure are reported gross in the SoFA.
- (e) The value of voluntary help is not included in the accounts but is described in the trustees' annual report.

### 2.3. Expenditure and liabilities

Liabilities are recognised when it is probable that there is a legal or constructive obligation committing the charity to pay out resources and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

### 2.4. Tangible assets

- (a) Tangible assets are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at their value on receipt.
- (b) Depreciation is calculated to write off the cost of tangible fixed assets over their useful economic lives. The rates used are as follows:
  - (i) Computer equipment 33.3% Straight line

### 2.5. Debtors

- (a) Debtors are recognised at the settlement amount due.
- (b) Prepayments are valued at the amount prepaid.

### 2.6. Cash

- (a) Cash includes cash in hand and bank balances repayable on demand.

### 2.7. Creditors

- (a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (b) Accrued charges are normally valued at their settlement amount.

### 2.8. Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts, when applicable, are shown within borrowings in current liabilities.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 2.9. Taxation

The charity is not liable to corporation tax or capital gains tax on its charitable activities.

### 3. Transactions with trustees and related parties

- (a) No remuneration was paid to the trustees during the year (2019: £Nil).
- (b) Travelling expenses totalling £713 (2019: £1,130) were reimbursed to 3 trustees (2019: 8 trustees)
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.
- (d) There were no transactions with related parties (2019: £Nil).

### 4. Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Access Panel Grant	-	45,000	<b>45,000</b>	46,249
Scottish Government Equality Unit	-	95,000	<b>95,000</b>	107,530
Scottish Government Section 10	-	80,132	<b>80,132</b>	67,603
Transport Scotlan	-	49,728	<b>49,728</b>	49,798
Awards for All	-	-	-	8,900
Community Jobs Scotland	-	-	-	2,778
	-	269,860	<b>269,860</b>	282,858

### 5. Income from other trading activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Translation Services	13,020	-	<b>13,020</b>	-
Sponsorships	5,459	-	<b>5,459</b>	13,632
	18,479	-	<b>18,479</b>	13,632

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 6. Expenditure on charitable activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Staff costs (See Note 7)	-	186,195	<b>186,195</b>	185,307
Rent and Service Charges	-	12,990	<b>12,990</b>	14,860
Telephone	-	2,994	<b>2,994</b>	1,256
Postage and Stationery	-	6,691	<b>6,691</b>	5,454
Subscriptions, recruitment and training	-	7,164	<b>7,164</b>	6,526
Travel and subsistence	-	13,782	<b>13,782</b>	14,291
Computer expenses	-	5,739	<b>5,739</b>	9,267
Interpretation	-	2,621	<b>2,621</b>	2,438
Bank Charges	97	-	<b>97</b>	71
Depreciation	107	-	<b>107</b>	-
Grants to Access Panels within Scotland	-	26,862	<b>26,862</b>	27,370
Accountancy Fees	6,112	-	<b>6,112</b>	3,242
Legal and Professional Fees	2,524	-	<b>2,524</b>	3,406
Insurance	927	4,297	<b>5,224</b>	5,533
Events Room Hire and Conference	6,913	-	<b>6,913</b>	12,390
Governance (See Note 9)	1,025	-	<b>1,025</b>	260
	<b>17,705</b>	<b>269,335</b>	<b>287,040</b>	<b>291,671</b>

### 7. Staff costs

	2020	2019
	£	£
Salaries	<b>164,882</b>	163,387
Employers NI	<b>11,015</b>	13,972
Employers Pension	<b>10,298</b>	7,948
	<b>186,195</b>	<b>185,307</b>

No employee received remuneration in excess of £60,000

Average number of employees	2020	2019
Administration	<b>6.0</b>	6.0

The charity operates a defined contribution scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The employers pension costs represent contributions payable by the charity to the fund.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 8. Governance

	Unrestricted Funds	Restricted Funds	Endowment Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£	£
Independent Examiners Fee	1,025	-	-	<b>1,025</b>	260
	1,025	-	-	<b>1,025</b>	260

### 9. Tangible assets

	<b>Computer Equipment</b>
<b>Cost</b>	£
Additions	<b>780</b>
<b>Depreciation</b>	
Charge for year	<b>107</b>
<b>Net Book Value</b>	
As at 01 April 2019	-
As at 31 March 2020	<b>673</b>

### 10. Debtors

	Unrestricted Funds	Restricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Trade Debtors	2,398	-	2,398	3,020
Prepayments	1,495	-	1,495	-
	3,893	-	<b>3,893</b>	3,020

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 11. Cash at bank and in hand

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Bank of Scotland Business Account	20,874	26,077	<b>46,951</b>	8,561
Bank of Scotland Business Instant Account	1,195	-	<b>1,195</b>	1,492
Bank of Scotland Treasurers Account	-	40,796	<b>40,796</b>	40,796
Cash in Hand	791	-	<b>791</b>	212
	<b>22,860</b>	<b>66,873</b>	<b>89,733</b>	<b>51,061</b>

### 12. Creditors (falling due within one year)

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Trade Creditors	7,071	-	<b>7,071</b>	-
Other creditors	48	-	<b>48</b>	5,562
Accruals	2,105	-	<b>2,105</b>	260
Deferred Income (See Note 11)	-	35,000	<b>35,000</b>	-
	<b>9,224</b>	<b>35,000</b>	<b>44,224</b>	<b>5,822</b>

### 13. Movements in deferred income

	As at 31/03/2019	Funds Received	Released to income	As at 31/03/2020
	£	£	£	£
Grant funding received for 2020/2021	-	35,000	-	<b>35,000</b>
	-	35,000	-	<b>35,000</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 14. Movements in funds

	As at 31/03/2019	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2020
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	17,427	18,480	(17,705)	-	<b>18,202</b>
<u>Restricted funds</u>					
Access Panel Grant	10,615	45,000	(45,062)	-	<b>10,553</b>
Awards for All	497	-	(150)	-	<b>347</b>
CJS	330	-	-	-	<b>330</b>
SG Equality	6,468	95,000	(95,005)	-	<b>6,463</b>
SG Section 10	10,794	80,132	(79,712)	-	<b>11,214</b>
Transport Scot	2,644	49,728	(49,406)	-	<b>2,966</b>
	<b>31,348</b>	<b>269,860</b>	<b>(269,335)</b>	<b>-</b>	<b>31,873</b>
<u>Total funds</u>	<b>48,775</b>	<b>288,340</b>	<b>(287,040)</b>	<b>-</b>	<b>50,075</b>

Comparative figures for the previous year are shown in Note 18

### 15. Purpose of funds

General fund	Unrestricted funds that can be expended at the discretion of the trustees in furtherance of the objects of the charity.
Access Panel Grant	Restricted funds to provide overall support and guidance to the network of Access Panels across Scotland
Awards for All	Restricted funding towards a pilot project to access the need for a benchmark for accessible building.
Community Jobs Scotland	Restricted funding by the Scottish Government to assist in employability and allocated for the salary of the Events Administrator
SG Equality	Funding to increase awareness and knowledge of access and inclusion to improve the lives of disabled people.
SG Section 10	Funding for supporting and informing the Access Panel Network in Scotland through the dissemination of information and training to ensure local communities are accessible for disabled people.
Transport Scotland	Restricted funds for activities to ensure that disabled people are informed and included in transport planning and development, in line with the Transport (Scotland) Act 2019 and the National Transport Strategy.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 16. Comparative Statement of Financial Activities.

	Unrestricted Funds	Restricted Funds	<b>Total 2019</b>	Total 2018
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	-	282,858	<b>282,858</b>	274,831
Charitable activities	-	-	-	-
Other trading activities	13,632	-	<b>13,632</b>	11,611
Investments	2	-	<b>2</b>	394
	<b>13,634</b>	<b>282,858</b>	<b>296,492</b>	<b>286,836</b>
<b>Expenditure on:</b>				
Charitable activities	16,979	274,692	<b>291,671</b>	284,647
	<b>16,979</b>	<b>274,692</b>	<b>291,671</b>	<b>284,647</b>
<b>Net income/(expenditure)</b>	(3,345)	8,166	<b>4,821</b>	2,189
<b>Transfers between funds</b>				
<b>Net movement in funds</b>	(3,345)	8,166	<b>4,821</b>	2,189
<b>Reconciliation of funds</b>				
Total funds as at 01 April 2019	20,772	23,182	<b>43,954</b>	42,653
<b>Total funds as at 31 March 2020</b>	<b>17,427</b>	<b>31,348</b>	<b>48,775</b>	<b>44,842</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 17. Comparative Movement of Funds

	As at 31/03/2018	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2019
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	20,772	13,634	(16,979)	-	<b>17,427</b>
<u>Restricted funds</u>					
Access Panel Grant	10,500	46,249	(46,134)	-	<b>10,615</b>
Awards for All	-	8,900	(8,403)	-	<b>497</b>
CJS	-	2,778	(2,448)	-	<b>330</b>
SG Equality	3,056	95,000	(91,874)	286	<b>6,468</b>
SG Section 10	8,536	80,133	(77,338)	(537)	<b>10,794</b>
Transport Scot	1,090	49,798	(48,495)	251	<b>2,644</b>
	<b>23,182</b>	<b>282,858</b>	<b>(274,692)</b>	<b>-</b>	<b>31,348</b>
<u>Total funds</u>	<b>43,954</b>	<b>296,492</b>	<b>(291,671)</b>	<b>-</b>	<b>48,775</b>