

# LINCOLN WOMEN'S AID

## OFFICERS AND ADVISERS

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**Members of Committee:  
(Trustees)**

Barbara Simpson      Chairperson  
Kay Mitchell  
Sharon Murrell  
Max Prangnell  
Jo Tasker  
Gemma Whitchurch  
Sue Howard  
Faye Niblett

**Registered Office:**

Lincoln Women's Centre  
2<sup>nd</sup> Floor, Brook House  
32-33 Silver Street  
Lincoln  
LN2 1EW

**Auditors:**

Dexter Sharpe  
Commerce House  
18 West Street  
Bourne  
Lincolnshire  
PE10 9NE

**Bankers for 2010/2011 Period:**

Unity Trust Bank  
Nine Brindleyplace  
4 Oozells Square  
Birmingham  
B1 2HB

## Trustees Annual Report for Year Ended 31<sup>st</sup> March 2011

### Objectives and Activities

The aim of Lincoln Women's Aid is to promote and support the protection, health and welfare of persons, particularly women and their children, who are experiencing, or have experienced domestic abuse (including without limitation any acts or treatment which causes, whether intended as its effect or not, any emotional, physical, mental, sexual or financial distress).

We achieve this aim in a number of ways:

- **Refuge provision.** Lincoln Refuge supplies safe, temporary accommodation, with twenty-four hour access to the refuge for women (with or without children) who are fleeing domestic abuse because it is unsafe for them to remain in their own homes. Information, advice, emotional support and practical help are offered to women and children resident in the refuge.
- **Outreach Services** – Our Outreach Team offer a Floating Support Service in Lincoln, together with Family Support Workers, who specialise in domestic abuse support at the SureStart Centres in Lincoln.
- **Lincoln Women's Centre (LWC)** offers information, advice and support for women who live or work in and around Lincoln. As well as individual support from the Centre Worker, we offer specific work with children, the Freedom Programme and a free legal surgery. The Centre is also the base for the Independent Domestic Violence Advisor (IDVA) for West Division.
- **Grantham Women's Centre (GWC)** - Until the end of March 2011, GWC provided information, advice and support for women who lived or worked in South Kesteven. One-to-one support for women at GWC was complemented by support for children via Outreach services at SureStart Children's Centres in Grantham and Stamford, Outreach surgeries in Stamford, Market Deeping and Bourne, together with a free legal surgery. The Centre was also the base for the Independent Domestic Violence Advisor (IDVA) for South Division, until she was relocated to Sleaford Police Station. Due to decreased funding, we sadly had to close this Centre at the end of March 2011.
- Specific work with children, including group and individual work, as well as play activities at the Refuge and Women's Centres. **The Young People's Project** provides peer support and activities for children aged 11 to 16 who have witnessed or experienced domestic violence.
- **Advocacy and liaison** with other agencies on behalf of women and their children.
- **Training delivery** and raising awareness about domestic abuse among the public, agencies and the media.

### Achievements and performance

Demand for LWA's services has remained high over the past year. The Refuge had requests for space from 100 families and we were able to accommodate 57 families, i.e. 57 women and 56 children. At the Women's Centres, 568 women and 94 children were referred for help and 2,307 individual support sessions took place at the Centres and through Outreach / Floating Support appointments.

Across all the projects we received 7,927 advice calls from women and agencies seeking our help.

**The Management Committee set a number of objectives for the 2010/11 financial year. Our achievements against these are as follows;**

#### **1. To expand our services to offer outreach support services to men**

We were delighted with our successful application to Supporting People, which resulted in funding for our Floating Support Service. A condition for this funding was a commitment to working with male victims of domestic abuse. LWA expressed commitment to developing their outreach services to meet the needs of this particular service user group. Training to work with male victims was scheduled for staff and planning began to make necessary changes to our Constitution, advertising material concerning service delivery and our organisational terms of reference.

**2.To increase membership of our Management Committee from ten to fifteen, in line with increased staffing levels.**

The capacity for membership to the Management Committee was increased from 10 to 15 members. We were pleased to welcome Faye Niblett and Sue Howard onto the committee. Unfortunately, however, Chris Robbins, Lynne Marsden, Heather Alvey and Carole Crook were unable to continue their committee membership. We would like to thank them for their excellent contribution to LWA over the years.

**3. To expand our funding by increased bid applications and funding appeals, structure, governance and management.**

We have continued to compete for funding, as have many other voluntary organisations. However, given the increased size of the staffing group and the additional demands for our services, we made the decision to use some of our funding to pay for a Manager to be onsite - in order to review service delivery, manage the day to day running of the organisation and to develop staff training, in line with the additional services we had committed to. We were delighted to welcome Julie Rimington into this post.

**The Management Committee have set the following objectives for the 2011/12 financial year;**

- To consolidate the role of the manager and identify future funding to secure this post
- To revise policies and procedures in line with the changes to service provision
- To continue to develop services for male victims of domestic abuse
- To consider the development of services to work with perpetrators who are expressing the wish to change their behaviour
- To pursue funding to continue to manage the county wide IDVA service
- To change the organisations name and constitution to reflect the changes to the service delivery that we offer

LWA prides itself on offering an independent service for men, women and children experiencing or fleeing domestic abuse, which ensures the best possible outcomes for individual service users.

In order to achieve this, LWA works in partnership with a wide range of organisations from both the statutory and voluntary sector. This allows us to develop and deliver appropriate, individually tailored help that meets the needs of the women and children with whom we work within the Refuge, as well as the women, children and male survivors of abuse within the community, through our Outreach provision.

The commitment of LWA to inter-agency work is demonstrated through our involvement in the Common Assessment Framework (CAF) process, taking the role of the Lead Professional when appropriate; the Multi-Agency Risk Assessment Conferences (MARAC) and other multi-agency initiatives. We believe that the decades of expertise, knowledge and experience gained from our work with survivors of domestic abuse and our focus on the needs and safety of men, women and children is of great benefit to all agencies engaged in this process.

LWA strives to help all families, irrespective of their age, disability, gender, ethnic origin, sexual orientation, nationality, or whether or not they have mental ill health or substance misuse problems. There are no age limits in respect of service users. Our refuge is women and children only, including males up to the age of sixteen. Although we are unable to offer refuge to adult males, we do now offer ongoing outreach support to male victims of domestic abuse and we will also provide initial information about options, or signpost them to appropriate services, if we are unable to meet their needs.

## **Staff, Volunteers and Committee members**

The Management Committee wish to thank the paid staff and volunteers for consistently providing high quality residential and non-residential services for men, women, and children who are living with, or fleeing domestic abuse.

Also, I want to thank the Management Committee members who, on top of their work and family commitments, cope with juggling their lives, so that they can contribute to the management of the organisation.

## **Financial Review**

For the 2010/2011 financial year our primary funding sources have included Lincolnshire Children's Services, Supporting People, Lincoln City Council, The Henry Smith Charity, the Ministry of Justice, SureStart Children's Centres, South Kesteven District Council and the Wilpeg Trust.

Our funders contribute to particular aspects of our work, for example the Ministry of Justice funding is specified for use in provision of the Lincoln IDVA/ISVA Service (LIIS). Some individual donors and gifts from local organisations are made to support the general work of the organisation, but most donors specify where they wish their money to be used, particularly since the launch of the New Refuge Appeal.

Our expenditure for 2010.2011 has supported our key objectives by enabling us to meet our primary aim of providing high quality services for families experiencing domestic abuse.

LWA's policy is that if any restricted funds overspend and, therefore, are in deficit, this will be met through transfers from appropriate unrestricted and designated funds.

Lincoln Women's Aid is an unincorporated registered charity. Women who agree with our aims and objectives can become members of LWA. It is from these members that the Management Committee (Trustees) is elected at the Annual General Meeting. We now intend to extend membership of the organisation to include males, as we feel this is the way forward and will be in line with our new support services for men.

Committee members are elected for a three year term and at the end of this period they can stand again. Once elected, new committee members attend an induction day which covers all the information they need to fulfil their role in the organisation. Committee members are also able to access external training courses aimed at trustees.

Until September 2010, Lincoln Women's Aid operated a collective-style staffing structure and the Management Committee had overall responsibility for decisions, strategies and operating policy. The Management Committee continue to meet on a bi-monthly basis. However, we have now recruited a paid manager, who is supported by a Senior Team, comprising the Senior Floating Support Worker, who is the Assistant Manager and the Senior Child Support Worker. Between them, they deal with the day to day running of the organisation, staff development, training and supervision.

## **Reserves Policy**

The purpose of the reserves policy is to set out Lincoln Women's Aid's (LWA's) systems in relation to financial reserves. The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out the organization's broad style and approach to the issue, including any aims and guiding principles.

### **1 Aims and Principles**

- LWA is committed to ensuring that it is able to meet its obligations, both financial and otherwise.
- LWA's sources of income are relatively volatile and often short term. It is therefore necessary to hold some unrestricted reserves that will help us meet our obligations in times of emergency or crisis.

## **2 Level of Reserves**

- The target level of reserves is based on forecasts of future income and expenditure and the analysis and likelihood of future needs, contingencies or risks the effects of which are not likely to be met out of income if and when they arise.
- We aim to keep a target level of reserves amounting to between three and nine months running costs.

## **3 Reviewing the level of reserves**

- The actual level of reserves in relation to the target level will be reviewed annually during the production of the annual accounts and audit.
- The basis for the target level of reserves will be reviewed by the Management Committee every three years.

## **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks.

## **Taxation status**

The organisation is a registered charity and qualifies for exemption from income tax and corporation tax.

## **Auditors**

The auditors, Dexter Sharpe have expressed their willingness to remain in office and a resolution to reappoint them will be proposed at the Annual General Meeting.

## **Trustees' responsibilities**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The Trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with applicable law, regulations and the trust deed. 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.