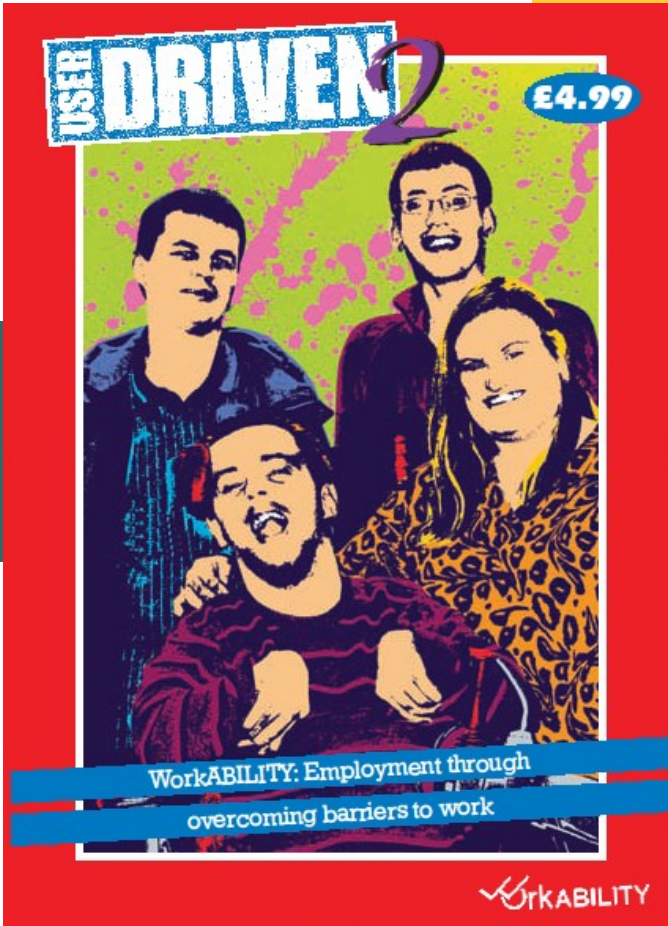


Hertfordshire PASS

'a user-driven charity using employment and self directed support to enable disabled people to live more independently'



Annual Report 2009—2010



Chairman's Report

Not wishing to repeat myself, my last years comment in my report said HERES TO THE FUTURE. Little did we think we would have advanced as well as we have done.

For Instance the three senior apprentices produced and published User Driven 2, putting into word their own experiences in respect to over coming barriers to work. They were recognized by RADAR through the Young Disabled People Of The Year Awards taking into account their progress in establishing WorkABILITY project which they are now largely running themselves. They were invited to attend the Young Disabled Leaders Of The Future event at The House Of Lords in January 2010.



In response to the practical way in which we approach the User Driven work as it was outlined in a theory and practice as written by Nigel Fenner Hertfordshire PASS Manager in a paper entitled User Driven Social Enterprise.

WorkABILITY having been set up in late 2006 as an employment preparation project which was run and managed by the three original apprentices. They were then in a position to be engaged to nearly full time employment, subsequently they were responsible for the training of other apprentices. As a result we had the honour and pleasure of Lord Young Minister for Apprentices visiting the offices in conjunction with ALLFIE the organization being Alliance For Inclusive Education.

As a result of this we were highly commended by the National Apprenticeship Service for the Eastern Region.

Our apprenticeships also ran a job forum in the summer which used a range of media to explore the reality at work, this being funded by Hertfordshire Youth Connections.

Our payroll service is taking an active part to encourage users to have self directed support, this being the future, so says our government.

One of our senior apprentices has taken a very unusual decision to relinquish benefits as he wants to be independent within a working environment. This we fully commend.



Whilst Hertfordshire PASS is aiming to promote independence in collaboration with other charities, statutory bodies and employers. It is all helping to raise our profile particularly having produced an updated User Driven book. This has attracted the interest of politicians, celebrities and PR media.

It is very heartening to see the development of Hertfordshire PASS going from almost being wound up to the level of which we are now. Looking to the future we are considering various opportunities to ensure the organisation continues for at least three years plus.

It is my pleasure to congratulate the apprentices and all other staff who are aiming at the development of the organisation, that could be a totally User Driven and managed in the future. I would like to thank the management and Trustees for their undying support over the last year.

Owen Parry Chairman

Trustees Report

Hertfordshire PASS's aim is to be 'a user-driven charity using employment and self directed support to enable disabled people to live independently' and 2009 – 2010 represented a year when significant progress was made in achieving this. There is however still more to be done.

'A user-driven charity.....'

In early 2010 Hertfordshire PASS published 'User-driven 2' an 80 page booklet largely written by PASS's three apprentices, Andrew Bird, Patrick Fitzgerald and Katie Fraser, about their experiences of overcoming barriers to work. This is the sequel to 'User-driven' published in 2008.

These same three apprentices were recognised by RADAR through the 'young disabled people of the year awards' in 2010 (- see picture below), given the progress they have made in establishing and now largely running



PASS's WorkABILITY project.

They were also invited to attend the 'young disabled leaders of the future' event at the House of Lords in January 2010.

Hertfordshire PASS's practical approach to its user-driven work as outlined above is founded on recognised theory and practice as written up by Nigel Fenner, Hertfordshire PASS's Manager in a paper entitled 'User-driven social enterprise' which was published in March 2010.

'.....using employment.....'

The WorkABILITY project was originally set up in late 2006 as an employment preparation project run by and for young disabled people. In 2009 – 2010 the three 'original' apprentices not only 'moved up' to (nearly) full time contracts, but also employed 3 more young disabled people also as apprentices to together run WorkA-

BILITY. In addition to providing employment to these 6 young disabled people WorkABILITY also provided work experience and taster opportunities for a further 21 in 2009.

The use of apprenticeships as a vehicle for young disabled people to access employment attracted attention nationally, resulting in a visit to

Trustees Report continued

Hertfordshire PASS's offices by Lord Young (Minister for Apprenticeships) in October 2009; the visit being jointly arranged with ALLFIE (- the Alliance for Inclusive Education). See picture below.



Such recognition also included being highly commended by the National Apprenticeship Service for the Eastern Region (- in the micro-employer category).

In addition to using apprenticeships, work experience and tasters to enable disabled people to engage with the reality of work, WorkABILITY also ran a Summer Job Forum in 2009 (- thanks to a significant grant from Youth Connexions – Hertfordshire), where work and employment was explored through the use of a variety of media. Such media included theatre, newspapers, arts and crafts as well as visits by well known celebrities Mat Fraser, and Francesca Martinez.

‘...and using self directed support...’

It is obvious that ‘having a job’ for a disabled person promotes the independence Hertfordshire PASS is striving for, through its WorkABILITY project – as described above. Perhaps less obvious though is the role Hertfordshire PASS also takes in supporting disabled people who, because they want to live independently in their own home, employ their own care staff. At present PASS’s support relates to providing a payroll service to over 100 such employers across Hertfordshire so they know what tax and national insurance to deduct what they pay their carers, as well as providing telephone support.

This process by which disabled people live independently in their own homes is called ‘self directed support’, with plans by Hertfordshire PASS to further develop this area.

‘...to enable disabled people to live independently.’

Hertfordshire PASS has many case studies and examples of disabled people becoming more independent as a result of our work. For example Andrew Bird wrote about his experience

Trustees Report continued

in the ‘User-driven 2’ book we published:

“My main barrier to work that I have overcome. My main problem that I faced was when I started to work I could earn £88 a week because I was on benefit and if I earn more than £88 then the benefit will stop funding me. (At Hertfordshire PASS) I was offered more hours to work but that will affect my benefit which will penalise my living cost. I and my parent had a discussion about it and we conclude that if I wanted to do it I could and improve my intellectual level at work but I arranged a meeting with someone from the money advice unit where they came at my work place. They were surprised with my questions as they never met anyone who wanted to come off of benefits and we calculated my future salary and living cost. We concluded that I could do it but I will have just under from what I was getting now. From January 2010, I will be working 4 days a week and planning hopefully to live in my own flat.”

Andrew Bird
(Senior
Apprentice,
Hertfordshire
PASS)



The functions which support Hertfordshire PASS in achieving its aim.

Networks, partners and profile.

Whilst the aim of Hertfordshire PASS is to promote independence in disabled people, it is something of a paradox that this has to be achieved through collaborating with other organisations and networks. In 2009 – 2010 for example we worked with ALLFIE, the Disability LIB Alliance, Youth Connexions – Hertfordshire, Hertfordshire Adult Care Services, Oaklands College, North Herts College and a large number of employers in particular Henkel, and Prime Impressions.

As far as raising its profile Hertfordshire PASS used the publication of its ‘User-Driven 2’ book, its various awards, and high profile visits to its premises by politicians and celebrities, to do so – thanks to Acorn PR.

Securing the future of Hertfordshire PASS – through fundraising and other income streams.

A key responsibility for any trustee is to ensure the future of the charity, and in 2009 Hertfordshire PASS had to plan well in advance for the possibility of either being wound up, or merging with another charity in 2010. Fortunately Hertfordshire PASS was able to secure significant funding from the Big Lottery Fund for a further 3 years starting January 2010. However this was

Trustees Report continued

not before negotiations taking place over a 6 month period with a well respected and established charity regarding a possible merger; the plans having been shelved given our good news from the Big Lottery.

In addition to a possible merger, Hertfordshire PASS also explored how it might secure more custom for its Payroll service, and was grateful to Business Link for funding consultancy support on developing a business model for Payroll. At the same time PASS also explored establishing a 'trading arm' through creating a 'Community Interest Company', with these plans remaining ongoing.



The future

One of the advantages of merger negotiations has been learning what Hertfordshire PASS is good, and not so good at. For example, whilst the trend for charities who work with disabled people in promoting their independence is to offer a broad range of services, Hertfordshire PASS plans to maintain its focus on 'employment and being an employer'. In addition we have been told our user-driven approach is 'cutting edge and pioneering', that our WorkABILITY model is well worth being duplicated in other counties, and that PASS's Payroll provision is important given the planned growth of self directed support. We are also aware of the growing importance of apprenticeships especially the need to make these available to young disabled people.

Hertfordshire PASS therefore plans to continue with its current work whilst at the same time finding a range of income streams beyond 2012 when its Big Lottery funding comes to an end.

Finances—in summary

The information provided below, and on the next page, has been taken from the full accounts prepared by George Arthur Chartered Accountants—which are available from Hertfordshire PASS.

Statement of Financial Affairs for the year ended 31 March 2010

	Unrestricted funds	Restricted funds	Total funds 2010	Total funds 2009
INCOME				
Voluntary income	-	-	-	12,586
Investment income	759		759	2,370
General charitable activities	193	102,104	102,297	59,185
Payroll services	32,591	-	32,591	41,176
Total incoming resources	33,543	102,104	135,647	115,317
EXPENDITURE				
Fundraising trading etc	175	-	175	-
General charitable activities etc	26,069	102,295	128,364	85,581
Payroll services	1,296	-	1,296	26,043
Governance costs	157	1,331	1,488	2,113
Other	(1,288)	1,288	-	-
Total resources expended	26,409	104,914	131,323	113,737
Net incoming / (outgoing)	7,134	(2,810)	4,324	1,580
Total funds brought forward	39,298	13,762	53,060	51,480
Total funds at 31 March 2010	46,432	10,952	57,384	53,060

Finances—continued

Balance Sheet as at year ended 31 March 2010

	Unrestricted	Restricted	Total funds 2010	Total funds 2009
FIXED ASSETS				
Tangible Assets	4,549	6,161	10,710	8,677
CURRENT ASSETS				
Debtors	17,256	219	17,475	18,835
Cash at bank and in hand	35,185	9,066	44,251	30,125
Total	52,441	9,285	61,726	48,960
CREDITORS				
Amounts falling due within one year	(10,558)	(4,494)	(15,052)	(4,577)
NET CURRENT ASSETS	41,883	4,791	46,674	44,383
TOTAL ASSETS LESS CURRENT LIABILITIES ie Net Assets	46,432	10,952	57,384	53,060
TOTAL FUNDS			57,384	53,060



Arthur Bate
Treasurer

Thanks to our funders.

Hertfordshire PASS would like to express its thanks to the Big Lottery Fund, Hertfordshire Community Foundation, Hertfordshire Youth Connexions, the Neighbourly Charitable Trust, Business Link, Henkel UK Ltd, the Baily Thomas Fund and to all those who pay fees for the Payroll service they receive from PASS.



General information

Registered Office

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Welwyn Garden City
Hertfordshire
AL7 1AN

Phone: 01707 321 442

Fax / phone: 01707 327 100

Email: pass@hertspass.com

Website: www.hertspass.com

Reporting Accountants

George Arthur Chartered
Accountants
Welwyn Garden City

Bankers

Lloyds TSB—St Albans
Charities Aid Foundation

Staff (2009-2010)

Management

Nigel Fenner (*Manager*)

Jeff Palmer (*Mentoring Manager*)

Sharon Willing (*Office Manager*)

Payroll

Sylvia Bishop (*Payroll Manager*)

Jenny Wright (*Payroll Officer*)

WorkABILITY

Andrew Bird (*Senior Apprentice*)

Amy Cox (*Junior Apprentice*)

Patrick Fitzgerald (*Senior Apprentice*)

Katie Fraser (*Senior Apprentice*)

Hanna King (*Junior Apprentice*)

Ed Magee (*Junior Apprentice*)

Jonathan Pamment (*Volunteer*)

Hertfordshire PASS—its constitution.

Hertfordshire PASS is a charitable company limited by guarantee (no. 3946444), incorporated on 13th March 2000, and registered as a charity on 27th June 2000 (no. 1081277).

The company was formed under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, Trustees are voted in by the members at the AGM (- Trustees resign after 3 years). Casual vacancies may be filled by the remaining Trustees co-opting suitably qualified individuals who must stand for election at the next AGM.



**Personal Assistance
Support Service**