

Scottish Disability Equality Forum
(A Company Limited by Guarantee) SC243392

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2017

SCOTTISH DISABILITY EQUALITY FORUM

Report of the Board of Directors

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REFERENCE AND ADMINISTRATIVE DETAILS

AS AT 31st March 2017

Company Number: SC243392

Scottish Charity Number: SC031893

Directors: Stephen Cruickshank (resigned 7 October 2016) Convenor
Hector MacDonald (resigned 20th October 2016) Honorary Treasurer and Access Director
Jackie Maceira Treasurer
Patrick McGuigan
Alex Thorburn Vice Convenor
Peter McDade Secretary Convenor
Hope Craig (resigned 24th May 2017)
Dorothy McKinney (appointed 30th March 2017)
Linda Bamford (appointed 14th November 2016)
Sam Hunter (appointed 10th October 2016)
Gordon Mungall (appointed 14th November 2016)

CEO: Susan Grasekamp (resigned 30th September 2016)
Morven Brooks (appointed 1st October 2016)

Company Secretary: Peter McDade

Registered Office: 2/4 e-Centre
Cooperage Way Business Village
Alloa
FK10 3LP

Accountants: Atkinson & Co. Limited
Victoria House
87 High Street
Tillicoultry
FK13 6AA

Bankers: Bank of Scotland plc
PO Box 1000
BX2 1LB

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Executive Summary

We are a national charity working to achieve full access and inclusion for disabled people.

We promote access in its widest sense, including access to the built and natural environment and access to the same opportunities that are enjoyed by others in our communities; promoting a life of dignity, respect and independence.

Our aim is for every disabled person to have the opportunity to participate in a fulfilling life. We represent the views of individuals with any type of impairment, as well as disability organisations and groups who share our values.

This annual report covers progress on Scottish Disability Equality Forum's objectives and progress between April 2016 and March 2017. We have made great partnerships with many organisations throughout the year, including Transport Scotland, Sense Scotland, Police Scotland and many more. Progress on our online information hubs has been greatly supported by many organisations and individuals and this will be a key focus of development in the coming years. We hope you enjoy reading our Annual Report.

Our Vision

A better life for disabled people.

Our Mission

“Achieving full Access and Inclusion for disabled people in Scotland.”

Our Principles

Positive Approach: To approach issues in a positive way.

Promoting Equality: To promote good/best practice

Partnership-focused: Work with partners across all sectors

Vice Conveners' Report

Alex Thorburn, Vice Convenor, writes:

“This reporting year has been challenging but has also been an exciting time for the Scottish Disability Equality Forum.

We have seen the appointment of our new CEO, Morven Brooks, changes in our Board, with some Directors leaving and the arrival of several new Directors.

Change is always challenging but Morven and her dedicated team of professionals have helped to ensure a smooth passage for the organisation.

We have taken this opportunity to review the priorities and direction of the organisation to maximise our potential to make a positive contribution to the lives of disabled people in Scotland.

In order to achieve this, we have been consulting with our members on a variety of issues, using different methods of engagement. Thank you to our members who have helped shape our objectives for the next three years. I would also like to thank staff and Directors past and present for all of their hard work over the past year.

Our new look Annual Report provides you with an opportunity to read about SDEF’s varied activities and many achievements. So please read and familiarise yourself with our current work.

Chief Executive Officer’s Report

Morven Brooks, Chief Executive Officer, writes:

“Since my appointment in October 2016, I have had the opportunity to appreciate the immense contribution made by staff, Directors, members and Access Panels alike.

I am delighted to report that our organisation is financially sound and is teeming with talented, experienced and dedicated staff who really know their business and can make limited resources stretch a long way.

In these tough times, as a charity, there are vital attributes for any successful organisation, as is having a clear vision and strong leadership and governance, which is provided by our Management Team and Board of Directors.

We will continue to build upon these robust foundations and expand our areas of work to meet the changing needs of Access Panels, members and disabled people in Scotland.

Structure, Governance and Management

The Scottish Disability Equality Forum (SDEF) was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by the Articles of Association. SDEF is a charity limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

Achievements and Performance

Review of charitable activities with a view to performance and objectives

The funding received from Scottish Government and Transport Scotland are subject to the funding conditions issued along with the annual grants. The approved Business Plans are therefore subject to a reporting structure to funders which has been complied with.

Investment performance against objectives

The Charity is not involved in investment, although it has the power to make investments if the Directors see fit.

Factors within and outside charity control

The Charity's activities are governed by the criteria laid down by the funders – The Scottish Government and Transport Scotland.

Methods adopted for the recruitment and appointment of new Directors

New Directors are elected by a ballot of voting members. Vacancies may be filled by resolution of the Directors.

Policies and procedures adopted for the induction and training of Directors

Directors are recruited in line with the terms laid out in the Articles of Association. Up to five Directors may be elected at an Annual General Meeting by voting member organisations and, same for office bearers, serve for two years at which time they will be subject to election at the Annual General Meeting. In addition, three Directors are elected by Access Panel member organisations at an Annual General Meeting and, same for office bearers, serve for two years at which time they will be subject to election at the Annual General Meeting. Office Bearers are appointed by the Board of Directors and serve until the third Annual General Meeting following their appointment.

Induction documents are issued to all new Directors, containing existing Business Plans; the Memorandum and Articles of Association; roles and responsibilities; Code of Practice for Board Members, organisational information and contact details. Directors learn about their role and responsibilities and are briefed on strategic issues affecting SDEF and the policies of the organisation. The SDEF website has a broad range of material to support Directors in their roles. There are also opportunities to engage in away-day meetings with staff, to clarify roles, responsibilities and approaches.

Organisational Structure

SDEF is governed by its Board of Directors, which sets the policies and is responsible for the strategic overview of the charity. These policies are implemented by the Board. Members may also take part in the policy-making activity of the charity by passing resolutions at the Annual General Meeting; these resolutions need to be ratified by the Board before implementation. The Board meets generally eight times per annum.

Responsibility for operational matters is delegated to the Chief Executive Officer within a clearly understood framework. The Board is involved in determining corporate strategy, including setting key strategic objectives and targets; making major decisions involving use of financial and other resources; and setting a framework for human resources policy.

Relationship between the charity and affiliates and related parties

The charity is also the Umbrella Body for Access Panels in Scotland which advise public bodies, local councils and other agencies on matters relating to access and equality for people affected by disability. Access Panels may engage in wider community planning and advise on access in its fullest sense, including: health; transport; housing; employment; education; leisure & recreation, open space and the countryside, underpinned by the principles of Independent Living and according to the articles stated in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Risk management

A risk management system exists within SDEF which sets out the major risks to which the charity is exposed, as identified by the Directors.

Directors periodically review the risks and systems. Procedures have been established to identify, monitor and manage the risks.

Our Funding

Promoting Equality and Cohesion Fund, The Scottish Government

For this project, we committed to engaging and disseminating information to disabled people through our publications and online newsletters, easy-read briefings and events.

We also stated we would improve Access to Social Justice for disabled people, through representation of their views, needs and rights and by supporting the work of those committed to improving equality and inclusion in Scotland.

Finally, we would administer the Access Panel Funding Grant to support and protect ongoing volunteer work, to reduce barriers to inclusion and equality at local and national levels.

Adult Community Care Grant Scheme, The Scottish Government

We are the umbrella organisation for Access Panels across all of Scotland and work with other partners to improve access and inclusion. We work to empower and promote the rights of disabled people. Our role

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is to influence and effect change, both locally and nationally, through the network of Access Panels and to support them to work in partnership to address local issues.

Accessible Transport for Disabled People Grant Funding, Transport Scotland

The aim of this project is to work with Transport Scotland and relevant groups to ensure disabled people are informed and included in each stage of the process.

This projects aim is to improve the accessibility of transport in Scotland, from proposing the issues to agreeing actions, to monitoring and feeding back on successes and areas for improvement.

Objectives and Activities

Below is a summary of the objectives for Scottish Disability Equality Forum as set out in our governing document:

- 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.

Main Objectives for the Year

SDEF has been involved in a large number of projects, all of which focus on the organisation's principles to:

1. Promote and raise awareness of equality and access Scotland-wide.
2. Improve access to participation and engagement for disabled people in issues which affect them on a local and national level.
3. Promote action to make Scotland, Scottish institutions and services more accessible to disabled people.
4. Promote accessibility and disability equality amongst employers across all sectors, encouraging meaningful and long-term employment for disabled people
5. Build good relationships with key players in the disability field and identify opportunities for partnership working.

The following pages are the main areas of work delivered through funding from the Equality Unit, Adult Care and Support (Access Panel Project) and Transport Scotland.

Membership

Overview and Progress

As a member-led organisation we work with our members in a mutually beneficial way to promote equality for disabled people in Scotland.

All our policy is formulated directly from our member views, experiences and expertise. 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.

During the period from 1 April 2016 to 31 March 2017 we had 56 new members join us.

Throughout 2016/2017, we have worked to deliver a consistently high standard of support for members, including providing timely responses to enquiries and requests. We have reviewed and refined internal systems and processes to support more seamless and efficient member acquisition, retention and support.

SDEF Voice: email newsletter

Overview and Progress

SDEF Voice is our members' email newsletter, which is sent by email and available in alternative formats (Word, PDF, Plain Text and Audio). In December 2016, we surveyed our members asking them for their feedback on SDEF Voice. The majority of respondents found SDEF Voice to be good, with useful, interesting content that keeps everyone informed.

“Useful, contains links to things that have a tight deadline, ensures that we hear news in time. Shows how involved SDEF is with different topics and how members can get involved in.”

Open Door magazine

Overview and Progress

Our Open Door Magazine is our members' magazine. We also use it as a promotional tool at events and meetings, send it to MSPs and key partners, to highlight the work we do and the activities of the Access Panels across Scotland. When we surveyed our members in December 2016, the majority of our members liked Open Door and considered it informative and topical. Some commented that there should be more items on Access Panels and hidden disabilities such as dyslexia and mental health issues.

“Informative and well laid out. Can select relevant items to my disability group and pass on details.”

We have published four issues during 2016 and 2017 which have promoted the project work we are delivering on – Inclusive Communication, Inclusive Design, Accessible Travel, as well as providing an in-sight into the work of the Access Panels across Scotland.

Consultations

Overview and Progress

From April 2016 to March 2017, we conducted 21 consultations with our members, on issues which matter to them. These issues/barriers range from Inclusive Communication, Accessible Housing, Accessible Transport and Benefits. We provided our members with an Easy Read version of the consultation, to enable the majority of our membership to respond.

We received an average response of 17 respondents per consultation. It is vital our members continue to contribute to Government policy consultations. This allows the opinions and lived experiences of disabled people across Scotland, to effectively influence changes in government policies.

Disability Roadshows

Overview and Progress

During the period 2016 to 2017, we delivered six Disability Roadshows across Scotland:

20 June 2016	Kirkintilloch	Shared Spaces
31 August 2016	St Boswells	EU Referendum
6 September 2016	Dundee	Inclusive Communication
20 September 2016	New Cumnock	Inclusive Design
4 October 2016	Boat of Garten	Employability and Access
28 March 2017	Falkirk	Disability Hate Crime

Access Panels were involved in the planning of the events. Each event welcomed an average of 30 delegates (local disabled people, local authority staff, MSPs, local private companies and third sector organisations). We received positive feedback from each roadshow event:

“Good, lively discussion. Well attended meeting”

“Really useful to have resources as hand-outs to take inclusive communication further, following the event.”

All our events were held in local community centres, to attract disabled people who had not heard of their local Access Panel or SDEF.

Key messages from the events:

- Involve disabled people from the first stage of planning or decision making (events, design, communication)
- Access Panels should have Statutory Consultee Status, to strengthen the process of disabled

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people being involved from the first point of planning or decision making

- Listen to the community

Inclusive Communication Hub

www.includeusall.org.uk is Scotland's first Inclusive Communication Hub. The Hub was launched on 21 November 2016 at the Equal Scotland Live Conference, in Glasgow.

Through the promotion of the site, there has been a healthy interest in what the site is and what it aims to achieve for disabled people, staff, employers and professionals. We have worked closely with the Scottish Accessible Information Forum (SAIF) and SENSE Scotland on the development of the site. The following work has been developed this year:

- A full range of information and links to existing relevant information has been published. Further population of the website is ongoing.
- The Blog section has been populated with relevant articles and will continue to grow over time.
- A dedicated area has been created for all information around rights, models and legislation.
- A promotional toolkit has been developed and we are currently promoting this to disability organisations, partners and members. The promotional toolkit contains articles, key messages and social media links, to share the Inclusive Communication Hub.

Online Activity: 1 April 2016—31 March 2017

2490 visitors; 70.9% new visitors; 29.1% returning visitors

The top three popular pages on the site have been: Resources; What is Inclusive Communication and Writing for a dyslexic audience.

Advisory Panel

An Advisory Panel, established during 2016/2017, recognising the passion, long term commitment and knowledge of individuals and groups currently working to improve Inclusive Communication in Scotland. The Advisory Panel replaced the previous Consortium which was set up in 2015. The Panel made recommendations and provided key information and materials to the development of the Inclusive Communication Hub during this funding period. Members of the Advisory Panel are:

Disability Information Scotland

The Speech Language Communication Company (SLCo)

Sense Scotland

People First (Scotland)

Scottish Accessible Information Forum

Scottish Council on Deafness

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Royal College of Speech and Language Therapists
FAIR Limited
Happy to Translate / Trust Housing Association
Inclusion Scotland
Headway East Lothian
Humanism in Scotland
Hillcrest Group of Companies
NHS Health Scotland
Health and Social Care Alliance Scotland

The Advisory group held two workshops on 4 and 17 November 2016. These workshops provided an opportunity for panel members to meet, network and provide advice and feedback on the design and content of the Inclusive Communication Hub.

Easy Read

Overview and Progress

During 2016 and 2017 we have been offering an Easy Read service.

We have trained staff to ensure that we can deliver information in an inclusive and accessible way. This means that we can meet the demands of Easy Read conversions more efficiently, with a wider skill set available to us from within our staffing.

We are now reaching out to the wider membership and beyond, with our improved accessible formats of communications. This is important for us as a pan-disability organisation, to ensure we can communicate to a wide range of disabled people across Scotland.

In our members' survey conducted in December 2016, we asked members for their feedback on our communications. Overall, the majority of respondents were happy for SDEF to continue to communicate using methods such as PDF, Plain text, Emails, website, social media, phone and easy read.

Some of the Easy Read reports we have worked on:

UNCRPD Summary of Responses: <https://beta.gov.scot/publications/consultation-united-nations-convention-rights-persons-disabilities-uncrpd-summary-responses>

MACS Appointment pack: https://applications.appointed-for-scotland.org/pages/job_search_view.aspx?jobId=1062

A Fairer Scotland for Disabled People Easy Read Summary:
<http://www.gov.scot/Resource/0051/00510967.pdf>

NHS Health Scotland. A Fairer Healthier Scotland Delivery Plan summary:

http://www.healthscotland.scot/media/1494/easy-read-nhs-health-scotland-delivery-plan-2017-2018_jul2017_english.pdf

BSL Draft National Plan 2017-2023 Consultation: <http://www.gov.scot/Resource/0051/00514664.pdf>

Weekly Polls

Overview and Progress

In March 2017 we launched our new weekly polls. The weekly polls allow disabled people to have their say on a number of different topics affecting them. The poll is a yes/no question which is published each week along with the opportunity to leave a comment on the chosen topic.

Below are the results from the weekly polls, conducted during the reporting period, 2016/2017.

Inclusive Communication: week commencing 8 March 2017

Question: Do you think inclusive communication needs to be improved in public, private and third sector organisations?

Answer: Yes - 100% (36 respondents) No - 0% (0 respondents)

Key comment: “Equality is important and everyone should be allowed to have the opportunity to communicate in a way that they feel confident and comfortable to express themselves.”

Disability Hate Crime: week commencing 15 March 2017

Question: Would you feel confident to report an incident of Disability Hate Crime?

Answer: Yes - 69% (33 respondents)
No - 31% (15 respondents)

Key comment: “Too often disabled people fear complaining about any type of crime but more so because of reprisals – they are vulnerable and should be protected.”

Shared Spaces: week commencing 22 March 2017

Question: As a disabled person, do you agree with the idea of shared spaces?

Answer: Yes - 12% (3 respondents)
No - 88% (23 respondents)

Key comment: “Pedestrians and vehicles are not a good mix and imagine the chaos with no traffic lights or road signs.”

Representing Disabled People

Overview and Progress

We engage regularly with the following groups and bodies: Police Scotland, Criminal Justice Advisory Group, Scottish Independent Living Coalition (SILC), Chambers of Commerce Special Advisory Group, Independent Living Fund (ILF) Project Working Group, Cross Party Group (CPG) on Disability.

In addition, we hold regular meetings with other disability organisations and disabled peoples' organisations, to keep abreast of work in our sector. These include: SENSE Scotland, Inclusion Scotland, 5 Policy Officer Working Group, Disability Information Scotland, ILF Scotland, Scottish Council on Deafness, the Health and Social Care Alliance and Guide Dogs Scotland.

We have also met with other disability groups and organisations with a view to undertaking joint working. These have included: Paths For All, I Am Me, Chest, Heart and Stroke Scotland, Scottish Union of Supported Employment, DRILL, Scottish Personal Assistant Employers Network (SPAEN), Royal College of Speech and Language Therapists, NHS 24, LA Urban Design Forum, Whizz Kidz, Scottish Prison Service, Skills Development Scotland, Spinal Injuries Scotland and Central Scotland Regional Equality Council (CSREC).

We contribute to these groups, by consulting with and representing disabled people and supporting sub-group activities. Most of these groups/boards have an average of six weekly meeting timescales, with work required between meetings.

By meeting with a range of organisations, we have been able to expand our membership as more disabled people become aware of the work we do. We have also increased the number of commercial sponsors we have through these meetings – most recently of note are Disabled Go and NHS 24.

We have expanded our work with young disabled people, and are regular attendees at SENSE Scotland's 'Our Voice' group who have been a sounding board for much of our work and we hope to work with them in the future to expand our younger audience.

Disability Hate Crime

Overview and Progress

We have worked with the following organisations and groups to ensure that disabled people, their needs and wishes are represented:

- Paths for All Partnership. We are a Partner Representative for Paths for All.
- I Am Me, Keep Safe. We currently work with I Am Me through shared promotion on activities.
- Police Scotland (Contact, Control and Command) on Communication.

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- Transport Scotland (Steering Group) on Accessible Travel.
- Independent Living Fund Scotland
- CPG on Disability - specifically around barriers to inclusion at community level and the need for funding at local level to address these barriers.
- Criminal Justice Advisory Group G
- Housing Statement of Ambition Working Group
- Scottish Prison Service - ongoing support, advice and feedback on various aspects of accessibility for prisoners.
- 5PO Group. The 5 Policy Officer Group (5PO) is a group consisting of the Policy Officers from the Scottish Disability Equality Forum (SDEF), Inclusion Scotland (IS), Independent Living in Scotland (ILiS), Self-Directed Support Scotland (SDSS) and Glasgow Disability Alliance (GDA). This is expanded as necessary to include other DPOs.

Third Party Hate Crime Reporting Centre

All our staff received disability hate crime training from Police Scotland, as well as training on using the Police Scotland online form for recording and reporting disability hate crime.

Accessible Travel

Accessible Travel Hub

The Accessible Travel Hub went 'live' on September 20th 2016, in conjunction with the launch of the Accessible Travel Framework. This was the perfect platform to seek comments and suggestions on the accessibility, usability and content of the Accessible Travel Hub.

The Accessible Travel Hub was nominated in three separate categories at the Scottish Transport Awards, which took place in Glasgow on 15 June 2017. The categories included:

Accessibility Project of the Year
Excellence in Technology and Innovation
Excellence in Travel Information and Marketing

Unfortunately, we were not successful at the Awards. However, we were delighted the Hub was recognised as an example of good practice. In addition, the Accessible Travel Framework, to which all our engagement events contributed, was successful at winning Accessibility Project of the Year and we are proud to have contributed to this achievement.

Feedback

The Accessible Travel Hub has received positive feedback and constructive comments from members of the National Transport Accessibility Steering Group, Access Panels and other organisations/individuals who have visited the Hub.

The majority of comments consisted of suggestions for additional content and minor tweaks to the design and layout of the Hub.

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"Overall the result of the site is excellent." Alan Rees MBE, Scottish Accessible Transport Alliance

"It's a great idea and will be a great tool for disabled people in Scotland" Member of Oban & District Disability Forum & Access Panel

Engagement Events

A series of Engagement events were held across Scotland with a view to capturing the views and comments from disabled people on the Accessible Travel Plan. Developed in partnership with Scottish Government bodies, the Transport Community and disabled people. The purpose of the plan is to improve access to transport for disabled people in Scotland over a 10-year period.

The event locations were Scotland-wide to maximize coverage of rural and urban, demographic and geographic factors. An average of 18 people attended across nine events with 160 attending in total. Attendees were predominantly Access Panel members, disabled volunteers who work to improve access and equality in their own communities.

Overview

The feedback from attendees on the concept of the Accessible Travel Plan was on the whole, very positive. It was particularly welcomed that the Plan was felt to be realistic in its timescales and rather than promising much across many areas, focused instead on specific actions, with the progress of each being monitored in conjunction with disabled people through planned short surveys and progress evaluation groups.

Added Value

Disabled people and others who attended these events felt that the exercise provided an ideal opportunity for people of varying backgrounds, all sharing experience of, or interest in disability and access related issues.

The events themselves also served as a useful pilot for gathering Access Panels into regional 'clusters' with a view to reducing engagement costs.

By promoting the Events, disabled people have become more aware of the Accessible Travel Plan, resulting in an increase in enquiries around the Plan and future involvement.

Inclusive Design Hub

Overview and Progress

Launched in July 2016, the Inclusive Design Hub is an online information resource that aims to improve awareness and take-up of best practice in inclusive design for planners, developers, Architects, and other building professionals in Scotland. The Hub includes information, articles, access guides and case studies, of best practice for shared learning and guidance. By providing information and insight, the Inclusive Design Hub help built environment professionals to be better placed to deliver inclusive environments.

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The Hub also contains information that will develop the public's understanding of inclusive design.

Feedback

The Inclusive Design Hub has continued to receive positive feedback and constructive comments from SDEF members, Access Panels and other organisations/individuals who have visited the Hub.

The majority of constructive comments consist of suggestions for additional content and minor tweaks to the design and layout of the Hub:

- Adding further resources/case studies/news items.
- Increased information on current policy consultations related to accessibility.
- Added visual aids, such as infographics, to emphasise the importance and value of inclusive design.
- Suggestions of organisations and individuals to contact for content and to help promote the Inclusive Design Hub.
- BESiDE (The Built Environment for Social inclusion through the Digital Economy)
- Global Disability Innovation Hub

Access Panel Network

Overview and Progress

Access Panels have been active years, working tirelessly in their area to address access issues in the built environment. They also work towards improving social inclusion for disabled people and access in the broadest sense.

Access Panels are groups of volunteers who work together to improve physical access and wider social inclusion in their local communities. As the umbrella body for Access Panels in Scotland, we support and training opportunities to help Access Panels operate more efficiently, link together as a network and learn from each other. There are currently 40 Access Panels across Scotland.

Access Panels work during 2016/2017

On-going support: New Access Panel in Shetland; Borders Access Panel working on a fully online guide for tourists and residents

Local Authority Engagement: A pilot has been organised for the new Access Panel Forum proposal among the Forth Valley and Tayside Access Panels. Part of this will encompass working closer with the three local authorities across the region.

Open Days and Events: 17 Access Panels hosted Open Days and Events, with two Panels being involved in Disabled Access Day March 2017.

Social Media: A social media strategy has been developed, which was rolled out to the Access Panels in

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early 2017. We are keen to ensure all Panels have a presence on social media and are digitally fit for the 21st century

Inclusive Communication: As stated earlier, our staff have been trained in Easy Read. We plan to roll this out to the Access Panels so they can disseminate information in multiple, inclusive formats. We undertake work as and when required to convert documents into an Easy Read format. This might also allow Access Panels to open up an additional revenue stream by taking on pieces of Easy Read work for public bodies.

Health Care Facilities:

West Dunbartonshire Access Panel has been active in approaching their local NHS Board to complete an access survey on the Golden Jubilee hospital. All health and social care events are sourced and placed into the monthly newsletter, followed by engaging with the local Panel directly to encourage them to attend.

Borders Panels attend the Scottish Borders Disability Service Provider Forum which allows them to feedback statistical information from the local community, directly to NHS staff, with a view to improving services across the Borders region. They are keen to work closely with us to promote this across the rest of the Access Panel network

Transport:

Several Access Panels are active on the ScotRail user's forum and the Scottish Rail Accessible Forum. Take up of the current round of mystery shopping on ScotRail services has been high and this has been organised by ScotRail and BDRC Continental.

Third Party Hate Crime Reporting (3PHCR):

Four Access Panels are currently in talks with Police Scotland to receive training on becoming a 3PHCR centre.

Every Access Panel received details of their local police contact included within our regional community contacts mapping exercise which was distributed to SDEF members and Access Panels. Access Panels are provided with assistance in establishing training and help with growing their relationship with their local police force.

Support we have provided to Access Panels during 2016/2017

- Publish a monthly newsletter for Access Panels: 'Access News'. It features news and updates from Access Panels as well as features from other charities and technical information.
- Produced "top tips toolkit" on the BS: 8300 (design of buildings and their ability to meet the requirements of disabled people).
- Produced and promote regularly 'Regional Community Contacts' directories, which provide guidance to Access Panels on how to engage and identify key contacts within their local council, with a view to supporting the development of new Panels.
- Hosted the Access Panel Conference, alongside our AGM on 19 October 2016 in Stirling. This is

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a yearly opportunity for all Access Panels across Scotland to meet, network and share good practice.

- Organised events and training for 14 Panels, covering the following topics: Inclusive Communication, Shared Spaces, Inclusive Design, Accessible Travel, Employability and Access, Hidden Disabilities, WordPress Training, Business Writing and Train the Trainer.
- Provided email and face to face advice and information.

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 2016 to 31 March 2017, £60,000 was received by SDEF from the Equality Unit.

Access Panels have historically been slow on the uptake of the grant in the first half of the financial year with a rush towards the end of the application window. We have worked to avoid this happening this year and are confident that we have been able to achieve a more even spread of applications.

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

Financial Review

Our accountancy services are provided by Atkinson & Co Limited and take the form of an Independent Examination.

The results for the year are shown in the attached financial statements. The total of accumulated funds at 31st March 2017 were £41,765 (2016 - £58,028) including unrestricted funds of £30,033 (2016 - £57,104) and restricted funds of £18,202 (2015 - £924).

Reserves policy

Key parts of the restricted funds are to be used for a specific purpose as laid down by the donor. If funding was lost these services would be discontinued as unrestricted income would not fund the relevant expenditure. The remaining general fund, represents the unrestricted reserves and is there to cover future contingencies which may arise through changes in funding. This would allow the charity to continue operating for a maximum of one month.

Scottish Disability Equality Forum is committed to working in line with the Scottish Government's policies and procedures. Below is a list of relevant policies to which we align.

- A Fairer Scotland for Disabled People
- Scottish National Action Plan for Human Rights
- Equality Act 2010
- Going Further, 2016: Transport Scotland's Accessible Travel Framework

Strategic Aim One

Scottish Disability Equality Forum believes increased awareness and knowledge of access and inclusion will improve the lives of disabled people in Scotland.

To effectively communicate, promote and campaign for the importance of social inclusion, ensuring the opinions of disabled people are taken into account from the first point of planning.

Strategic Aim Two

Scottish Disability Equality Forum believes that access and inclusion is vital to the independence of disabled peoples' lives. To increase awareness, knowledge and understanding of access and inclusion across Scotland.

Strategic Aim Three

Scottish Disability Equality Forum believes that a sustainable organisation is focused on mission, outcomes and demonstration of impact.

To develop a creative and adaptive organisation.

In summary, we will...

- Increase awareness and knowledge of access and inclusion
- Offer training, information, and advice to those wishing to engage with disabled people
- Become an SQA accredited Access and Inclusion training provider
- Engage with members on important policy issues, ensuring disabled people continue to have their views and opinions heard
- Provide regular statistics and data on the issues affecting Disabled People in Scotland
- Continue to provide informative news to disabled people
- Support the Access Panel Network in Scotland

At a glance: How we will deliver our strategic aims

- We will review and deepen, existing support and services to disabled people
- We will invest in our training delivery on Access and Inclusion by 2020.
- We will take on a leadership role, working with a range of organisations to identify and meet the

Report of the Board of Directors

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needs of disabled people.

- We will explore the feasibility of expanding the organisation's visibility in the disability community.
- We will invest in our fundraising activities to ensure that we achieve sustainability through a number of different funding streams.
- We will value our people and will support staff to do their jobs well.
- We will invest in effective communication and promotion of the organisation and its projects

Scottish Disability Equality Forum

Office 2/4

The E-Centre

Cooperage Way

Alloa FK10 3LP

T: 01259 272064

E: admin@sdef.org.uk

W: www.sdef.org.uk

Charity number: SCO31893

Company number: SC243392

SCOTTISH DISABILITY EQUALITY FORUM

Report of the Board of Directors

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Our Sponsors

We are grateful for the generosity of our sponsors

Scottish Personal Assistant Employers Network (SPAEN)

NHS 24

Humanism in Scotland

Enable – Falkirk Branch

Clyde Shopmobility

Blackwood Housing

Active4All

Scottish Council on Deafness (SCoD)

UKPIPS

Funders

The Scottish Government

Transport Scotland

DECLARATION

The directors confirm that:

1. for the year ending 31st March 2017 the company was entitled to exemption from audit under section 477(1) of the Companies Act 2006; and
2. no notice requiring an audit had been deposited under section 476 of the Companies Act 2006 in relation to the financial statements for the financial period.

The directors have taken advantage of the small companies' exemption in preparing their report.

The directors declare that they have approved the directors' report above.

Signed on behalf of the charity's trustees/directors

.....
Alex Thorburn - Director

.....
Date

SCOTTISH DISABILITY EQUALITY FORUM

Report of the Board of Directors

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INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF THE SCOTTISH DISABILITY EQUALITY FORUM

(A Company Limited by Guarantee)

FOR THE YEAR ENDED 31st MARCH 2017

Independent Examiner's Report to the Directors of Scottish Disability Equality Forum

I report on the accounts of the charity for the year ended 31st March 2017 which are set out on pages 12 to 20.

Respective Responsibilities of Directors and Examiner

The Directors are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 Directors concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, the requirements:

- 1 to ensure that proper accounting records are kept (in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations, have 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.

Neil Atkinson MA CA
Institute of Chartered Accountants of Scotland

Victoria House
87 High Street
Tillicoultry
FK13 6AA

Date.....

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2017

General Fund	Equality Unit	Restricted Fund	Restricted Fund	Restricted Fund	Restricted Fund	Restricted Fund	Restricted Fund	2017	2016
		SG	Access (section 10)	Access Grants	NIO Post	Equality Interns	Transport Scotland	Total	Total
Note		£	£	£	£	£	£	£	£
Income and endowments from:	3								
Donations & legacies		-	-	-	-	-	-	-	47
Charitable activities		3455	107140	80132	60000	-	3000	40057	311837
Investments		671	-	-	-	-	-	-	318
Other		977	-	-	-	-	-	977	7577
Total incoming resources		<u>5103</u>	<u>107140</u>	<u>80132</u>	<u>60000</u>	<u>-</u>	<u>3000</u>	<u>40057</u>	<u>319779</u>
Expenditure on:	4								
Charitable activities		24145	110587	78352	50183	-	5354	43074	356162
Total		<u>24145</u>	<u>110587</u>	<u>78352</u>	<u>50183</u>	<u>-</u>	<u>5354</u>	<u>43074</u>	<u>356162</u>
Net income/(expenditure)		<u>(19042)</u>	<u>(3447)</u>	<u>1780</u>	<u>9817</u>	<u>-</u>	<u>(2354)</u>	<u>(3017)</u>	<u>(36383)</u>
Transfers between funds		<u>(8029)</u>	<u>2733</u>	<u>-</u>	<u>-</u>	<u>79</u>	<u>2200</u>	<u>3017</u>	<u>-</u>
Net movement in funds		<u>(27071)</u>	<u>(714)</u>	<u>1780</u>	<u>9817</u>	<u>79</u>	<u>(154)</u>	<u>-</u>	<u>(36383)</u>
Total funds brought forward		57104	714	-	135	(79)	154	-	94411
Total funds carried forward		<u>30033</u>	<u>-</u>	<u>1780</u>	<u>9952</u>	<u>-</u>	<u>-</u>	<u>41765</u>	<u>58028</u>

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 20 form part of these financial statements

SCOTTISH DISABILITY EQUALITY FORUM
(A Company Limited by Guarantee)

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COMPANY NUMBER: SC243392 BALANCE

SHEET AS AT 31 MARCH 2017

	Restricted Fund Unrestricted funds	Equality Uni SG	Restricted Fund t Access (section 10)	Restricted Fund Access Grants	Restricted Fund NIO Post	Restricted Fund Equality Interns	Restricted Fund Transport Scotland	2017 Total	2016 Total	
Note	£	£	£	£	£	£	£	£	£	£
Current assets	11									
Debtors	-	2501	552	233	-	-	311	3597	4100	
Cash at bank and in hand	32548	845	24139	14517	-	-	952	73001	71496	
Total current assets	32548	3346	24691	14750	-	-	1263	76598	75596	
Liabilities										
Creditors: amounts falling due within one year	12	2515	3346	22911	4798	-	-	1263	34833	17568
Net current assets/(Liabilities)	30033	-	1780	9952	-	-	-	41765	58028	
Total assets less current liabilities	30033	-	1780	9952	-	-	-	41765	58028	
Funds of the Charity:										
Unrestricted funds	30033							30033	57104	
Restricted funds	17	-	1780	9952				11732	924	
Total funds	165	30033	1780	9952	-	-	-	41765	58028	

SCOTTISH DISABILITY EQUALITY FORUM
(A Company Limited by Guarantee)

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COMPANY NUMBER: SC243392

BALANCE SHEET AS AT 31 MARCH 2017 (continued)

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profits or loss for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board of Directors and signed on its behalf.

Alex Thorburn - Director

Date

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. BASIS OF PREPARATION

a. Basis of Accounting

These accounts have been prepared on the basis of historic cost with items recognised at cost or transaction value and in compliance with:

- i) Financial Reporting Standards 102 Section 1A (FRS102 S1A) Small Entities;
- ii) Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2015); and
- iii) Companies Act 2006;
- iv) Charities Accounts (Scotland) Regulations 2006 (as amended).

The charitable company has applied the provisions of FRS102 S1A and has not prepared a statement of cash flows.

b. Comparative figures

These financial statements are the first to be prepared in accordance with FRS102 S1A. The transition has not affected the financial position or performance and has not therefore required the restatement of comparative items.

c. Going concern

These accounts have been prepared on the going concern basis. There is no material uncertainties about the company's ability to continue.

d. Public benefit entity

Scottish Disability Equality Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2. ACCOUNTING POLICIES

Incoming Resources

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income, its receipt is probable, i.e. more likely than not, and the monetary value can be measured reliably. Grants including grants for the purchase of fixed assets, are recognised in full in the SoFA in the year in which they are receivable. Amounts received in advance are treated as deferred income.

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SOFA.

The following policies are also applied to particular categories of income:

- i) Income from donations and legacies includes grants which are not related to performance or delivery of specific services. It is included in full when receivable and any conditions affecting entitlement have been met or it is probable that any conditions in the charity's control will be met.
- ii) Income from charitable activities includes grants and other income specifically for the provision of services to beneficiaries where the services to be delivered and/or the performance level are specified. It is only recognised when any performance or other conditions affecting entitlement which are outside the control of the charity have been met. Amounts received in advance of this are deferred and can include grants where the time period over which they can be utilised is in a future reporting period.

Resources Expended

All expenditure is accounted for on an accruals basis and is recognised in the period in which it is incurred.

Governance costs include the costs of the preparation and examination of Statutory Accounts, the costs of the Directors meetings and the costs of any legal advice to Directors on governance or constitutional matters.

Costs are allocated directly to the fund they relate or apportioned on a reasonable percentage basis, wages are allocated based upon staff time. All

items of a capital nature are written off in the year of purchase.

Fund Accounting

Funds held by the charity are either in an unrestricted general fund, which can be used in accordance with the charitable objectives, or in a restricted fund.

Restricted funds are donations which the donor has specified are to be used for a particular purpose or activity.

Where a restricted fund is in deficit at the end of a financial period and it is unlikely that this will be covered by future income a transfer is made from the unrestricted fund to cover that deficit.

Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

2. ACCOUNTING POLICIES - CONT'D

Taxation

The company is a registered charity and therefore no tax provision is required.

Operating leases

Rentals applicable to operating leases where substantially all of the risks and benefits of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

General Fund	Restricted Fund Equality SG £	Restricted Fund Unit Access (section 10) £	Restricted Fund Access Grants £	Restricted Fund Post £	Restricted Fund Equality Interns £	Restricted Fund Transport Scotland £	2017 Total £	2016 Total £
3. ANALYSIS OF INCOMING RESOURCES								
Donations and legacies								
Voluntary income - Scottish Government	-	-	-	-	-	-	-	-
Voluntary Income - Donations	-	-	-	-	-	-	-	47
	-	-	-	-	-	-	-	47
Income from charitable activities								
Scottish Government - APG	-	-	60000	-	-	-	60000	150053
Scottish Government Grant	-	107140	-	-	-	-	107140	131942
Scottish Government - Section 10 Grant	-	-	80132	-	-	-	80132	-
SCVO	-	-	-	-	3000	-	3000	29842
Transport Scotland Grant	-	-	-	-	-	40057	40057	-
Scottish Government Grant - VAF	3455	-	-	-	-	-	3455	-
	3455	107140	80132	60000	-	3000	293784	311837
Investment income								
Bank Interest	671	-	-	-	-	-	671	318
Other incoming resources								
Sponsorship	977	-	-	-	-	-	977	-
Events	-	-	-	-	-	-	-	7577
	977	-	-	-	-	-	977	7577

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

General Fund	Restricted Fund Equality Unit SG	Restricted Fund Access (section 10)	Restricted Fund Access Grants	Restricted Fund NIO Post	Restricted Fund Equality Interns	Restricted Fund Transport Scotland	2017 Total	2016 Total
£	£	£	£	£	£	£	£	£
4. ANALYSIS OF RESOURCES EXPENDED								
Charitable activities								
Access Panel Grants paid	-	-	35844	-	-	-	35844	60294
Wages & salaries	-	71411	46171	-	4811	23110	145503	158014
Employers national insurance	-	6332	3625	-	308	2470	12735	11283
Employers pension	-	3488	1762	-	55	1050	6355	7577
Sessional Staff	2248	-	4036	-	-	-	6284	-
Recruitment & training	1090	710	419	3824	-	116	6159	3127
Travel, subsistence & board expenses	1789	4247	4607	1694	11	804	13152	14646
Rent & service charges	-	9703	5890	3086	-	3900	22579	17744
Insurance	-	268	256	-	169	287	980	1900
Telephone & internet	-	781	627	-	-	263	1671	1749
Postage, stationery & printing	3211	3374	4479	2834	-	2308	16206	11708
Publications & subscriptions	-	525	171	-	-	32	728	1020
Computer expenses	1530	1069	646	1709	-	1775	6729	5279
Advertising & website	295	275	1064	230	-	21	1885	639
Consultancy fees	6586	3135	741	-	-	-	10462	43124
NAST expenses	-	-	-	-	-	-	-	2574
Events	299	1748	2608	113	-	3851	8619	7616
Bank charges	-	2	-	-	-	-	2	4
Hire of plant & equipment	-	1764	-	-	-	1176	2940	-
Governance costs (see below)	7097	1755	1991	108	-	1911	12862	7864
	24145	110587	78352	50183	-	5354	311695	356162
Governance costs								
Accountancy fees	788	468	607	108	-	1029	3000	3000
Provision of accountancy training & interim accounts	600	-	500	-	-	423	1523	2040
Legal & professional fees	4752	61	172	-	-	216	5201	1943
Room hire & conferences	957	1226	712	-	-	243	3138	881
	7097	1755	1991	108	-	1911	12862	7864

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
5. OPERATING LOSS		
This is stated after charging:		
Accountancy fees	3000	3000
Directors' remuneration	- 6355	- 7577
Pension costs	<u> </u>	<u> </u>

6. DIRECTORS' REMUNERATION AND EXPENSES

Directors are not remunerated. Under the terms of the governing document trustees may receive payment for expenses incurred in fulfilling their duties as trustees. Expenses totalling £4,477 (2016 - £5,363) were reimbursed to the Directors during the year.

7. STAFF COSTS AND NUMBERS

	Restricted Fund Equality Unit SG £	Restricted Fund Access (section 10) £	Restricted Fund Access Grants £	Restricted Fund NIO Post £	Restricted Fund Equality Interns £	Restricted Fund Transport Scotland £	2017 Total £	2016 Total £	7.1 Staff costs
Gross wages, salaries and benefits in kind	71411	46171		-	4811	23110	145503	158014	
Employer's National Insurance costs	6332	3625		-	308	2470	12735	11283	
Employer's pension contributions	3488	1762		-	55	1050	6355	7577	
Total Gross Salaries	<u>81231</u>	<u>51558</u>	<u>-</u>	<u>-</u>	<u>5174</u>	<u>26630</u>	<u>164593</u>	<u>176874</u>	

No employees received remuneration in excess of £60,000 in the year (2016 - nil).

Key management personnel comprised the Chief Executive Officer(s) who received employee benefits (salary, social security contributions and pension costs) of £43,541 (2016: £49,965) as well as benefits in kind totalling £2,311 (2016 - nil).

7.2. Staff numbers

The average number of staff (full-and part-time) employed during the year was 7 (2016 - 6). The average number of full time equivalent employees during the year was:

	2017	2016
Management and administration	4	2
Charitable Activities	<u>3</u>	<u>3</u>
	<u>7</u>	<u>5</u>

8. GRANTS PAID

	2017 £	2016 £
Grants paid to individuals	-	-
Grants to institutions	<u>31981</u>	<u>60294</u>
Access Panels	<u>31981</u>	<u>60,294</u>

9. PENSION COSTS

The charity operates a defined contribution scheme and contributions are charged in the statement of financial activities as they accrue. Total employer contributions in the current year amounted to £6,355. There was an outstanding pension contribution of £710 as at 31st March 2017, which was paid post-year end.

10. TAXATION

The charitable company is exempt from corporation tax on its charitable activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

	General Fund £	Restricted Fund Equality Unit SG £	Restricted Fund Access (section 10) £	Restricted Fund Access Grants £	Restricted Fund NIO Post £	Restricted Fund Equality Interns £	Restricted Fund Transport Scotland £	2017 Total £	2016 Total £
11. CURRENT ASSETS									
Debtors	-	2268	552	-	-	-	-	2820	15878
Prepayments & accrued income	-	233	-	233	-	-	311	777	1278
		<u>2501</u>	<u>552</u>	<u>233</u>	<u>-</u>	<u>-</u>	<u>311</u>	<u>3597</u>	<u>17156</u>

12. CURRENT LIABILITIES

	General Fund £	Restricted Fund Equality Unit SG £	Restricted Fund Access (section 10) £	Restricted Fund Access Grants £	Restricted Fund NIO Post £	Restricted Fund Equality Interns £	Restricted Fund Transport Scotland £	2017 Total £	2016 Total £
Sundry Creditors	-	1167	285	-	-	-	155	1607	5663
Accruals and deferred income	2,515	330	21041	4798	-	-	140	28824	8500
Salaries and pensions	-	298	256	-	-	-	156	710	766
Other taxes and social security	-	1551	1329	-	-	-	812	3692	2639
	<u>2515</u>	<u>3346</u>	<u>22911</u>	<u>4798</u>	<u>-</u>	<u>-</u>	<u>1263</u>	<u>34833</u>	<u>17568</u>

13. COMMITMENTS UNDER OPERATING LEASES

Included in expenditure on charitable activities are operating lease rental charges for premises, office equipment and motor vehicles totalling £25,579 (2016 - £18,771).

At the year end there was a total of minimum future commitments under non-cancellable operating leases for the following:

Expiring < 1 year	2017		2016	
	Expiring 2-5 years £	Expiring < 1 year £	Expiring 2-5 years £	Expiring < 1 year £
Buildings	14400	14400	23342	23342
Plant & equipment	3482	4569	1027	257
14. RELATED PARTY TRANSACTIONS	<u>17882</u>	<u>18969</u>	<u>24369</u>	<u>23599</u>

There were no related party transactions during the year which require disclosure (2016: nil)

15. PAYMENTS TO INDEPENDENT EXAMINER

Charges for services provided by the independent examiner were as follows:

	2017 £	2016 £
Preparation of statutory accounts	1800	1800
Independent examination	1200	1200
FRS 102 SORP conversion	360	-
Training and interim accounts	1163	2040
	<u>4523</u>	<u>5040</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

16. MOVEMENT OF MAJOR FUNDS

	General Fund	Restricted Fund Equality Unit SG	Restricted Fund Access (section 10)	Restricted Fund Access Panel	Restricted Fund NIO Post	Restricted Fund Equality Interns	Restricted Fund Transport Scotland	2017 Total	2016 Total
	£	£	£	£	£	£	£	£	£
Balance at 1st April 2016	57104	714	-	135	(79)	154	0	58028	94411
Incoming resources	5103	107140	80132	60000	-	3000	40057	295432	319779
Outgoing resources	(24145)	(110587)	(78352)	(50183)	-	(5354)	(43074)	(311695)	(356162)
Transfers between funds	(8029)	2733	-	-	79	2200	3017	-	-
Balance at 31st March 2017	30033	-	1780	9952	-	-	-	41765	58028

17. RESTRICTED FUNDS

Equality Unit SG Fund

The Equality Unit funds SDEF to remove barriers to equality for disabled people through various activities including information dissemination, inclusive communication, policy work, community engagement and other relevant activities.

Access Panel Fund

The Access Panel Project Fund is allocated by Section 10: Adult Health and Social Care Directorate. The purpose of this funding is to grow and develop the 48 Access Panels across Scotland. The funding pays for two staff, the Disability Access Officer and the Access Worker, as well as other expenses and overheads.

NIO Post

The purpose of the National Inclusion Officer Post is to provide training and support to the Access Panels with a view to creating sustainable, connected, working panels across Scotland.

Equality Interns

The purpose of the Equality Interns Project is to improve job opportunities for disabled graduates through the delivery of an internship programme. The funds are split between costs for staffing, travel and printing.

Transport Scotland Fund

The purpose of the Transport Scotland funding is to progress the Accessible Travel Framework for disabled people.

18. LEGAL STATUS

The charity is constituted as a company limited by guarantee, incorporated in the United Kingdom and registered in Scotland. The address of the registered office is 2/4 e-centre, Cooperage Way, Business Village, Alloa, FK10 3LP. The company does not have any share capital. The liability of each of the members in the event of winding up is limited to £1.