****

**Richmond Mencap**

**The Voice of Learning**

**Disability in the Borough of Richmond upon Thames**

**Our plans for**

**April 2019 to March 2020**

**What’s in the plan?**

**Part 1: About us**

**Our Organisation page 3**

**Our People page 5**

**Part 2: What we did last year**

**The things we said we’d focus on in 2018/19 page 7**

**The things we did in 2018/2019 page 7**

**How we found out how well we did page 9**

**Part 3: What we plan to do this year**

**The important things we want to do in 2019/2020 page 10**

**Part 4: Looking to the Future**

**2019/20 and Beyond page 13**

**Extra Information:**

**The money we will have and how we will spend it page 15**

**Numbers of people in Richmond page 16**

**Part 1: About us**

This Plan is about what we do now and what we plan to do in the year April 2019 to March 2020.

We will tell people about our plan and explain what’s in it. We will put some information about it in our newsletter. We will put it on our website for everyone to see. We will give people a copy of our plan if they would like one.

**Our Organisation**

**How we started**

Richmond Mencap started in the 1960's. Since then we have worked with and for children, young people and adults with learning disabilities and their families in the London Borough of Richmond. We became a registered charity in 1984 and became a company limited by guarantee in 2003.

We are an independent organisation but also work with the Royal Mencap Society (National Mencap) supporting their work and campaigns. We also get helpful information, advice and support from National Mencap.

**What we want**

We want children, young people and adults with learning disabilities and their families to have the same opportunities as everyone. We want them to:

* Be able to choose how they live their lives
* Have the opportunity to do things that others do
* Be respected for who they are
* Have the support they need to do what they want to do

**Why we do, what we do**

* We want to make sure people with learning disabilities have the information they need so they can make choices about how they live their lives and can find the support they need to help them do this
* We run groups and activities, so that children, young people and adults with learning disabilities can spend time with their friends and make new friends too
* We also run groups and activities to give family carers a break from their caring role
* We help people with learning disabilities to speak for themselves and to tell other people what’s important to them, because we know it’s important for people with learning disabilities to have their say and be listened to.

**How we will work and what we will do**

We will:

* Support people with learning disabilities to speak for themselves. Listen to children, young people and adults with learning disabilities and their family carers and speak out on their behalf
* Provide information and help – and tell people about all the services and activities that they may like to know about or that they might need help from
* Help to meet the needs and wishes of children, young people and adults with learning disabilities and their family members by offering different activities and opportunities
* Help all people in Richmond borough to be more aware of and understand about learning disabilities
* Help children, young people and adults with learning disabilities to have greater choice about how they live their lives and make sure they are treated fairly

**Our people**

**Our Joint Presidents:** Sir Vince Cable MP Zac Goldsmith MP

**Our Executive Management Committee**

We have 8 people on our executive management committee this year. 3 of these are family carers. The people on our committee are:

Denise Carr: The Chair (In charge of the Committee)

Richard Poxton: The Vice Chair (Helps the Chair)

Tony Holdsworth: The Treasurer (Looks after our money)

Richard Jeffries Trustee

Pammie Rayment Trustee (Our chief Fundraiser)

Nandini Mane Trustee

Philip Moshi Trustee

Lloyd Gash Co-opted member of the committee

The committee oversees the work of the charity and looks after the organisation. They help with the running of the charity doing things like managing our money, raising money to help us do all the things we do and attending meetings and events on behalf of Richmond Mencap.

**Our Staff**

We have 1 full-time staff member who is:

Laura Turner: Chief Officer

We have 4 part-time staff members, these are:

Paula Russell: Projects Leader

Richard Ferriday: Projects Leader

Max Turner: Design and IT Support Officer

Teresa Jones: Project Consultant

We also have staff who work on all of our different activities and projects throughout the year.

**Our Volunteers**

We have about 30 volunteers who help us with different things, like helping in the office or with the different activities and projects we do.

We have all sorts of volunteers, including students, parents and carers, people with learning disabilities and other people who are interested in what we do.

**Our Members**

Our members include children, young people and adults with learning disabilities, their family members and others who take an interest in what we do. At our main meeting every year, called our AGM, all our members can come and vote on important decisions we need to make as a charity.

**Part 2: What we did last year**

**The things we did in 2018/2019**

We do lots of things that support children, young people and adults with learning disabilities and their families. We have had regular contact with over 1,000 people. This includes people with learning disabilities, their carers and family members, people working with them and people with an interest in learning disabilities. We listen to what people say they want and use this to plan what we do. We work with other organisations too.

In last year’s Business Plan, we said we would focus on doing these things:

**To raise awareness of learning disabilities and help people feel safe Richmond Mencap will:**

* Work with people with learning disabilities to help them have a better awareness about keeping themselves safe. We particularly want to look at how to keep their information and self, private and safe online. We also want people to be aware of the different ways they can be tricked into giving away their money or their things and what they can do to stop this from happening.
* Continue to improve our website and other things like our Newsletter and Monthly Calendar of Events, so that it’s easy for people to find the information they’re looking for. We want to increase our use of social media such as Facebook and Twitter.

**Did we do this?**

* We put lots of information in our newsletter for people to read about online safety and keeping safe
* We held a workshop with an ex-police officer who told us how to keep our money safe so strangers don’t trick us into giving them our money.
* We have made some small changes to our website and newsletter but there is more work to do.
* We have started using twitter more, but we still need to do more for this.

**To make a difference to the lives of people with learning disabilities here and now Richmond Mencap will:**

* Develop a local Quality Checkers project. Quality Checkers are people with learning disabilities who visit local residential and supported living places and find out from the people living there what they think about the place where they live. The Quality Checkers then write a report including all the good things that may be happening in a place and also making suggestions about how the home might do things differently or better.
* Work in partnership with other local organisations/agencies to improve and develop opportunities for people with learning disabilities to engage in employment opportunities, including work experience, volunteering and paid work.

**Did we do this?**

* We talked to the people in the council who said they want us to start this project again. They were waiting for new staff to start who will be in charge of the project. We met with them in January and the project will definitely start in April 2019.
* We changed our job club to make it more focused. Now it is a sixteen-week course and we have a new partner to help us. We are working with Choice Support to help people with learning disabilities and autism to get volunteering opportunities and jobs. The new job club has gone very well, participants are reporting an increase in confidence and the more focused approach is proving beneficial.

**To support friendships and relationships Richmond Mencap will:**

**Continue to run our usual activities like….**

* Something to Say
* The Meeting Place
* Working Together Group
* Wii & Pizza
* Holiday Opportunities Project
* Residential Holidays
* Our Eastbourne Bungalow
* Employability Job Club
* The Better Together Group

**Did we do this?**

* We are still providing these activities and have made improvements and small changes in some of them. For example, Wii and pizza is in a new venue and in January 2019 had 21 people attend which is very positive.

**To improve health for people with a learning disability Richmond Mencap will:**

* Work in partnership with key members of the Richmond Learning Disability Partnership Board, Richmond Healthwatch and other key people in the local area to improve the health and well-being of people with learning disabilities
* Participate in Royal Mencap’s current health campaigns and promote these locally:
	+ Treat Me Well – aimed at improving the experience of people with learning disabilities in hospital.
	+ Don’t Miss Out – this campaign has been going on for a while, but we need to make sure young people, ages 14-18, are aware of the importance of having an Annual Health Check and a Health Action Plan
* Continue to encourage people with learning disabilities to be more active. This will include continuing our involvement with Royal Mencap’s “Round the World Challenge” sports project.

**Did we do this?**

* We launched a big campaign about improving healthcare for people called Treat Me Well. We did lots of work in healthcare. We made two films, we trained health staff in Learning Disability awareness and we helped people to understand what reasonable adjustments are.
* We decide not to do Round the World Challenge sports project again because there was less money for us, and we thought we wouldn’t be able to do a good job with less money.

**For Children and young people Richmond Mencap will:**

* Work with the local charity, Send Family Voices (SFV), to ensure children and young people with disabilities and their families have a voice and opportunities to express their views and concerns
* Put in a bid to Achieving for Children (AFC) for money to run some Short Breaks so that we can continue to run activities for children and young people

**Did we do this?**

* Sadly, SFV closed but we work closely with the parents who were involved and the children’s services. We started a group for charities and organisations who work in SEND to share information and resources. This will help to make things better for parents.
* We decided not to ask AFC for lots of money because we wanted to do something new and different. We got money from two other charities for new children’s services and then we asked AFC for a smaller amount of money to run some services.

As well as our ongoing projects we did this too:

* We listened to people when they came to us and gave them **information and help**. They contacted us in different ways. Some people sent us emails, some people telephoned and some people visited us in the office. We answered their questions. We helped put them in touch with all the services and activities that they may like to know about or that they might need help from.
* We helped people to think about their health and how to keep themselves safe. We did a lot of work **raising awareness** of learning disabilities with health professionals and police officers.
* We ran 3 **residential group holidays** for 28 people. We went to a lovely house by the sea in Norfolk, to Latitude Music Festival in Suffolk and to the Isle of Wight.
* People also booked holidays at **Richmond Mencap’s bungalow** in Eastbourne. This is let at a low cost to families of people with learning disabilities, as well as residential/supported living homes.
* We ran a smaller number of **children’s activities** than usual because we stopped some things and started new activities. We finished our weekly youth club and changed our monthly youth club to one that runs four times a year. We did five trips in the summer holidays and new weekend trip are starting in March.
* We ran a range of **summer holiday activities** in the summer for young adults which were attended by a total of 40 young people.
* We ran a range of activities for adults. These included regular activities like the **Something to Say** theatre group and **The Meeting Place.** We also did some extra things like an 80’s disco and our very popular Christmas Party where we tried some healthy non-alcoholic fruit punch.
* We helped people with learning disabilities to speak for themselves and to tell people who run other services in Richmond, like the council, health services and transport providers, what’s important to them. In particular we supported our self-advocacy group, the **Working Together Group** to represent the voice of their peers on the Learning Disability Partnership Board and other forums.
* Held 5 meetings of the **Better Together Group** (an information sharing forum previously called the Richmond Forum), including workshops about how to ask for reasonable adjustments to make going to the doctors and hospitals easier. We were supporting people with learning disabilities to have a say on things that are important to them.
* We **attended a range of different meetings** to make sure that people who make decisions in the borough understand the issues for people with learning disabilities and take their views into account when they decide things.
* We changed our weekly **Job Club** for people with learning disabilities, in partnership with Richmond Homes and Lifestyle Trust to work with another provider as well, mcch, who help people get jobs. We made the job club a 16-week course which is more focused on getting jobs.
* Sent out 11 **monthly activities calendars** (One for each month except January - we included half of January with the December one and the other half with the February one). We also sent out 4 Newsletters.
* We ran a **workshop** for parents and family carers focused on how to talk about sex and sexuality with their children and young adults.

**How we found out how well we did**

We asked people what they thought about what we do. We asked children, young people and adults with learning disabilities what they thought. We asked their carers too. We also asked our staff and volunteers.

Some people wrote down what they think and some people told us. We asked them what was best about Richmond Mencap, what things we could do better and what other things they would like us to do.

It was difficult for some people to tell us what they thought so we watched them to see if they were happy and enjoying what they did or not - then we wrote this down. We also asked their carers and the people who support them what they thought too.

We told our funders about what we had been doing and what people think about what we do. This helped our funders to see how we have spent their money and to see that we have used their money to help people with learning disabilities.

**Part 3: What we plan to do this year**

**The important things we want to do in 2019/2020**

2019 will be Richmond Mencap’s 60th anniversary so we will celebrate our 60th birthday from the date of the AGM. This is a good time to celebrate Richmond Mencap and how much we have done, what has changed for people with learning disabilities and their families over 60 years and think about what may come in the future.

**Our most important areas of work this year are:**

* **Make sure we get enough money to run the organisation**

We will make a new fundraising plan to think about different ways we can get money to help us do our work. We might ask new organisations to help us, hold some events to make money or talk to Companies who might want to support us. We will do more work with National Mencap and local partners for this.

* **Pass our Charity Standard review**

We will spend more time looking at how we run the charity and how we keep a record of this. Then we can get reviewed and apply for the Charity Standard (previously PQASSO) which shows our work is good quality. We are developing a timetable for this but completion should be by the end of 2019.

* **Continue our good work on the Treat Me Well campaign**

We will continue all the good wok we have started, training health care staff and working with GP’s and Hospitals to raise awareness of Learning Disabilities and make sure people with learning disabilities get good health support generally and effective treatment when needed.

* **Continue to strengthen our role as the Voice of Learning Disabilities**

Continue to attend meetings, forums and networks to speak out on behalf of people with learning disabilities and their carers. We will work with the SEND partnership Board and the Learning Disability Partnership Board. We will strengthen our Information and Advice offer so we can help and signpost families to activities, services and specialist advice provision. We want all borough residents to know about learning disabilities and to be respectful to people they see in their community.

* **Improve our Communication and Profile**

We need to get better at telling people all the good things that we do, and sharing information so families know about other activities and organisations that they can talk to. We are working with partners in Children’s services, the VCS and other voluntary sector organisations to develop this as a sector, and we will take this work forward ourselves.

**We also want to:**

* Carry on doing all of our activities and services and make them the best that they can be.
* Find out more from carers, parents and family members about what we could offer that would help them in their caring role.
* Listen to people and improve the way we work by:
	+ Holding events to ask people what they think about us.
	+ Use feedback forms and surveys to find out what people think
	+ Look at everything we do very carefully to find out what we can do better.
	+ Improve the way we collect and keep information. We’re going to use a system on the computer called Charity Log to help us do this. The government says we must follow new rules to make sure we collect and look after people’s information very carefully. We will be making sure we follow these rules.

**Part 4: Looking to the Future**

**2019/20 and Beyond**

The trustees are responsible for looking at what we do and thinking about the future. Things are always changing and sometimes it gets difficult for small charities like us who need to find money to do our work. So far we mostly get enough money coming in each year and we make sure we spend the money we get very carefully. The Trustees want to make sure that Richmond Mencap can keep doing our important work.

Some of the things that are changing at the moment might have a big effect on services for people with learning disabilities. Such as:

* Nationally there is a big funding problem in Children’s Special Educational Needs and Disabilities (SEND) services. Many councils are over budget and there is no funding increase from central government. Richmond’s Children services which are run by AFC (Achieving for Children) have not got enough money and we are worried about how this will affect children and young people with SEND needs in the next four years.
* Richmond Council is doing lots of things together with Wandsworth Council. This way they can save money by sharing staff and managers. We’re keeping a close watch to make sure people with learning disabilities still get the help they need.
* The Government is giving less money to local councils and each year Richmond council and Richmond CCG (health) gets a smaller amount of money to do all the things they need to. That means they are always having to look at how they can save money. We need to make sure that people with learning disabilities get the services they need and that the council asks them about the plans they have and listens to what people with learning disabilities and their carers have to say about what’s important to them. It is important that we work with local people to make sure the council and local NHS do what they should be doing.
* The CCG are developing a new two year Richmond Health and Social Care Plan and Richmond Council will be developing a new Learning Disability Plan for 2020-2025. We will be involved in developing the plans and supporting people with learning disabilities to feed into consultations.

The CEO and Trustees go to lots of different meetings and events. This helps us keep up to date with what’s happening for people with learning disabilities in the borough. The Executive committee meets regularly to talk and plan. They talk about things like:

* Have we got good up to date policies which make sure we do things properly?
* Are we doing everything we can to reduce risks, keep people safe and report safeguarding concerns?
* Do we look after our money carefully to make sure we can pay for everything we do?
* Are there other people and organisations we could work with to offer better opportunities to people with learning disabilities?
* Are we making sure people with learning disabilities have the opportunity to do the things they want to?
* Are we helping people with a learning disability to say what’s important to them?

We need to make sure that we are as ready and prepared as we can be for what might happen in the future. We do our best to know what is happening by reading, going to meetings and talking to people so we can make good plans for the future.

Laura Turner

Chief Officer

January 2019

**Extra Information 1**

**The money we expect to have from April 2019 to March 2020….and how we plan to spend it**

**The money we expect to have £**

London Borough of Richmond 63,552

Grants from other Charities 88,760

Charges to Clients 22,600

Fund raising and donations 25,240

**Total money received 200,152**

**How we plan to spend it £**

|  |  |
| --- | --- |
| Welfare & Information  |  19,419 |
| The Meeting Place | 8,136 |
| AFC/Summer Fun | 13,476 |
| Holiday Opportunities | 19,322 |
| Client Holidays | 27,052 |
| Holiday Home | 9,963 |
| Charity Administration | 5,136 |
| Partnership Board/Working Together  | 6,927 |
| Child Commission | 23,018 |
| Treat Me Well |  22,041 |
| Something to Say | 6,436 |
| Volunteer Coordination | 2,568 |
| Employment Opportunities | 7,836 |
| Wii and Pizza | 9,456 |
| Fund Raising | 3,453 |
| Quality Checkers | 9,386 |
| **Total money spent** | **193,625** |

**Possible Small Surplus 6,527**

**Extra Information 2**

**Numbers**

**Adults**

This information is from “Our Big Plan” September 2015 (Richmond Learning Disability Strategy 2015 – 2020)

It’s difficult to know exactly how many people with learning disabilities live in Richmond.

The 2018/19 Council budget for services for people with learning disabilities covers 460 adult service users (over the age of 18) but according to government estimates they think the number of people with a moderate or severe learning disability living in Richmond borough is probably about **668.**

Government estimates think that the numbers of people with learning disabilities including those with mild learning disabilities who may not be in need of any service or support are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Age Group** | **2014** | **2015** | **2020** |
| 18-24 | 333 | 333 | 332 |
| 25-34 | 687 | 682 | 682 |
| 35-44 | 837 | 845 | 860 |
| 45-54 | 659 | 672 | 722 |
| 55-64 | 452 | 459 | 521 |
| **Total** | **2,968** | **2,991** | **3,118** |

**Children**

These numbers are about children whose family lives in Richmond. The information is taken from AfC Short Breaks, Commissioning presentation and provides figures from March 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Main presenting need** | **Primary Age** | **Secondary Age** | **Total** |
| Autistic Spectrum Disorder | 183 | 141 | 324 |
| Hearing Impairment | 3 | 14 | 17 |
| Moderate Learning Disability | 54 | 110 | 164 |
| Multi-Sensory Impairment | 7 | 1 | 8 |
| Physical Disability | 25 | 48 | 73 |
| Profound and Multiple Learning Disabilities | 8 | 13 | 21 |
| Severe Learning Disabilities | 39 | 155 | 194 |
| Social, Emotional and Mental Health Needs | 39 | 89 | 128 |
| Speech Language and Communication Needs | 102 | 116 | 218 |
| Visual Impairment | 8 | 14 | 22 |
| Not Recorded/Other | 35 | 31 | 66 |
| TOTAL | 320 | 704 | 1,235 |

**Carers**

It’s difficult to know how many family carers of children and adults with learning disabilities there are in Richmond borough.

Although, based on the numbers above, there are probably more than **1,000** children/young people and adults caring for/supporting a family member with a learning disability.