

**National Association of Housing
for the Visually Impaired Ltd.**

Annual Report and Accounts 2014



nahvi

National Association of
Housing for the Visually Impaired

DIRECTORS AND OTHER INFORMATION

DIRECTORS

Margaret Doyle
 Tony Doyle
 Ann Dowdall
 Patsy Dowdall
 Jean Mills
 Robert Mills
 Christina Walsh
 Anthony Walsh
 Michael Murray

AUDIT/FINANCE COMMITTEE

Mary Leonard
 Margaret McGovern
 Anthony Doyle
 Jean Mills

COMPANY NUMBER

317329

CHARITY NUMBER

CHY 13759

REGISTERED OFFICE

56 Hazelwood
 Beaverstown Road
 Donabate
 Co. Dublin
 K36 XR28

AUDITOR

Donal Murphy – Certified
 Accountant
 27 Seapark
 Malahide
 Co. Dublin
 K36 CD92

PRINCIPAL ADDRESS

56 Hazelwood
 Beaverstown Road
 Donabate
 Co. Dublin
 K36 XR28

BANKERS

Allied Irish Bank
 140 Lower Drumcondra Road
 Drumcondra
 Dublin 9
 D09 YY61

SOLICITORS

Drumgoole Solicitors
 102 Upper Drumcondra Road
 Drumcondra
 Dublin 9
 D09 C9H9

MANAGEMENT TEAM

| | |
|---|-------------------|
| Service Director | Mary Leonard |
| Service Manager/Nominated Service Provider | Margaret McGovern |
| Deputy Manager/(PIC) | Julie Ann Jones |
| Social Care Worker/Sub PIC | Stephanie Walsh |
| Social Care Worker/Sub PIC | Niamh Leonard |

CHILD PROTECTION OFFICER

Mary Leonard

Directors' Report

The directors present their report and the financial statements for the year ended 31 December 2014.

1. Organisation and Status Legal status

The National Association of Housing for the Visually Ltd (NAHVI) was incorporated as a company limited by guarantee on 13 October 1999. NAHVI provides supported living in a safe environment for Ireland's blind and partially sighted adults who also have an additional disability.

Through ICP's, our highly trained and committed staff ensure that all residents are treated as individuals and supported so that they can be independent, happy and resourceful members of their communities.

The company number is 317329. NAHVI was granted charitable status by the Revenue Commissioners and the registered charity number is CHY 13759.

Governance

Company members, of which there are 9; are appointed in accordance with the company's articles of association. The members have the responsibility to appoint a Board of Directors. The members meet annually to receive the annual report and audited financial statements of NAHVI. Other meetings take place as required.

The Board of Directors is responsible for the affairs of NAHVI and reports to the members of the Company. The objective of the Board of Directors is to manage a process of decision-making, which allows NAHVI to serve the needs of residents who attend our service. Board members undergo an induction programme to ensure that collectively they have the overview necessary for the proper governance of the organisation. Further training is arranged as and when a need is identified. Current membership of the board is set out on page 2. In 2014, we were delighted to welcome Anthony & Christina Walsh to the Board of Directors.

NAHVI is very fortunate to have Directors who bring a variety of experience to the organisation.

Sub-Committees of the Board

Audit/Finance Committee: The Audit/Finance Committee assists the Board in fulfilling its responsibilities by providing an independent review of financial reporting, by satisfying themselves of the effectiveness of the Company's internal controls and

the adequacy of the external and internal audit. Members of the Board constitute the Audit/Finance Committee. The Audit/Finance committee is responsible for:

- Approving operational/capital budgets
- Overseeing management accounts
- Oversight of external audit
- Oversight of internal audit.

Child Protection

NAHVI is committed to protecting the rights and dignity of blind and visually impaired adults, who also may have a cognitive impairment. The key principle is that the welfare of the person is paramount, meaning that a culture of listening to the residents and a culture of respect and vigilance are central to how we work. We underpin this by ensuring that appropriate training policies and reporting procedures are in place to address complaints, concerns and allegations.

NAHVI has a comprehensive vulnerable adult protection policy. There is a designated liaison person and a designated deputy liaison person operating at management level to ensure compliance with the State's reporting requirements in respect of any concerns for the protection or welfare of a vulnerable adult. In addition, young people in NAHVI's service have access to an external monitor in case any issue or complaint arises that they do not wish to bring directly to the attention of NAHVI staff.

Overall accountability for ensuring that NAHVI is implementing appropriate safeguarding measures lies with the Board of Directors, who ensure that organisational policies and procedures are in place that are in line with national guidelines, policy, best practice and laws. NAHVI's senior staff are responsible for ensuring that the policies and procedures are promulgated and implemented in an open, accessible manner, and that they are regularly reviewed and updated as required.

Compliance Statement

The Board of NAHVI is fully committed to complying with the Code of Practice for Good Governance of Community, Voluntary & Charitable Organisations in Ireland and the Statement of Guiding Principles for Fundraising. The statement was developed by the Irish Charities Tax Research group. The core principles of the Code are to:

- Demonstrate a high level of accountability and transparency by organisations fundraising from the public.

- Provide clarity and assurances to donors and prospective donors about the organisations they support.

2. Objectives and Activities

The main object for which the Company was established is to provide adults who are visually impaired with an additional disability, comprehensive and high quality services within a Christian ethos.

NAHVI is a registered charity and operates as a not-for-profit organisation in partnership with the Health Service Executive. Operating income in 2014 was €806,302 the average staff complement was 15. Each year, we raise over €135,000 in donations and other fund raising activities to meet the shortfall in funding from Government.

The services we provide for visually impaired people with additional disabilities include residential services and vocational training services.

The Vision

The organisation provides a framework within which services are provided that support a high quality of life for our residents. In respect of the young people, parents/guardians and staff, NAHVI is committed to human equality, dignity, diversity and mutual respect. Within a culture that places value on quality provision NAHVI encourages all staff to advance their professional development and critically reflect upon their practice. Decision making is accountable and transparent, based upon a belief that it is most effective when all relevant persons are consulted on issues that impact on the day to day running of our service. Planning and interactions with residents demonstrate sensitivity, integrity and concern for their personal safety and well-being, emphasising the unique attributes that each possess. Our service values the contribution that parents/guardians and external partners make to maintaining high quality services, staff work with compassion and sincerity to nurture and sustain these important relationships. Our values permeate all aspects of our work, seeking to build and sustain an enduring culture of friendliness, compassion, reflection and innovation.

The Mission

Our Vision is to continue to provide long term independent living accommodation for our residents. NAHVI provides supportive inclusive accommodation where disability does not create a barrier to the fulfilment of aspiration or ambition, where learning and care combine to meet each resident's unique needs

Objectives of the Organisation

Objective 1: Provision of supported living

Objective 2: Vocational and life skills training to meet the particular needs of young adults with a visual impairment

Objective 3: To address long term housing needs of young people with a visual impairment who also have an additional disability, e.g. learning, physical or hearing and have complex needs as a result of social cultural, economic or emotional factors.

Objective 4: Provision of residential services facilitation of respite facilities

3. What We Do

Supported Living

NAHVI provides supported living for blind and visually impaired young people with a cognitive impairment who are 23 years or older, for life or until they decide to leave the service. We also help the residents seek supported employment and support them in further training choices. Funding is for life and must be sought by the family / guardians and the young person through their local HSE office.

Our programme's aim is simple: to add value to our resident's lives by promoting independence, participation and inclusion. We do this by working closely with our residents in creative, innovative ways, which are tailored to each resident's strengths and needs.

NAHVI also enables our residents to explore various types of work and develop an awareness of work-related social skills. This helps each resident make suitable life choices appropriate to his/her skills and abilities.

Our four houses are situated in the vibrant and family friendly community of Donabate. Each Resident has his/her own bedroom unless they express a wish to share.

Individual Care Programmes

Each resident has an Individual Care Programme (ICP) devised at the start of their admission by care assistants and the residents themselves. This programme looks at goals identified by the residents and what steps are necessary to help them achieve them. Each programme is unique to that particular resident but falls under the headings of Mobility &

Orientation, Independence & Technical Skills, Personal Development and Work Experience.

The aim of these ICPs is reviewed each term with the resident and his/her assigned link person. ICP meetings comprising of the resident, their parents (if the resident so wishes), his/her link person, are scheduled once a year to discuss the residents progress and any other pertinent issues arising.

Work Placement and Pastimes

One of the integral parts of being a resident at NAHVI is finding a hobby or a passion for something that can be part of the resident's life. All of the residents follow programmes that expose them to a myriad of fun activities; for example, classes in local colleges in art, yoga and Zumba, swimming, pottery, horticulture, horse-riding; athletics, music and choral groups, PE in the local community centre. The residents have access to an allotment in which they can grow flowers and vegetables which they then sell at our fairs.

In addition to work placement the resident group enjoys a varied programme of cultural and community led activities.

HIQA

HIQA is the State's independent Inspection and regulation authority for residential services for people with disabilities and only those organisations inspected and registered by HIQA will be allowed operate a residential service.

NAHVI's service's commitment to working closely with HIQA to ensure transparency and best practice innovation was borne out in May 2014 when NAHVI was the focus of a HIQA monitoring inspection. This inspection, a precursor to a full registration inspection, was extremely beneficial and helped the organisation prepare for the next steps. We were inspected on eight outcomes;

- Compliance with Social care needs
- Health and Safety & Risk Assessment
- Safe Guarding & Safety
- Health Care Needs
- Medication Management
- Statement of Purpose
- Governance & Management
- Workforce

The only major non-compliance was lack of emergency lighting and adequate fire evacuation planning. Immediate training and action was taken. This was referenced in the report and action plan, HIQA was completely satisfied. Moderate non-

compliance areas have all been addressed. The inspector also reported back to us how impressed he was with the resident group who he said 'grilled him on all aspects of the inspection;. The residents were kept fully informed on the HIQA process and have the National Standards for Residential Services for Adults with Disabilities in Braille, large print and DVD on hand in the houses.

Staffing

In 2014, NAHVI provided direct care services to 15 residents in 4 houses, two of whom were part time. All staff work on a one to one basis as well as in groups

Staff numbers were eight full-time and 5 part-time, one Manager and one Team Co-ordinator, overseen by a Service Director. In July staff numbers increased to 12 full-time and the Team Co-ordinator role changed to Deputy Manager to ensure clarity around the 'person in charge' role.

A relief panel was established to cover sick leave and annual leave. This comprised of 5 part-time staff already employed and 3 people available to work when required.

The staff provided significant input in terms of participation in orientation and mobility training, relationships and sexuality facilitation work.

Staff Training, Development & Research

Continuous professional development (CPD) at NAHVI can be regarded under two headings:

- In-house staff development for staff across the professional disciplines
- Accredited and award bearing courses at FE/HE level

In-house staff training and development is based on bi-annual training needs analysis. This was undertaken in 2014 and the resulting report identified priorities for 2014 to 2016 underpin our staff development programmes.

Staff development addresses three key areas – Health and Safety, Practice Development (Working with residents) and Organisational Development (Strategic knowledge and skills for individuals and groups). Induction training is provided for all new staff and there is an expectation that staff regularly refresh their mandatory training by attending scheduled refreshers in first aid, safer manual and patient handling and fire safety as required.

In addition to mandatory training, NAHVI provided workshops/seminars on a number of work-related topics. These take place at times to facilitate maximum attendance. During 2014 these sessions included:

- Fire Safety Solutions
- Manual Handling
- Basic Food Hygiene
- First Aid
- Children's First Training
- Braille Reading Training

4. Review of the Year

Financial Review

The service provided by charities such as NAHVI cannot be judged alone in financial terms. The true measure of such services can be gauged only in human terms – the extent to which they contribute to the wellbeing of those whom we serve. Human qualities such as happiness, contentment, security future prospects, enablement, respect and dignity are not reflected in financial reports and statements.

As a charity, NAHVI does not seek to make a profit but instead to provide the highest quality services possible. We use fundraising to enhance services beyond the level made possible by Government financing, in order to add to the general well-being of those we serve.

Income

NAHVI's income comes from one principal sources: the Health Service Authority (HSE). This amounts to €671,183 for 2014. In addition contributions from the residents families amounted to €78,364 while other fund raising activities amounted to €56,755 inclusive of a once off benefit from the credit union closure of €34,000.

The non-Government funding enables the organisation to provide enhanced services for the residents.

Expenditure

Total expenditure for 2014 amounted to €783,853. Wages and salaries accounted for 67.5% which is reasonable for a charity service operation. Depreciation of €76,475 was substantially increased from €43,618 in 2013 and will be further increased in 2015 to bridge the gap on market value verses book value on the respite centre in Roscommon.

The HIQA inspection and subsequent remedial actions resulted in increased costs primarily in training and

development needs. HIQA were satisfied with the excellent progress made in 2014.

5. Risk Management

The directors have responsibility for, and are aware of, the risk associated with the operating activities of NAHVI. We are required to identify and review the strategic, operational, regulatory, people, political and environmental risks to which NAHVI. is exposed and to assess the likelihood of such risks and possible level of impact they would have. The key mechanisms we rely on to assist us in fulfilling these responsibilities are properly functioning internal control systems that ensure efficient and effective use of NAHVI. financial resources, safeguard its assets and maintain the integrity of the financial information produced.

Monitoring the management of risk is achieved through the use of a risk register that identifies risks to the organisation. The risk register is reviewed quarterly.

The key operation of risk management is via access by senior management in NAHVI. to Board members, individually or collectively, to discuss matter of concern to the charity's efficient and effective operation.

The key risks associated in providing services at NAHVI are:

1. Reduction in funding either by Government or fundraising
2. Infrastructural defects of the building

6. Statement of Directors Responsibilities

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland. Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors confirm they comply with the above requirements.

The Directors are responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Acts, 1963 to 2013. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

7. Taxation Status

NAHVI has been granted charitable exemption status under section 207 of the Taxes Consolidated Act 1997.

8. Events after the Year End

There have been no significant events affecting the company since the year end.

9. Political Donations

The company did not make any political donations.

10. Books of Account

To ensure that proper books and accounting records are kept in accordance with the Companies' Act, 1990, the directors have engaged appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The books of account are located at 56 Hazelwood, Donabate, Co. Dublin.

11. Plans for the future

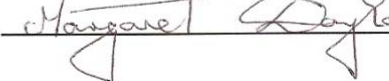
- We will continue to work tirelessly to bring improvements in the quality and quantity of services offered and service delivery to our residents.
- We will continue to place the highest value on quality and output of our best resource, the staff of NAHVI, to enhance the lives of blind or partially sighted residents.

12. Auditors

Donal Murphy is eligible and has expressed his willingness to continue in office in accordance with Section 160(2) of the Companies Act, 2014.

Chair

Margaret Doyle

Signed 

Chair of Finance Committee

Anthony Doyle

Signed 