



North West Parents and Friends Association for Persons with Intellectual Disability

*“A lifetime commitment to Children & Adults with special needs,
and their families.”*



Annual Report 2021

NWPF
RCN 20015909

About the front page

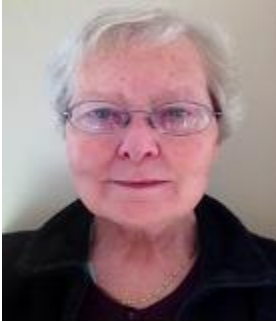


Michael James Thornton resides in our Thornvilla Community Group Home and attends our R.S.W. Adult Day Service in Sligo.

He has a keen interest in Art and choice of colours and this is quite evident in his beautiful picture that he created for us. Michael James has participated in an Art Programme in conjunction with Sligo Leader and has had an art exhibition on line.

Michael James has entitled this picture

“Green Green Grass with Blue Blue skies,
The wind blowing with wild flowers growing.”



Chairperson's Report

I would like to welcome you to our 2021 Annual Report, another year where we have continued to cope with Covid-19, affecting all aspects of our work.

I would like to pay tribute to all our staff who have worked so hard to ensure the safety of all, going well beyond the call of duty. I also acknowledge the resilience of those using our services, as their normal routines were seriously changed, yet they have adapted to new practices and increased use of technology.

We continue to work hard to ensure the service stays up to date in all aspects. One major achievement behind the scenes was the completion of the Governance Code in late 2021. This mammoth task was helped by our earlier work on quality standards to achieve the awards of PQASSO and more recently QI, yet the detail required was daunting. I would like to thank the administration team and Board of Directors for this achievement, as well as the ongoing work during the year to ensure the organisation runs smoothly.

Our thanks go to all our funders, especially the Health Services Executive, the Department of Education, Department of Children and Youth Affairs and Department of Social Protection. Our work would be impossible without these supports.

To finish, I would like to extend special thanks to our Chief Executive, Evelyn Carroll, the Administration team and all our staff for their hard work and commitment to providing quality services and supports to people with intellectual disability.

We look forward to better times when Covid-19 is less of an issue and full services can resume.

Margaret Casserly, Chairperson



Report from C.E.O.

North West Parents and Friends Association is a not for profit Organisation established in 1963, and is a Registered Charity(20015909). We provide supports and services to children and adults with intellectual disabilities, and / or autism and their families in Sligo and Leitrim. These services include Special Pre School, (2 yrs 10 months up to 5th birthday) Special School (5-18 yrs), Children’s Respite Service (5 yrs -18yrs), Adult Day Services (18 yrs +) and 7 Day Adult Residential Services.

The challenge of Covid 19 has been and continues to be difficult but it has presented opportunities for change and development. The effects of Covid 19 has been felt by our people, families, staff and management. I am very proud of my colleagues across North West Parents and Friends Association who have continued to support people despite the most challenging circumstances. The pandemic continued to have a significant impact on the delivery of services. Our staff teams continued to offer supports through innovative approaches including remote supports and community based activities. At all times during the pandemic our staff teams followed and implemented the advice and guidance received from the Department of Health, H.S.E. and the Health Protection Surveillance Centre (H.P.S.C) in relation to infection prevention and control requirements in service provision.

North West Parents and Friends Association was included in the National Vaccination Programme and our people and staff availed of all available vaccination slots from January 2021. This vaccination programme gave a sense of hope and relief to the people we support, families and staff.

From September 2021 onwards a gradual return to Day Services took place based on our Risk Assessments ensuring we had a safe environment for everyone. The area of greatest need facing North West Parents and Friends Association is continuing to meet the needs of people within our services who are experiencing significant decline in mobility, cognitive changes, and additional age related conditions. North West Parents is also faced with increasing non-pay costs such as the rising cost of insurance, motor fuel, heating costs, electricity, and the ongoing costs associated with maintenance of our vehicles and buildings. We are grateful for a grant of €40.000 from the H.S.E. to install air conditioning into one of our bigger Day Services.

H.I.Q.A.

We continue to work with H.I.Q.A. to ensure our residential centres are maintaining the highest standards. During 2021 we have had 3 residential centres re-registered. I would like to thank all staff involved in preparing for these re-registrations.

ACKNOWLEDGEMENTS

I wish to take this opportunity to thank all of those people who use our services, their families, and significant others in their lives. To the staff for their skills, enthusiasm and commitment.

I wish to extend my thanks to our Board Members who give their time and skills to the Governance and Management of the Association and in particular to our Chairperson, Mrs Margaret Casserly for all her ongoing support and dedication

My thanks to the Board of Management of St. Josephs School, to the Principal, Teachers and staff for their ongoing hard work.

My thanks to our Administration Team, our Managers, Staff and people who fundraise for us.

My thanks to all our funders, especially the H.S.E. the Department of Education, the Department of children and youth affairs, and Department of Social Protection.

Evelyn Carroll CEO

About

North West Parents and Friends Association for persons with Intellectual Disability

The North West Parents and Friends Association are a voluntary Sligo and Leitrim based community association, which is dedicated to the support of facilities and communities, working towards the fulfilment, needs and rights of people with intellectual disabilities and special needs, to achieve for each individual the greatest possible level of health and social gain, bearing in mind at all times, the personal dignity of each individual.

Our Mission

“North West Parents and Friends Association is a Voluntary Organisation providing person centre services for children and adults with special needs and their families”

Our Vision

We will strive to promote at all times the dignity, wellbeing, health, happiness and educational opportunities to all people in our care to ensure they achieve full potential.

Structure and Governance

Leadership/Governance

North West Parents and Friends Association’s Board of Directors comprises of volunteers representing the diversity and broad interests of our Community. They provide the leadership to conduct and oversee the business affairs of North West Parents and Friends Association. They are all appointed for their experience and knowledge of Ireland’s needs as a society.

We were delighted to welcome Mr. Enda Mulligan onto our Board during 2021. Enda has vast experience in Finance. Enda received the Directors Welcome Pack upon commencement of his term in office.

All Board Members have received information on Roles and Responsibilities for Board members in October 2021 and in November 2021 a Skills Audit was carried out by an external consultant and the results were encouraging showing that we were operating as an effective team with a score of 53.5/60.

Board of Directors for 2021

Mrs. Margaret Casserly – Chairperson

Mr. John Morrison – Vice Chairperson

Mr. Enda Mulligan – Treasurer

Ms. Evelyn Carroll – Secretary/Manager

Ms. Barbara Hogge – Secretary

Ms. Gladys Guckian – Director

Ms. Marcella Murray – Director

Ms. Siobhan Finnegan-McElgunn – Director

Mr. Enda Lannon – Director

Ms. Kathleen Harte - Director

Attendance at 2021 Board Meetings

	07/12/2021	02/11/2021	05/10/2021	05/10/2021	20/07/2021	29/06/2021	11/05/2021	20/04/2021	13/04/2021	21/01/2021
John Morrison	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Gladys Guckian	A	✓	✓	✓	A	✓	A	✓	✓	✓
Marcella Murray	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Margaret Casserly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Siobhan MCElgunn	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
Enda Lannon	A	✓	A	A	A	A	✓	A	✓	✓
Barbara Hogge	A	A	✓	✓	A	✓	A	✓	✓	✓
Kathleen Harte	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enda Mulligan	✓	✓	A	A	A	✓	✓	✓	✓	

Finance Sub-Committee

A Finance Sub-Committee was set up in July 2019 and with Terms of Reference, Function and Reporting Procedure.

Members:

Kathleen Harte, Margaret Casserly, (Chairperson) Evelyn Carroll, Mary Boylan (Administration) and Hazel Clarke (Administration)

This Committee met on 20th January, 19th July and 4th October, 2021

The Chairperson of the finance subcommittee reports to each meeting of the governing body.

Strategic Plan (2021-2022)

As a result of Covid it was agreed to develop a Strategic Plan for 2 years which was circulated to Board Members and this Plan was approved and adopted by the Board on 13th April, 2021. A progress report for Year 1 was presented at the Corporate Risk Management meeting on 7th December, 2021. All members received a copy of the progress to date.

Legal Status

North West Parents and Friends is a Company Limited by Guarantee not having a share capital. The Organisation and its activities have been granted charitable status by the Revenue Commissioners. All activity and income is applied solely towards the provision of services for people with an Intellectual Disability.

Company Registration Number: 37006

Charity Number: CHY 7369

Charities Registered Number: 20015909

Registered Office: R.S.W., Cleveragh Industrial Estate, Sligo.

Bankers: Allied Irish Banks
Stephen Street, Sligo

Solicitors: McDermott, Creed & Martyn,
Stephen Street, Sligo

Auditors: Gilroy Gannon,
Chartered Accountants & Reg. Auditors,
Stephen Street,
Sligo.

Service Provision

North West Parents and Friends endeavors to offer services to local communities, promoting and supporting positive engagement and interaction between those who use our services and their community and supporting them to participate in and be included in all facets of community life as equal and valued citizens. We work in partnership with local communities, agencies and organisations to initiate and develop increasingly inclusive opportunities for and with the people who use North West Parents and Friends Services.

We offer a range of comprehensive day, residential, respite and social services to adults and children with an intellectual disability, and their families. Unfortunately, during 2021 our capacity was reduced in our Day Services, St. Ciarans Day Service reopened to full capacity in September, 2021, RSW facilitated adults who were on the priority list as identified by the HSE with a view to reopening to full capacity 2022. Our focus continued on adherence to and implementation of HSPC and HSE Infection and Prevention Control Guidelines to control and minimise the spread of Covid 19.

Vaccination programmes were prioritised for individuals supported by our services and for staff within our Services. Despite adherence to IPC protocols to prevent the spread of Covid 19, some staff and service users contracted Covid 19.

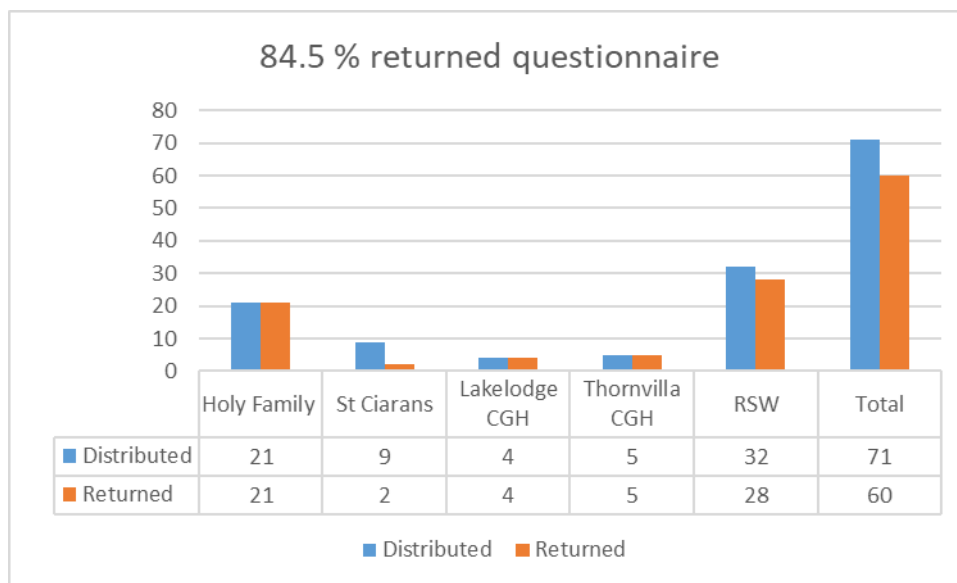
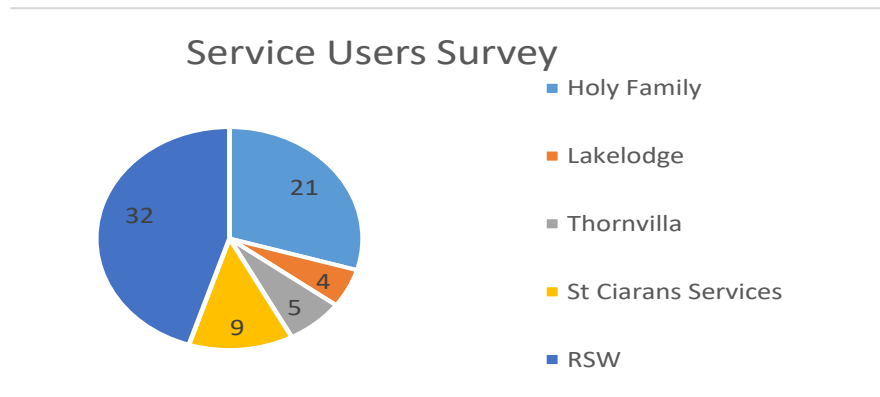
We acknowledge the impact of the curtailment of services for individuals and their families. As the vaccination programme continues to roll out we aim to do all that we can to maintain the operation of all our services in 2022.

We are committed to a Person-Centred approach in our service responses. The main sources of funding for services provided by North West Parents and Friends is the Health Service Executive through agreed Service Level Arrangements and from HSE Day Service Supports (formerly TOSS). We acknowledge the ongoing financial support together with a good working relationship. POBAL

During the year board members, staff, families and service users have experienced bereavements and we offer our condolences to everybody. We mourned the passing of one service user, Ms. Loretta Bourke who passed away during the year. These were very special people in all our lives, who never leave us even after they are gone. Our sincere sympathy to all their families and friends.

Service Users and Staff Survey

In June 2021, North West Parents and Friends Association compiled a questionnaire and sent it to service users/families/advocates within the Organisation. The purpose of this was to gather information on “how happy service users/families were with the support they received during Covid 19 pandemic and also to plan for the reopening of day services going forward”.



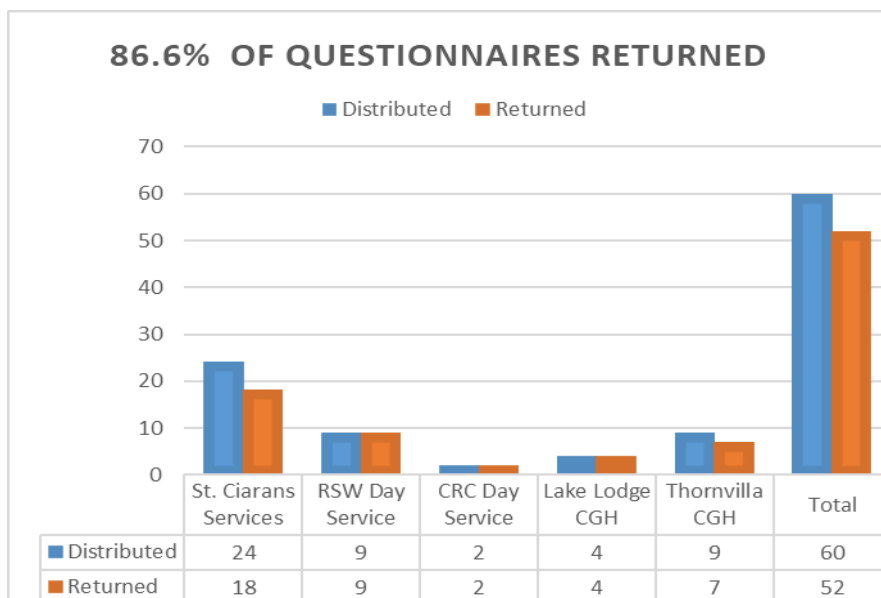
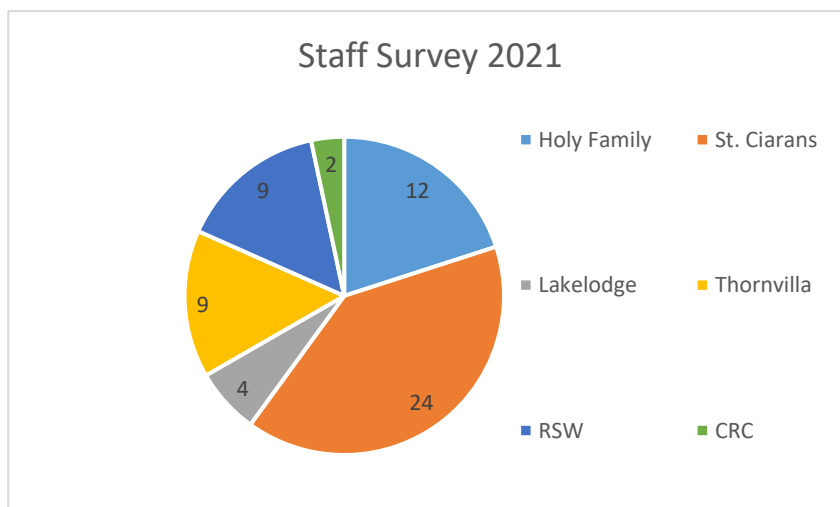
There was a lot of feedback in the comments box which was very useful information. Examples as follows from services:-

- *“Very happy with the level of support, he enjoyed the visits from staff and also was happy with using the service when the restrictions were eased”*
- *“Was happy to receive telephone calls from Day Service”*
- *“Would have liked more contact via telephone calls, more zoom time, more fact to face meetings. Missed my activities and friends”*
- *“Missed day services and would like to go back soon, to see friends and staff, like talking to staff on phone, very limited to doing zoom”*
- *“I was delighted to be back after lockdown. I really missed all the staff, and my friends”*

- *“I have decided I am not returning to day service, I am retiring”*
- *“During lockdown my son went from only blurting the odd word to having a vocabulary in the 100’s. The staff were brilliant and put my child and the other children’s care above any concerns they had for their wellbeing”*
- *“The level of care we received during the year was of the highest standard and we appreciate always being updated throughout the Pandemic”*

The results of the questionnaire informed the process that RSW Day Service was delivered in individualised manor to support service users for the reopening in August 2021 with increased services in 2022. Timetables were put in place for morning and afternoon sessions and in keeping with infection control guidelines.

North West Parents and Friends Association conducted a Staff Survey in October 2021 to ascertain how the Organisation dealt with Covid-19 Response Plan.



The results were analysed and 98% were happy with NWPf Response Plans, updated information being distributed and additional templates in Health and Safety Statement.

Services Report

2021 continued to be a very difficult year for all our services where staff worried about their own personal circumstances, families, well-being and yet we were able to provide the service needed to support our Service Users during these difficult times where everyone has pulled together. Staff were redeployed in some services and side-lined from their normal roles.

Holy Family Specialised Pre-school.

Holy Family preschool remained open throughout the covid Pandemic in 2021 with 21 children attending.

We are always grateful to the hard working Parents Committee, Community and various agencies who fund raised or awarded grants throughout 2021 to enhance the services at our preschool.

Wheelchair accessible bench purchased for outdoors from funds raised by parents.



Refurbishment of sensory garden with lottery grant received of €2,000.00, purchase of a water feature, musical outdoor equipment & chimes, new fence erected

€1,500.00 ECCE outdoor grant funding was used to purchase sensory activity trays for each of our 4 outdoor areas. Purchased mud kitchen shelter, climbing wedge and specialised tricycle, round table and 2 parasols.



Holy Family Parents Association Parents Committee funded the painting of windows in the ball pool room and side entrance.



€9404.45 was raised by a family of a previous service user on a “Go Fund me page”. We plan to refurbish the multisensory room in 2022 with these funds.

Summer Camps for all children in July- trips to Hazelwood, the petting farm, and much more!



Using funds raised by parents, we had the windows in two base rooms painted with cartoon characters, which included €2,330 raised by a parent in November on a sponsored walk. In December €2,215,00 was raised on a Go Fund Me page which purchased a specialized potty chair.



In March 2021, 6 staff completed training in TEACCH programme. This was delivered over a 3-day period from the University of North Carolina.

RSW Adult Day Service

Our adult service provides day Services for 32 individuals. While Covid 19 created challenging circumstances, RSW continued to provide our educational, personal development, social and recreational programmes in a more creative and accessible manner for all of our service users, whether they attended in person, or were at home with families or in a Community Group Home.

Through technology, zoom, etc, we continued to deliver our range of projects and programmes based on person centred planning aims and goals, which included QQI level 1 and 2 classes in Social Inclusion , use of tablets, stress management, nutrition and healthy lifestyle and communications.

RSW, CLASSES AND ACTIVITIES (2021)



THE LADS PREPARING FOR HORTICULTURE CLASS.

Here we have 4 of our gentlemen buying seeds in Homeland, in preparation for horticulture class as identified in their P.C.P's.



NEW DIRECTIONS.

New Directions HSE national policy has been adopted in all day services. All of our service users have assigned keyworkers who will work with individuals to create their person centred plan.



SOCIAL INCLUSION AND TABLET CLASS.

Here we have 4 service users receiving their certificates for successfully completing their modules of social inclusion and use of tablets from ILMI (Independent Living Movement Ireland.)



POTTERY CLASS WITH TOM CALLERY.

This is an example of our online pottery classes with Tom Callery from Breeogue Pottery. Mark is exhibiting his fishing boat.



ETB CLASSES.

We currently have 3 MSETB classes running on line. They include, Healthy Nutrition and Lifestyle, Stress Management and Communications. All level 2.



PHOTOGRAPHY.

This is an example of some service users, who identified that they wished to do photography as part of their PCP plan.

RSW CLASSES AND ACTIVITIES 2021.



WALKING GROUP.

Here we have a group of enthusiastic walkers who have identified through their PCP's that they want to be active, and as part of their Healthy Lifestyle Class.



COMPLETED POTTERY.

Here we have Olivia showcasing the finished pieces of pottery that have been painted and all ready for home.



INDIVIDUAL COVID PLANS.

Here we have displayed a selection of our covid plans. The group made a short film that the HSE and Sligo Leader have included on their websites.



BIRD WATCHING.

Here we have Jim who took part in a birdwatching project, as per his person centred plan and in partnership with bird watching Ireland programme funded by Sligo Leader.



ART CLASS WITH SLIGO LEADER.

This is an example of our art class online. The service users took part in an art class on line and held an exhibition virtually in aid of the Irish heart Foundation.



NEW DIRECTIONS.

The service users have weekly meetings in relation to New Directions. Here we have displayed the 12 supports in easy to read and picture format, which was devised by the service users.

Our new ventilation system was installed in RSW over our summer break. This has been funded by the HSE and will enable service users to return to our day service in the near future.

St Ciaran's Services Carrick-on-Shannon

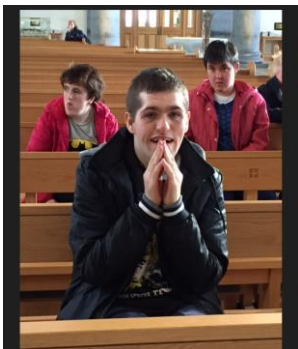
St. Ciaran's Services, Summerhill, Carrick-on-Shannon, comprises of St. Ciaran's Adult Day Centre, Sunbeam Lodge Community Group Home and Sunbeam House, Children's Respite Services.

St Ciarans Adult Day Services

During the restrictions that were imposed upon us in 2021, our services continued to support our service user group and their families, both remotely and in the Centre. At St. Ciaran's Centre we were able to enjoy lots of activities such as baking and gardening with our 9 adults who attended on a full time basis from September, 2021.

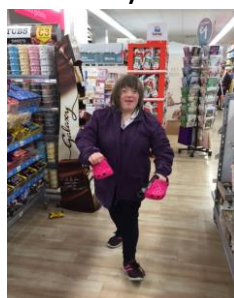


We also enjoyed our local Community – visits to Church and walks on the local Blueway canal walk.



We kept up our skills in Numeracy and Literacy with remote support from the local E.T.B.,

We were delighted to get back out to hairdressers and barbers and local shops when these opened up again towards the end of the year.



Sunbeam Lodge

In January 2021 a Service User who had attended shared care moved to Sunbeam Lodge on a permanent basis. Sunbeam Lodge now accommodates 3 service users, 2 full time and one shared care.



Margaret has settled into her new home, and decorated her room to her liking. She continues to enjoy frequent visits home to visit and stay with her mother.

In December 2022 a new wheelchair accessible bus was purchased by the Service in order to accommodate community participation for our Service Users.



Sunbeam House – Respite Service

Lottery funding was received to provide additional respite to children over holiday periods in 2021. Here we have one of our children enjoying the sights of Christmas around our local town while availing of respite provided because of additional funding.



Castleconnor Resource Centre (C.R.C.)

2 staff continue to support service users in their HSE residential homes.



A space in the West Sligo Family Resource Centre (WSFRC) sourced and being used for activities, social integration and community participation. The West Sligo Family Resource Centre is situated in the middle of the village. Enabling independence and true social integration.

An interactive board in the WSFRC enabled Service Users to utilise on-line yoga and watch mass live from Knock as Covid restrictions didn't allow for Service Users to attend mass.



All service users who wished entered an art competition "Artworks Together Exhibition". It's based in England for all service users with intellectual disabilities or autism and is open internationally to all. We received an email on Wednesday 24th February 2021 to inform us that 4 service users that entered the draw were selected to be part of an art exhibition in Wentworth Woodhouse.



Each service users Covid 19 PCP of goals/activities were reviewed using Canva and adhering to Covid Restrictions
Recycling for the community.



MY STORYBOARD COVID 19 ACTIVITES



I LIKE VISITING THE WSFRC FOR ACTIVITES
I take part in different activities when i visit the WSFRC. Bingo and crosswords are my favourite.



VISITING THE CHURCH TO LIGHT CANDELS



I LIKE TO SET SOME FLOWERS FOR SPRING



MUSIC
I like using the interactive touch screen in the WSFRC to look up music videos. On Thursdays i enjoy a virtual music session with sylvie.



ON LINE MASS
i like to watch mass from knock on line



GETTING THE NEWSPAPER DAILY
I like to keep up to date of the local and national news. Also I like to read the obituaries.

Service users residing in Nephin Lodge Service kept connected with others in Sligo by participating in Reconnection Bingo through the HSE – SRF fund.



Service users won CHO1 Gardening competition!!!! They had a big celebration and Tommy Fleming presented the certificate to service users.



Community Group Homes Sligo Thornvilla, Lakelodge and Rathedmond.

In 2021 the service worked hard to keep the individuals we support and staff safe during Covid 19 pandemic. We overcame many challenges. We managed to provide face to face and online services for the Service Users. We continued to get approval and funding for additional staff in our Lakelodge and Thornvilla Community Group Homes in order to deliver our services effectively and safely. These additional staff will greatly help service provision in 2022 and will help to significantly reduce risk and increase opportunities for individuals to receive a more person centred service.

Rathedmond 5 day Community Group Home was used as an isolation unit for service users from our other Sligo Community Group Homes. Thankfully, it did not require usage. During 2021 the Board of Directors made a decision to put this house on the market as it was not suitable for the needs of our Service Users. HIQA have been notified of this closure and the necessary documentation was submitted.

Lakelodge Community Group Home.

While 2021 was still far from normal in relation to restrictions as a result of covid 19, things were looking a little brighter for our service users in Lakelodge. Day services remained closed but all continued to attend a variety of classes via zoom and from November 21st day services reopened and all our service users got to return for half days which was very exciting.

Every week our service users take part in a weekly meeting where they get the opportunity to discuss any issues, make plans for their week, meal plans and much more...



James said "I like the meetings I talk about my rights & choices and planning days out"

Tom said "I like getting to pick what we have for dinners & where to have my dinner out at weekends"

Anthony said "I like talking about things I've done, phone calls from family and planning to get out for cups of tea"

Alice said "I like talking about activities I'm doing in RSW and all my things"

All taking part in our weekly house meeting.

We were very lucky to get a new car in Lakelodge to better suit our needs and got to go on lots of adventures



Our new car



Rosses Point



Bundoran

Thornvilla Community Group Home.



Outing at Parkes Castle



Eating Out



Sunset at Strandhill



Visiting the Christmas crib.

Our 5 Service Users participated in Zoom classes, to include arts and crafts, bingo, chair aerobics, etc. This gave them the opportunity to link in with their fellow colleagues and friends. When restrictions lifted service users were delighted once more to engage in community activities, outings, eating out, visits to the cinema, attended church ceremonies, etc.

Quality and Standards

HIQA Review 2021



During 2021, 3 of our Residential Homes were reregistered

OSV-0001932 Sunbeam Lodge Community Group Home in Carrick-on-Shannon, Co. Leitrim

OSV-0001935 Lakelodge Community Group Home, Sligo

OSV-0001936 Thornvilla Community Group Home, Sligo.

OSV-0001933 Sunbeam House, Carrick-on-Shannon was reregistered on 5th January, 2022

We had 2 HIQA inspections in 2021. An overview as set out below outlines the areas of compliance. There were some actions identified which were followed up as required. Both inspections found good levels of compliance and positive feedback was reported from the Inspectors.

Full reports can be viewed on the HIQA website

	Sunbeam Lodge	Sunbeam House
Capacity and capability		
Regulation 3: Statement of purpose		Compliant
Regulation 15: Staffing	Compliant	Substantially Compliant
Regulation 16: Training and Staff development	Compliant	Compliant
Regulation 23: Governance and management	Compliant	Substantially compliant
Quality and Safety		
Regulation 5: Individual assessment and personal plan	Compliant	Compliant
Regulation 6: Health Care	Compliant	
Regulation 7: Positive Behavioural Support	Substantially Compliant	Compliant
Regulation 8: Protection	Compliant	
Regulation 9: Residents' rights	Compliant	
Regulation 17: Premises		Substantially Compliant
Regulation 20: Information for residents		Compliant
Regulation 26: Risk management procedures	Compliant	Compliant
Regulation 27: Protection against infection	Compliant	Compliant
Regulation 28: Fire precautions		Compliant



All Day Services continue to implement new directions programme. Easi Took continues to be formulated and updated in each of the services. All deadlines in relation to the submission of the Easi tool to CHO 1 were met . We continue to engage with the New Directions Implementation group, attending all the events and webinars. We continue to receive flyers from the NDIG. Staff have engaged in training on HSELand in relation to person centred planning and implementation of New Directions in Day Services.

External Accreditation



North West Parents and Friends Association implemented an Improving Quality (IQ). The Organisation was externally audited in September 2019 and granted at Foundation Level in December 2019 which is valid for 3 years.

North West Parents and Friends Committees

QRSM (Quality, Risk, Safety Management Committee).

The QRSM met on 7 occasions in 2021 with an additional management meetings held. All meetings were held virtually which proved very successful

This forum continue to review

- Accidents/Incidents/Near Miss
- Complaints and Compliments
- Review of Clinical and safety audits
- Review and development of policies
- Reports from all sub-committees
- Safeguarding issues
- Restrictive practices

The reporting of Accidents/Incidents and Near Misses at this forum provides us with valuable information to the Organisation and provides learning so we can analyse to minimise and reduce risks going forward. Quality and Safety Reports are submitted to Community Healthcare CHO1 as set out in our Service Level Agreement.

Risk Management Focus Group

This Group met on 9th June and 6th October. All Risk Registers were updated in each Centre in line with Covid and the Overarching Risk Register updated accordingly. It was hoped that in 2022 meetings would be held on a quarterly basis to collate all the information required for the Quality and Safety Report.

Health and Safety Committee.

The Health and Safety Committee met on 4 occasions during 2021, 22nd January, 28th April, 16th September and 15th November, 2021. We continue to review sections of the Health and Safety Statements and particular emphases in 2021 was Section 6 – Review of Contractors Section and Section 10 – Review of Covid Documents. The chain of reporting health and safety issues was agreed for all services. It also updates any hazards/incidents as identified and keeps a register of same.

Service users attend our meetings and having virtual meetings facilitates this. Agenda's and minutes are prepared in Easy to Read format to include service users.

	Minutes of meeting 28 th April, 2021 were read and agreed and Michelle welcomed Dermot to RSW Health and safety Committee
	The Contractors section of the H&S file was reviewed and all agreed and completed packs are to be filed in locked cabinet under GDPR

Risk Management

The Board is committed to ensuring that managing risks is an integral part of the Organisations activities. The Board receives regular updates from the Secretary/Manager on all services structures, systems policies and procedures in place to ensure services are delivered to the highest standards and risks are anticipated and managed. The risk management meeting at Board level was held on 7th December, 2021 when the 17-25 scoring and 5-11 were revisited and rescored with the additional controls put in place. Any issues from the above Committees that are not resolved are plotted and brought to this Management Meeting for discussion.

Audited Accounts

Audited accounts for year ended 31st December 2021 were prepared, independently audited and signed off by the Board of Directors at their meeting held on XXXXXXXX. The full set of accounts is published on the North West Parents and Friends website at www.nwpcf.ie.

North West Parents and Friends Association for Persons with Intellectual Disability. Summary of Income & Expenditure as at 31st December 2021

	31.12.2021 €	31.12.2020 €
State Grants and Service Income		2,997,610
Expenditure		<u>(2,918,407)</u>
Surplus on the provision of services		79,203
Other Income		12,829
Transfer to respite reserve		0
Transfer to contingency reserve		(38,000)
Transfer to capital contributions		<u>(12,764)</u>
Surplus/(deficit) for the financial year		41,268 =====

Balance Sheet as at 31st December 2021

	31.12.2021 €	31.12.2020 €
Fixed Assets		1,035,808
Current assets less liabilities		<u>1,632,921</u>
Net Assets		<u>2,668,729</u>
Financed by		
Other Reserves		2,353,275
Income and Expenditure account		<u>315,454</u>
		<u>2,668,729</u>

Activities and Achievements for 2021

- All services adhered to national guidance on restrictions advised through the HSE, HPSC and the HSE Infection Control Department regarding staff, service users and visitor safety pauses.
- The Organisation managed all Covid Outbreaks by redeploying staff around our Services.
- Services extended their capacity at the end of August in line with national guidance where possible.
- Governance Code completed and uploaded to Charities Regulator site.
- Enhancement of services from donations received in Holy Family Pre-School.
- 9 staff completed Fundamentals of Structured Teaching (5 day training).
- Graduation party for 11 pre school leavers held at the end of July for staff and children only due to Covid restrictions.
- Vaccination programme rolled out to all staff and service users
- Heating system was replaced in St. Ciaran's Day Service during August, 2021
- Easy to Read survey carried out for service users and families to gather information on the supports offered by the staff during Covid 19.
- A questionnaire was distributed to all staff in the Organisation to ascertain how the Organisation dealt with Covid 19 – Response Plan.
- 2 HIQA inspections held during the year.
- 3 Community Group Homes re-registered with HIQA.
- Lottery Funding received for the following projects in 2021
 - To develop a sensory garden at Holy Family Pre School €2,000.00
 - To provide Respite for 3 children during school closures €5,000.00
- Air conditioning ventilation system was installed in August in RSW funded by the HSE Covid Grant.

Objectives for 2022

- To appoint a new C.E.O. for the Organisation.
- To have Respite House re-registered by HIQA.
- To continue to work with the HSE to increase level of staffing and sign off Service Level Arrangements for 2022.
- To continue to work towards maintaining high standards throughout the Organisation and to follow guidelines from HSE for the full resumption of service as per their recommendations and to continue to provide person centred services to all services users.
- To put 88 Rathedmond Community Group Home on market for sale.
- To continue to work on New Directions, work on action plans and meet targets as set out by HSE.
- To update Governance Code.

- To carry out Risk Management at Board level in Quarter 4.
- To continue to hold meetings with QRSM, Health and Safety, Sub Risk Management Committees as set out in the Terms of References.
- To invest monies to update computer systems within the Organisation to comply with GDPR.
- To update NWPf website.

North West Parents and Friends Association,
R.S.W.,
Cleveragh Industrial Estate,
Sligo

Company Registration Number 37006
Charity No: CHY5578
Charity Registration No: 20015909

Tel: (071) 9143358/9145567

Email: info@nwpf.ie

Website: www.nwpf.ie

North West Parents and Friends
Association for Persons with
Intellectual Disability Reports and
Financial Statements for the financial
year ended 31st December, 2020 are
published on our Website
www.nwpf.ie