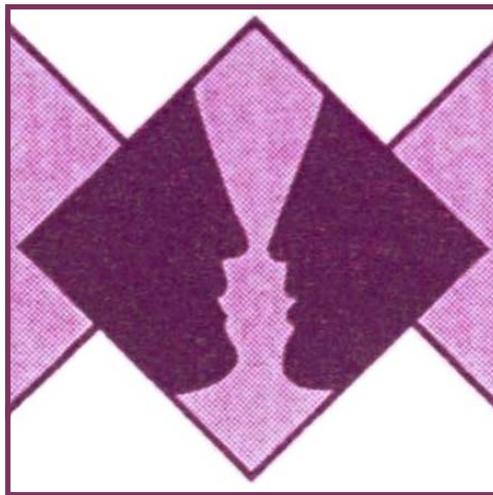


Cardiff and Vale Mental Health Development Project



Annual Report

2005/2006

Unit 11 Williams Court, Trade Street, Cardiff CF10 5DQ

029 2022 2000

mail@cardiff-vale-mhdp.org.uk

www.cvmhdp.org.uk

World Mental Health Day 2005



A stilt walker was hired to hand out balloons and leaflets

Approximately 200 people attended the event held at St David's Hall, Cardiff that was thought up by the Cardiff and Vale Service User Forum and organised by a steering group of service users.

There were displays and information from 20 different organisations reflecting this years theme of 'Mental & Physical Health Across the Lifespan'.

Activities included Indian head massage, hand and foot massage, Extend exercise, salsa and Chi Kung. There was also a well attended Theatr Forwm Cymru performance by service users, as well as members of the audience. During lunch there was a performance on stage by a pianist, followed by poetry reading. A performance by the band Abandoned ended the day.



The Theatr Forwm Cymru performance by service users and involving members of the audience was very well attended.



Extend exercise session



Abandoned playing on the stage of the level 3 foyer at the end of the event.





Newsletter

The 'Network News' newsletter. As well as going out in mailings, the newsletter is also available on our website at www.cvmhdp.org.uk and is usually out monthly.

Unit 12

In 2005 we were offered the lease for the unit next to our office.

Unit 12 is more convenient than our previous meeting room in Trade Street, has better facilities and more space.

Apart from our regular meetings we are also able to hold training and workshops in Unit 12, and it was also decided to let other groups and organisations use the rooms for one off meetings and events.

This is something we hope to build upon in 2006/07.



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Legal and Administrative Information

Officers

Chair: Eileen Wareham

Staff

Director	Linda Newton
Office Manager	Carol Bretman
Admin / Information Officer	Caroline Evans
Service User Involvement Development Officer	Daniel Smith
Older Peoples' Mental Health Carer and User Involvement Development Officers: Cardiff	Jane Patreane
Vale	Finola Dignan

Bankers

Unity Trust Bank plc

Nine Brindleyplace
Birmingham, B1 2HB

Auditors

Zeidman & Davis

Chartered Accountants and Registered Auditors
76c Cardiff Road
Caerphilly, CF83 1TF

Cardiff and Vale Mental Health Development Project
Registered charity Number 1081806
Established as an unincorporated association at a Special Meeting held on
June 15th 2000, following an Inaugural Meeting held on 18th November 1999

Unit 11, Williams Court, Trade St., Cardiff CF10 5DQ
Tel 029 2022 2000
Fax 029 2023 8258
Email: mail@cardiff-vale-mhdp.org.uk

Executive Committee

Chair: Eileen Wareham
April 2005 – March 2006

Committee Members: April 2005 – March 2006

Paul Clarke

Susan Jones

John Evans

Elaine Gorvett

Aims of the Organisation

The Charity's objects are to promote any charitable purposes for the benefit of those people experiencing mental health problems within the area of benefit, by assisting the work of voluntary organisations, mental health service users and carers.

About the Organisation

Cardiff and Vale Mental Health Development Project (CVMHDP) has been in existence since 1991, originally funded as one of several county mental health development services under the first Mental Illness Strategy of 1989.

Initially operating under the auspices of first Intervol and then the Vale Council of Voluntary Services, CVMHDP obtained independent charitable status following a special meeting on June 15th 2000 and an inaugural public meeting on November 18th 1999.

Since its inception there has been no change in the aims of the organisation or its area of benefit.

The Executive Committee

The Executive Committee comprises members elected from the Project membership as follows:

- ◆ 1 representative of a service user group in Cardiff
- ◆ 1 representative of a service user group in the Vale of Glamorgan
- ◆ 1 representative of a service user group in either Cardiff and the Vale of Glamorgan or the wider area
- ◆ 1 representative of a carer group in Cardiff
- ◆ 1 representative of a carer group in the Vale of Glamorgan
- ◆ 1 representative of a carer group in Cardiff and the Vale of Glamorgan or the wider area
- ◆ 1 representative of the voluntary organisation working in Cardiff
- ◆ 1 representative of a voluntary organisation working in the Vale of Glamorgan
- ◆ 1 representative of a voluntary organisation working in Cardiff and the Vale of Glamorgan or the wider area

In addition the Executive can co-opt 3 additional members

Executive Committee members can hold office for a maximum period of 3 years after which they shall stand down

One third shall retire from office at the end of each AGM; all those retiring may stand for re-election.

Full details of our aims and election process can be found in our constitution, available from CVMHDP.

The AGM is advertised publicly, via the CVMHDP membership and to all associated networks.

Staff and Premises

CVMHDP leases premises and employs staff.

Staff consist of a Director, working 30 hours a week, an Office Manager working 32 hours a week, an admin/information officer, working 32 hours a week across all parts of CVMHDP, including the service user and carer Projects outlined below. Core funding is received as a local mental health development service via the Assembly's Local Mental Health Grants Scheme, administered by the WCVA.

CVMHDP now manages 2 Projects working specifically to develop involvement with service users and carers and service users of older people with mental health needs. These projects were established with the support of their constituencies, and are managed with the support of Advisory Groups consisting of all stakeholders, including 50% of service users and carers.

CVMHDP manages the Service User Involvement Development Project, with a full time adult Service User Involvement Development Officer. Originally funded as a pilot by the Welsh Assembly with the support of the Service User Forum, this is now funded by Cardiff and Vale LHBs, Cardiff and Vale of Glamorgan Councils, and Cardiff and Vale NHS Trust.

CVMHDP also manages the Older People's Mental Health Carer and User Involvement Development Project, the officer for Cardiff working 27 hours a week. Funding for this Project, established in 2004 in liaison with Cardiff Consultation Group, is received from the Assembly's Joint Working Special Grant (Flexibilities funding) administered by Cardiff council. In 2005 the Vale of Glamorgan Council and Vale LHB made funding available to extend the service to the Vale of Glamorgan. A similar part-time post was therefore created, starting in September 2005 working at 18 hours a week for the first 6 months. See below for reports on the work of these Projects.

The Mental Health Development Service

CVMHDP works to the minimum standards specified for mental health development services by WCVA and the Welsh Assembly Government. This is tailored to the needs of its constituency annually via evaluation and production of an annual workplan with the Mental Health Forum. The work of the Project includes support to voluntary sector, user and carer groups in relation to training and development, information sharing, and co-ordination of joint working and involvement in the planning and provision of services.

Some examples of the work of CVMHDP are outlined below.

Information sharing and Communications

During the year, CVMHDP has produced a regular newsletter, Network News, and developed its website. This has included updates to the Mental Health Service directory – now on the website, and work to produce a hard copy of the directory, due out shortly.

This has been supplemented by the work of the Older People's Mental Health Carer & User Involvement Development Project who have been working to produce the Directory for Older People with mental health needs.

CVMHDP is also contributing to an update of the handbook for adult carers in liaison with Hafal and other stakeholders, which will be available on the Hafal website.

Partnerships and Networks

CVMHDP has serviced and supported various forums and networks throughout the year, including the following constituencies:

- ◆ Cardiff and Vale Mental Health Forum,
- ◆ Vale Members Sub Group of the Mental Health Forum
- ◆ Bro Taf Voluntary Sector Mental Health Network (BTVSMHN) - supported in liaison with the Mental Health Development Service for Rhondda Cynon Taf and Merthyr.

The following are supported by the Service User and Carer Projects:

- ◆ Cardiff and Vale Service Users Forum
- ◆ Carers Involvement Group (Older people's Mental Health)

The Cardiff Carers Network (for carers of adults with mental health needs) is now supported by Hafal.

A number of networks and working groups have also been supported, including:

- ◆ Community Day Services Sub Group
- ◆ BTVSMHN Care Programme Approach Theme Group
- ◆ Mental Health Welfare Rights Group (facilitated by Liz Bettles, Cardiff Welfare Rights Unit)

The Project has also contributed to, and supported the contribution of the Mental Health Forum, to Mental Health Action Wales, the Wales wide Association of Voluntary Sector Mental Health Networks.

The Cardiff and Vale Mental Health Forum and Bro Taf Voluntary Sector Mental Health Network have undertaken various activities and tasks, including:

- responses to national and local consultations such as the Vale Social Services Joint Review; changes to Mental Health Services in Cardiff and the Eastern Vale, including the Revised Strategic Outline Case Implementation Plan, Mental Capacity Advocacy Service in Wales, etc
- contributions to briefings and responses to, for example, the new mental health National Service Framework, Raising the Standard, the Risk & Quality Review, the Wales Audit Office Baseline Assessment of Mental Health Services; the Mental Health Act Amendment developments, Designed for Life, Cardiff Council Scrutiny committee debate on respite care and changes in the Implementation Action Plan for mental health services etc.
- invited speakers and held discussions in relation to service planning and operational developments and identified unmet need
- held a conference & produced a report in liaison with VAC entitled: 'Across the Divide': a voluntary sector led multi agency conference on social inclusion and the gap between health & social care.
- facilitated via the Forum, representation and a voice for constituencies in the planning and delivery of services via joint planning arrangements, including a myriad of working groups such as including the Stakeholder Network, Cardiff and Vale Occupational Planning Group, Day Services Working Group, Vocational Services Strategy working Group, Crisis Team working group,

CPA Implementation Group, Advisory Planning Groups, Joint Operational Groups, Mental Health Promotion Sub group etc.

Training

The Project has continued to run training, both locally and via the Bro Taf Voluntary Sector Mental Health Network, - including training on self harm, basic mental health awareness and risk assessment. We have also acted as a conduit for information on training courses, shared through Network News and the various forums, & invited speakers on key topics to Forum meetings. For non mental health specific organisational training needs we have signposted to other organisations.

Development Service

A development service continues to be provided by CVMHDP to those agencies wanting support in relation to funding and service development.

Small Grants Fund

Finally, the Project has administered the Mental Health Small Grants Fund on behalf of the Mental Health Forum. The Fund aims to promote user and carer initiatives and voluntary sector work to empower users and carers. Funding for this scheme is obtained from the WCVA Local Mental Health Grants Scheme.

Over the year this fund has supported 14 groups, e.g.

- ◆ Men in the Vale Self Help Group £1700 running costs (2 allocations)
- ◆ Weston Spirit: £500 – course for young carers to develop self esteem
- ◆ Awetu: £1000 to support arts activities for service users
- ◆ TimeforUs2: £1942 to set up a user led self help group for post natal depression, Barry
- ◆ Cardiff & Vale Patients council: £900 for purchase of laptop for use in new Unit, Llandough Hospital
- ◆ Spectrum Arts Initiative, Mind in the Vale of Glamorgan : £1000 for material, venue hire, tutor costs
- ◆ 4Women Self Help group: £1000 for running costs & activities
- ◆ Chums Befriending Group, Pen yr Enfys: £800 for running costs
- ◆ ASFA £2,000 for running costs
- ◆ New Beginnings Self Help Group - £2,000 for running costs and alternative therapies
- ◆ Zephyr Group (Self Help Newsletter Group for 4 Winds Centre: £1,910 for equipment & running costs
- ◆ Doversity Self Help Group £999 for computer equipment & material
- ◆ NW Cardiff Women's Group: £1,400 running costs
- ◆ Alzheimers Society: £396 to explore feasibility of new carers group, Barry Hospital.

Total funding allocated: £17,542.

Service User Involvement Development Project

Report by Daniel Smith: Service User Involvement Development Officer

Introduction

Background: Purpose of Post

The purpose of the Service User Involvement Development Project is to work with people who use mental health services and mental health service providers to ensure that service user views influence the development and delivery of services.

This involves:

- ◆ Support to services users – to work with service users to identify their support needs in relation to user involvement; to ensure that the necessary support is available, supporting service users to meet, discuss raise and respond to issues about mental health services; assist service users to prepare and participate in meeting with managers and commissioners.
- ◆ Support to service providers – to identify their support needs and arrange support as appropriate, and advise on the development of policies and procedures to enable improved user involvement,
- ◆ Work with partners to develop specific innovative user involvement projects

The Project is supported by an Advisory Group consisting of stakeholders of which a minimum of 50% are service users, which devises an annual workplan. Over the past year the Service User Involvement Development Project has been working hard to maintain existing involvement structures whilst seeking to establish new ones, summarised below.

Cardiff and Vale Service User Forum and Joint Planning

“For me coming along to my first meeting was very scary. I knew that I wanted to have a voice about the way things were run in mental health services but wasn’t sure how to go about it. At first I found the meeting hard to understand, people were talking about things that I had never heard about but everybody was very friendly and welcoming. For people coming along for the first time I would definitely say keep at it, say if you don’t understand. People are more than happy to explain and you will pick it up as it goes along. It is worthwhile if you want a voice”

Liane, Service User Forum Member

“After many years as a user of mental health services feeling that I had managed very well without any support such as that from attendance at the service user forum I decided to give it a go. After going to a few meetings I was “smitten” and found myself not only contributing to the meeting but also doing some things away from them. Since representing the forum at several different meetings concerning mental health services in Cardiff and Vale my interest in the project has deepened”

Margaret, Service User Forum member

One of the core activities of the Project is to support the Cardiff and Vale Service User Forum, a monthly meeting of mental health service users in the area, established with service users to ensure a service user voice in the planning and delivery of services. Attendance has increased since a shift in the format of meetings to make them issue based with a guest speaker.

The Forum is chaired by its members, and members of the Forum also assist with mailings. The Project supports the Forum meetings by taking and distributing minutes, venue and refreshment arrangements, administering travel expenses, producing posters and leaflets, providing a point of contact, arranging guest speakers at the behest of members, and supporting the production of Forum publications. In addition the Officer supports those service users who attend joint planning meetings with pre-meetings and debriefing meetings. In the past year there have been a number of training opportunities provided by the Project such as “theatre forum”, and “standing up, speaking out” in order to extend the range of ways in which people can have a voice.

Networking: The Forum has been working to develop and maintain contacts with a variety of organisations engaged in service user involvement, including user forums in Monmouthshire and Bridgend, and with the US Network.

Where service user representatives are unavailable the Projects’ worker currently attends sub group meetings on issues such as Care Programme Approach (CPA), and Day Services in order to feed in service user views and feed back to the Forum. However, the key route has been to facilitate the attendance of key planners and providers to the Forum to discuss with service users direct, rather than through representatives.

Speakeasy Social

The “Speakeasy Social” also meets each month and acts as a partner meeting to the Forum, meeting in the café area of Chapter Arts Centre. A less formal way of becoming involved was requested by service users in order to continue to attract new people to the Forum meetings. It has proved a good way of sharing information and attracting new people to get involved.

Consultations

The Project continues to facilitate service user involvement in consultations around mental health services. These have included in the past year:

Consultations on plans to modernise day services: This included an event at St David’s hall attended by over 60 service users, reader friendly summaries of the information being consulted upon, and a subsequent report produced by Liz Hanbrook.

Consultation on the revised implementation plan to modernise mental health services: this included a number of information/consultation sessions for service users prior to a larger “stakeholder network” meeting.

Developments in Statutory Services

In the past year service user representatives have participated in a number of statutory developments, particularly within Cardiff and Vale NHS Trust. These have included developing a new care pathway for psychosis, staff “refocusing” sessions, the Action in Mental Health (AIM) project, developing the new Llanfair unit, evaluation of the Crisis Resolution Home Treatment Team (CRHT), developing the Acute Psychiatric Ward Accreditation System (APWAS) with the Royal College of Psychiatry, involvement in clinical governance and developing an information resource for Community Mental Health Teams.

Through Project support, service users were also able to record their views of the Employment Opportunities Centre during its closure.

Promoting Service User Involvement in the Voluntary Sector

An information resource on how to develop service user involvement in mental health voluntary sector organisations has been produced and circulated via the voluntary sector Mental Health Forum.

Feedback on the 'resource' to date via the Mental Health Forum has been positive, members welcoming the resource.

In 2006/7 the Project plans to work with voluntary organisations to promote use of the Resource Pack and to evaluate its effectiveness in supporting the development of user involvement.

Events

"I Loved the music and that people taking part were allowed to entertain at whatever level".

"Arts and poetry exhibit were very interesting".

Comments received about the World Mental Health Day 2005 event

World Mental Health Day saw an idea from the Service User Forum grow into a large and successful event taking place in the heart of Cardiff. The event, planned & co-ordinated with Service User Forum representatives, and supported by the Project in partnership with Cardiff Local Health Board, was well attended and received. The event highlighted activities and services available while highlighting mental health issues to the general public and included music and theatre. Feedback from those participating was positive.

Service User Research

A funding bid has been developed for a local User Focused Monitoring scheme to ensure that user led service user evaluation feeds into the current development of mental health services. This follows contact with User Focused Monitoring initiatives in Torfean and Bristol. The outcome of this bid is awaited.

Recruitment

In the past year service users have continued to be involved in the recruitment of NHS staff. There has been ongoing work on resolving the issue of how to recognise the value of a service users involvement in the light of new guidance from the Department of Health. The next training session for new people interested in helping select NHS staff will be in June. There is also agreement that service users will be involved in the selection of social workers in Cardiff.

Stronger in Partnership

In partnership with service users and planners, the Project has been working to try to ensure that the policy implementation guidance on mental health service user and carer involvement, 'Stronger in Partnership', is implemented across Cardiff and the Vale of Glamorgan. There has been a workshop with adult and older people's mental health service users and carers to find out what the priorities for involvement are for those using services, which from evaluation returns, was well received. An action plan is being developed to address these needs.

Training for Trainers

Following a visit to the Forum from "Pontydd" Service User Training Consultancy based in Carmarthen, a group of service users are now involved in preparing to

provide training to mental health professionals in the short term and to other organisations and groups in the longer term. There are 5 service users currently involved who are to provide training for Approved Social Workers in Cardiff.

A big thank you to everyone who has given their time over the past year in the Forum and other involvement activities.

Carer and Service User Involvement Development Project for Older People's Mental Health

"When I first met Jane I wasn't 100% sure of the remit of the project but now I am fully aware of the work and feel this has been fulfilled admirably. There are various organisations in Cardiff doing work for carers and those they care for and these often crossover but this project has enabled them to link up and work together. It's clear the ethos of the project is in the interest of the carer. The development officers have a kind and friendly approach and it is a tragic loss to the Vale that Finola has had to finish - its short sighted of them. I hope that Cardiff will continue to see the value of the work undertaken by Jane and ensure funding continues".

Jill Grey, Carer

Report by Jane Patreane, Carer & Service User Involvement Development Worker: Cardiff

Throughout the year the Project, with the support of carers, has worked to develop the range of initiatives through which carers can contribute to the joint planning process on the individual, operational and strategic level, facilitating communication and the exchange of views between service planners, providers and carers.

Regular carers' meetings were set up and this became the Carers Involvement Group, some members of which sit as carer representatives on a variety of joint planning and operational groups. In addition to this I attend other carer support meetings arranged by various organisations. Opportunities for involvement have been advertised through a flyer and poster campaign and through our database and partners' databases, newsletters etc. Mail shots were also sent into the wider community by sending material to GP's, pharmacies, libraries, health centres etc., and the project promoted through display stands at events. Opportunities for involvement to date have included:

STRATEGIC LEVEL

- ◆ **Carers Involvement Group** – This group of Carers (and former Carers) meets regularly to be directly involved in the development, delivery, monitoring and evaluation of services. Examples of work undertaken include contribution to the NSF for Older People, monitoring ambulance services, and input into planned Llandough Unit.
- ◆ **Independent Mental Capacity Advocacy Service**
- ◆ **Annual Stakeholder Conferences in June 2005 and March 2006**
- ◆ **Framework for User and Carer Involvement**
- ◆ **Carer Support Services Task & Finish Group**
- ◆ **Talk to your Local Councillors**

OPERATIONAL

- ◆ **Carer – Provider Liaison Meetings**
- ◆ **Comments on Care in Hospital**

- ◆ **Continuing Care Services** – 3 sessions were arranged for the Trust to talk to carers about current care services at the three hospital sites in Cardiff and the Vale.
- ◆ **What is a Community Mental Health Team Session**
- ◆ **Visit to new Mental Health Unit at Llandough Hospital**
- ◆ **Recruitment** – training for carer to sit on Trust interview panels
- ◆ **Student Training** – Carers talk to student nurses to give a carers perspective

INDIVIDUAL Level

- ◆ **Comments Boxes**
- ◆ **Back Care for Carers Training Session**

Information

Carers Handbook – Planned and formatted content, production and distribution of Directions – Guide to Older People’s Mental Health Services in Cardiff and the Vale of Glamorgan, providing invaluable information and advice for carers. Distributed widely through GP’s, libraries, hospitals, social workers, churches, day centres, press etc.

Newsletter – monthly newsletter detailing involvement information and opportunities.

Report by Finola Dignan, Carer & Service User Involvement Development Worker: Vale of Glamorgan

Started in the Vale of Glamorgan in October 2005, this project has been to promote and modernise existing resources for carer involvement and explore new mechanisms for service user involvement. There had been no Development Officer Post in the Vale of Glamorgan prior to this and therefore the first 3 months became a mapping and meeting exercise to :

- ◆ Identify existing carer/service user support groups
- ◆ Identify all voluntary agencies representing Older Persons Mental Illness in the Vale
- ◆ Identify all statutory services involved in Older Persons Mental Illness in the Vale
- ◆ Make comparison with existing services in Cardiff through joint working with the Cardiff Development Officer (Jane Patreane)

One of the major differences in the Vale has been the geography which covers the boundaries of two NHS Trusts, Bro Morgannwg in the Western Vale and to the East, Cardiff & Vale NHS Trust. This affects delivery of services on all levels including the multidisciplinary teams, access to day care and respite, local transport and ambulance services.

The second 3 months in post has been to support existing carer/service user groups, develop new groups, reach a wider network of carers and service users, share and exchange information with statutory and voluntary agencies, facilitate consultation with carers/service users and make sure their voice is heard.

Actions/Activities

Strategic

- ◆ Carer/service user support groups
- ◆ Stakeholder Conference March 2006
- ◆ Framework for Carer and User Involvement
- ◆ Carer Support Services Task and Finish Group

Operational

- ◆ Carer/service user provider meetings
- ◆ Listening Day in Barry Hospital, November 2005
- ◆ Mental Health Assessment Services
- ◆ Older Persons Forum Vale of Glamorgan
- ◆ Mental Capacity Act
- ◆ Carers Development Group
- ◆ Service User meeting Morgannwg ward
- ◆ New Carers Support Group - a new group was recently set up initiated by the development officer in consultation St Barruc's ward manager and the Alzheimers Society.
- ◆ Monthly newsletter jointly produced for carers in Cardiff & Vale.

Admin Report

The work outlined in the annual report is supported overall by the admin. team – particularly the mailings to networks, an integral part of the Project. The payment of bills on time, day to day finance matters, the smooth running and maintenance of all equipment, [most on contract] including central heating, plumbing, and the building as a whole, are also part of the admin/manager role, as are health and safety issues.

Recycling - we are trying to be more aware of recycling and saving resources. We have taken advantage of Cardiff Councils paper collection, and also recycle ink cartridges from printers. Also, on a small scale we recycle anything else that can be with members of staff taking home milk bottles, cans, etc.



On that note, there follows a short piece by Caroline on her job in particular...

From Caroline Evans, Admin/Information Worker

At the start of the year I was only temporarily covering the Admin & Info post. When the post was advertised I applied and was fortunate enough to be able to stay in a job I love.

It turned out to be a very busy year, with the updating of a Directory of Older People's Mental Health Services [with thanks to the edition of Signpost that we copied, updated and added to], and then the mammoth task of starting to update the 'Directory of Mental Health Services in Cardiff and the Vale of Glamorgan' after we were offered funding to have a new hard copy published by Cardiff Local Health Board.

Also in 2005 'e-mailing' lists for the Mental Health Forum were set up, both to reduce paper use and to cut down on postage and copying costs. This is something we hope to build on. Important to this development has been the decision to have the photocopier networked- this means it can be used to scan in documents to email. It has also meant that we can print directly to the copier, leading to better looking flyers, leaflets, and newsletter.

Our newsletter 'Network News' was sent out monthly throughout 2005, but unfortunately because of the Directory update 2006 didn't see an issue until March.

Carol Cooke, Finance/Office Manager
Caroline Evans, Admin/Information Worker.

CVMHDP - Organisational Activities

During this period CVMHDP continued to work from its office base at Unit 11, Williams Court, Trade St., Cardiff, and following an increase in staff numbers, has also leased Unit 12 Trade St - a facility also useful for training initiatives and meetings.

The Project has continued to develop and review organisational policies and procedures. New policies developed in this year include CRU polisiec, Harassment, Equal Opportunities and an Equal Opportunities Action Plan
The Project is undertaking a quality review using PQASSO level 2 and has developed a Business Plan.

The Future

CVMHDP is looking to maintain & build its organisational base, and membership, and to maintain funding for its current projects, with the support of its membership and constituencies.

We will specifically seek to maintain funding for the Service User Involvement Development Project, the Older People's Carer and User Involvement Development Project, and the Small Grants Fund, administered on behalf of the Mental Health Forum.

For the future, we will look to maintain the core funding for the Project and funding for the user and carer involvement development projects. We will look to build up our work with the voluntary sector, looking long term to the development of a part time voluntary sector development worker, in line with an independent review of the Project in 2004.

The basis of our work will continue to be tailored by our constituencies – the voluntary sector user and carer groups which make up the membership of the Project and the networks we service and link with.

Thanks

We would like to thank all those with whom we have been in contact over the year for their contributions and support, and particularly to those who have given their time freely. Your support has been very much appreciated.

Financial Report

2005/6 has been the organisation's fifth year as an independent charity, during which we have worked to try and secure the continued funding for the Service User Involvement Development Project and the Older People's Mental Health Carer and User Involvement Development Project.

The Project's funds have been used to employ staff to assist voluntary organisations, service user groups and carer groups working in the mental health field.

Through our Business Plan we have identified the need for a specific reserves fund to cover 6 months running costs of the Project, in line with Charity Commission guidelines.

Some of the main points to note about the accounts are:

- ◆ In terms of core project costs, the Project has spent its grant income. Overall, income exceeded expenditure by approximately £5,200. This is due to the receipt of management fees and bank interest which in accordance with reserves policy, is being transferred to COIF to build the reserves fund. In line with Charity Commission guidelines, charities are advised to hold 6 months running costs in reserve for contingencies.
- ◆ There were some underspends on the ringfenced Projects (restricted funds). Where appropriate, this will be returned to funders, or used, with the agreement of funders to supplement funding for the projects in the financial year 2006/7. This is particularly pertinent to the User Involvement Development Project and the Older People's Carer and User Involvement Development Project in the Vale; the former facing a reduction in income for 2006/7, and the latter needing additional funding to maintain the number of working hours for the post.
- ◆ The bulk of the Charity's assets comprise cash held in an interest bearing bank account. Access to the funds requires the signatures of 2 Executive Committee members. The assets are held to cover the reserves fund outlined above and other contingencies such as maternity and sickness pay, and other unforeseen circumstances
- ◆ The Charity's financial position as at 31/3/2006 is sound.
- ◆ The major source of income is a grant from Wales Council for Voluntary Action
- ◆ Income for the ringfenced Projects is received from:
 - ◆ Welsh Assembly Government Special Joint Fund (Flexibilities) (Cardiff)
 - ◆ Cardiff Council, Vale of Glamorgan Council, Vale Local Health Board, Cardiff Local Health Board, Cardiff and Vale NHS Trust.
- ◆ There have been no important events affecting the charity between the date of the balance sheet and the date of the Annual General Meeting
- ◆ The Charity's assets are available and adequate to fulfil the obligations of the Charity

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF CARDIFF & THE VALE MENTAL HEALTH PROJECT

We have audited the financial statements of Cardiff & The Vale Mental Health Project for the year ended 31st March 2006 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Sections 43 and 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the trustees' report is not consistent with the financial statements, if the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements,

and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming an opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31st March 2006 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charities Act 1993.

Zeidman & Davis
Chartered Accountants and Registered Auditors
76c Cardiff Road
Caerphilly
CF83 1JR

Date: 25th October 2006

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST MARCH
2006

	Notes	Unrestricted funds £	Restricted Income Funds £	Total Funds 2006 £	Total Funds 2005 £
Incoming Resources					
Incoming resources from generated funds	3				
Investment Income		1,297	-	1,297	1,240
Incoming Resources from Charitable Activities		78,315	122,894	201,209	141,540
Other incoming Resources (Small Grants)		<u>17,581</u>	<u>-</u>	<u>17,581</u>	<u>17,152</u>
Total Incoming Resources		<u>97,193</u>	<u>122,894</u>	<u>220,087</u>	<u>159,932</u>
Resources expended					
Costs of Generating Funds					
Charitable Activities	4	55,185	105,762	160,947	123,647
Governance Costs	4	23,477	-	23,477	23,907
Other resources expended (Small Grants) ⁸		<u>17,548</u>	<u>-</u>	<u>17,548</u>	<u>20,002</u>
Total Resources Expended		<u>96,210</u>	<u>105,762</u>	<u>201,972</u>	<u>167,556</u>
Net incoming resources before other recognised gains		983	17,132	18,115	(7,624)
Gross transfers between funds		<u>4,217</u>	<u>(4,217)</u>	<u>-</u>	<u>-</u>

Net incoming resources before other recognised gains/(losses)	<u>5,200</u>	<u>12,915</u>	<u>18,115</u>	<u>(7,624)</u>
Other recognised gains/(losses)				
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-
Gains and losses on investment assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Movement in Funds	5,200	12,915	18,115	(7,624)
Total Funds Brought Forward	<u>32,734</u>	<u>17,802</u>	<u>50,536</u>	<u>58,160</u>
Total Funds Carried Forward	<u>37,934</u>	<u>30,717</u>	<u>68,651</u>	<u>50,536</u>

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

**BALANCE SHEET
FOR THE PERIOD ENDED 31ST MARCH 2006**

	Notes	Unrestricted funds £	Restricted Income Funds £	Total Funds 2006 £	Total Funds 2005 £
FIXED ASSETS					
Tangible Assets	9	3,870	-	3,870	5,160
Investments	10	-	-	-	-
TOTAL FIXED ASSETS		<u>3,870</u>	<u>-</u>	<u>3,870</u>	<u>5,160</u>
CURRENT ASSETS					
Stock and work in progress		-	-	-	-
Debtors	11	614	-	614	-
Investments		-	-	-	-
Cash at bank and in hand		<u>35,515</u>	<u>32,692</u>	<u>68,207</u>	<u>48,428</u>
TOTAL CURRENT ASSETS		<u>36,129</u>	<u>32,692</u>	<u>68,821</u>	<u>48,428</u>
CREDITORS: amounts falling due within one year					
	12	<u>2,064</u>	<u>1,975</u>	<u>4,040</u>	<u>3,052</u>
Net current assets/(liabilities)		<u>24,064</u>	<u>30,717</u>	<u>64,781</u>	<u>45,376</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>37,934</u>	<u>30,717</u>	<u>68,651</u>	<u>50,536</u>
CREDITORS: amounts falling due after one year					
	13	-	-	-	-
Provisions for liabilities and charges		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS		<u>37,934</u>	<u>30,717</u>	<u>68,651</u>	<u>50,536</u>
FUNDS OF THE CHARITY					
Unrestricted Funds		37,934	-	37,934	32,734
Restricted income funds	14	<u>-</u>	<u>30,717</u>	<u>30,717</u>	<u>17,802</u>
TOTAL FUNDS		<u>37,934</u>	<u>30,717</u>	<u>68,651</u>	<u>50,536</u>

These accounts are prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small entities.

Approved by the management committee on 25th October 2006 and signed on its behalf by:

..... Eileen Wareham

..... Paul Clarke

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31ST MARCH
2006**

(Continued)

		2006	2005		
		£	£		
3.	ANALYSIS OF INCOMING RESOURCES				
	Activities for generating funds				
	COIF Interest	<u>1,297</u>	<u>1,240</u>		
	Incoming resources from charitable activities				
	User Involvement & Activities	58,400	41,025		
	Older Person - Cardiff	49,494	22,240		
	Older Person - Vale	15,000	-		
	Small Grants	17,581	17,152		
	Mental Health Development Project	78,315	62,123		
	W.C.V.A.	-	<u>16,152</u>		
		<u>218,790</u>	<u>158,692</u>		
		<u>220,087</u>	<u>159,932</u>		
4.	ANALYSIS OF RESOURCES EXPENDED				
	Charitable Activities (Including user and carer activities)				
	Staff Costs	92,142	67,198		
	Recruitment	6,118	7,372		
	Travel & meetings	4,469	2,230		
	Room Hire and training	8,061	3,209		
	Audit	939	<u>1,692</u>		
		<u>111,729</u>	<u>81,701</u>		
	Support Costs (Note 5)	<u>49,218</u>	<u>41,946</u>		
		<u>160,947</u>	<u>123,647</u>		
	Governance Costs				
	Audit	67	121		
	Recruitment	-	-		
	Travel	98	<u>86</u>		
		<u>165</u>	<u>207</u>		
	Support Costs (Note 5)	<u>23,312</u>	<u>23,700</u>		
		<u>23,477</u>	<u>23,907</u>		
5.	SUPPORT COSTS				
		Fundraising Activity	Charitable Activity	Governance Activity	Total Cost
		£	£	£	£
	Premises	-	23,788	1,478	25,266

Finance Staff	-	-	21,306	21,307
Communication	-	23,009	518	23,527
Consultancy	-	40	-	40
Subscriptions	-	640	-	640
Depreciation	-	1,290	-	1,290
Bank Charges	-	451	10	461
	-	49,218	23,312	72,531

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2006

(Continued)

6.	TRUSTEE EXPENSES	2006	2005
		£	£
	Number of Trustees who were paid expenses		
	Total amount paid	-	-
7.	PAID EMPLOYEES		
7.1	Staff Costs		
	Gross wages, salaries and benefits in kind	98,975	84,846
	Employer's National Insurance costs	9,051	6,662
	Pension Costs	5,422	5,167
	Total staff Costs	113,448	96,675
7.2	Average number of full-time equivalent employees in the year		
	Fundraising	-	-
	Charitable Activities	4	3
	Governance	2	2
	Other	-	-
		6	5
7.3	The charity does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 6 (2005: 5). The charity makes no contributions to this scheme.		
8.	GRANTMAKING		£
	Grants made to institutions (Over 1,000)		
	Mind In The Vale		1,000
	Tynewydd Men		1,700

Time4U2	1,942
Zephyr Group	1,910
AWETU	1,000
ASFA	2,000
New Beginnings	2,000
Four Women	1,000
North West Cardiff WG	1400
	<u>13,952</u>

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2006

(Continued)

	Computers £	Office Equipment £	Fixtures & Fittings £	Total £
9. TANGIBLE FIXED ASSETS				
Cost				
At 31st March 2005	6,602	3,176	2,673	12,451
Additions	-	-	-	-
Disposals	-	-	-	-
At 31st March 2006	<u>6,602</u>	<u>3,176</u>	<u>2,673</u>	<u>12,451</u>
Depreciation				
At 31st March 2005	3,661	2,133	1,497	7,291
Charge for the year	<u>735</u>	<u>261</u>	<u>294</u>	<u>1,290</u>
At 31st March 2006	<u>4,396</u>	<u>2,394</u>	<u>1,791</u>	<u>8,581</u>
Net Book Value				
At 31st March 2006	<u>2,941</u>	<u>1,176</u>	<u>1,043</u>	<u>5,160</u>
At 31st March 2005	<u>2,206</u>	<u>782</u>	<u>882</u>	<u>3,870</u>
10. DEBTORS AND PREPAYMENTS				
Amounts falling due within one year			2006	2005
			£	£
Analysis of debtors:				
Trade Debtors			<u>614</u>	<u>-</u>
11. CREDITORS AND ACCRUALS				
Loans and Overdrafts				
Trade Creditors			2,215	-
Accruals and Deferred Income			<u>1,175</u>	<u>-</u>
			<u>3,390</u>	<u>-</u>

12. TRANSFERS BETWEEN FUNDS

	General Funds £	Management Cost £	Total Funds £
U.I.D.P	1,560	(1,560)	-
Older Person -CDF	1,200	(1,200)	-
Older Person - Vale	457	(457)	-
W.C.V.A.	<u>1,000</u>	<u>(1,000)</u>	<u>-</u>

CARDIFF AND THE VALE MENTAL HEALTH DEVELOPMENT PROJECT

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31ST MARCH 2006

(Continued)

13. MOVEMENT IN FUNDS	Brought Forward £	Income £	Expenses £	Management £	Carried Forward £
W.C.V.A small grants fund	1,000	-	-	(1,000)	-
World Mental Health Day	419	-	-	-	419
Vale Carers	453	-	-	-	453
UIDP	3,571	58,400	(53,115)	(1,560)	7,296
User Activities (Cardiff Council/LHB)	3,568	-	-	-	3,568
Bro Taf User	4,251	-	-	-	4,251
Cardiff Carers	1,836	-	(1,836)	-	-
TSB Funds	586	-	-	-	586
CEED	2,118	-	-	-	2,118
Older Person Project - Cardiff	-	49,494	(41,430)	(1,200)	6,864
Older Person Project - Vale	<u>-</u>	<u>15,000</u>	<u>(9,381)</u>	<u>(457)</u>	<u>5,162</u>
	17,802	122,894	(105,762)	(4,217)	30,717
MHDP (Governance)	<u>32,734</u>	<u>97,193</u>	<u>(96,210)</u>	<u>4,217</u>	<u>37,934</u>
	50,536	220,087	(201,972)	-	68,651

Note:

Cardiff Carers

An amount of £1,836 was transferred to Hafal Cardiff for their Carers Network during the financial year.

Small Grants

Included in the MHDP section is the monies received and distributed for small grants.

Statement of trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ make judgments and estimates that are reasonable and prudent;
- ◆ state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 and the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.