
OPEN AGE

TRUSTEES REPORT

For the year ended 31 March 2016

LEGAL AND ADMINISTRATIVE INFORMATION
for the year ended 31 March 2016

Charity Registered Number:

1160125

Date of Adoption of Constitution:

25th November 2014

Management Committee/Trustees:

Elected Members

Lesley Green (until November 2015)
Eleanor Greenshields*
Feli Martinez
Rose Hayles
Jean Sheppard
Marie Kamara
Daniel Levy (Until November 2015)
Denise Le-Gros (Until November 2015)
Anna Tully
Maggy Pigott (from November 2015) *
Lesley Butler (from November 2015) *

Co-opted Members:

Allen Molesworth, Treasurer*
David Sinclair, Chair*
Andrew Kelly *
Garvin Brown
Jean Daintith
Christopher Buckmaster

*Also members of the Finance and Staff Sub-Committee

Director:

Helen Leech

Principal Office:

St Charles Centre For Health and Wellbeing, Exmoor Street, London, W10 6DZ

Auditors:

Britt and Keehan Chartered Accountants

Bankers:

Barclays Bank PLC, Willesden Branch, Westmoreland House, Scrubbs Lane, London NW10

TRUSTEES' REPORT

for the year ended 31 March 2016

The Trustees of the Charity present their report for the year ended 31 March 2016. The Trustees confirm that the annual report comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2015.

STRUCTURE AND GOVERNANCE

Constitution and Organisational Structure

The charity was registered by the charity commission as a charitable incorporated organisation on 23rd of January 2015 with new charity registration number 1160125

The Management Committee, comprising the Charity's Trustees, consists of the Chair, the Treasurer and up to 15 individual committee members. The Committee agrees the policy of the charity and is responsible for its finances and assets, and for employing staff to carry out its work. The Committee meets at least four times a year. It appoints a Finance and Staff sub-committee, consisting of up to 6 trustees to regularly review financial and staff matters, it also meets approximately 4 times a year and reports to the Management Committee.

The Director manages the day-to-day affairs of the charity and reports regularly to the Chair and to the Management Committee.

Recruitment and Appointment of Trustees

Up to nine trustees are nominated and elected from the Open Age membership at the AGM. Subsequently the Management Committee co-opts up to a further eight trustees for the year. Co-opted members are individual members or representatives of organisations, who have been nominated and selected for the complementary skills they are able to offer.

Trustees are invited to attend an induction session on appointment and are informed of ongoing training opportunities, as they arise both within the organisation and externally.

Risk Management and Mitigation

The trustees have assessed the major risks to which the charity is exposed.

The major risk identified is insufficient notice of withdrawal of funding. If this were to occur, the trustees would have to cut back the activities of Open Age accordingly. The trustees expect that sufficient funds will be forthcoming to enable Open Age to continue its existing activities during 2016/17.

Systems in place to minimise risks include:

- The Director oversees fundraising, regularly reviews fundraising strategy, and reports on funding and staffing matters to a Finance and Staff Sub Committee at least 4 times a year. She warns of any potential issues and makes recommendations to rectify the situation.
- Written Financial Procedures are in place.
- Management accounts are reviewed by the Treasurer and presented to the Finance and then Management Committee each quarter.
- Insurance policies are reviewed annually.

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OBJECTIVES AND ACTIVITIES

Summary of Objectives

The charity's objectives are to advance education and provide recreation and other leisure time occupation for older people aged 50 and over, in particular those resident in the Royal Borough of Kensington and Chelsea (RBKC), and Westminster, but also across other London boroughs to improve their quality of life. The Charity also works with those aged 50 and over to relieve unemployment in such ways as thought appropriate.

In order to meet its charitable objectives, Open Age has continued to develop the provision of low cost activities to enable older people to keep mentally and physically fit, stimulated and involved in their local communities by supporting them in discovering new interests and developing new skills and friendships. Open Age is unique in the way it works across Sports, Leisure, Education, and Health to develop healthy active lifestyles. Its members and staff continue to play an important role in consultation on local and national policy issues relating to older people.

The organisation has an Employment Project to provide support to people who are aged over 50 and who may be facing disadvantage in the labour market.

Aims of the Charity

- To provide a wide range of physical and mental well-being activities to enable people over the age of 50 to improve their health and wellbeing , develop new skills and fulfil their potential.
- To provide opportunities to support older people into volunteering, training and employment.
- To encourage and support social interaction, reduce loneliness, isolation and depression.
- To provide a network for older people and a focus for consultation and community involvement.
- To provide a drop-in information and referral service.
- To work in partnership with statutory and voluntary agencies to maximise the resources, services and facilities available to older people.

Main Objectives for the year to 31 March 2016

- To seek to maintain and renew and where possible to grow, a wide range of weekly health, leisure , wellbeing , education and employment related activities for older people
- To continue to grow work around provision of activity to the most isolated older people
- To look for potential growth opportunities in new areas of London.
- To continue to raise the profile of Open Age as a national model of best practice.
- To collect data more efficiently to show the beneficial results of our work
- To use new marketing materials and branding guidelines to promote Open Age in unified way across all stakeholders
- To manage changes in structure.

Strategies for Achieving Objectives

- A Management Committee and staff with the skills, experience and diversity to meet Open Age's current and future needs
- Clear staff structure, work plans and policies.
- SMART (Specific, Measurable, Achievable, Realistic and Timely) outputs and outcomes.
- Strong external links and networking opportunities.
- Fundraising

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Significant Activities Contributing to the Achievement of our Objectives

New Developments:

- New Osteoblast programme for adults with bone health conditions
- Open Age a partner with NHS West London Clinical Commissioning group (CCG) in delivering Whole Systems Integrated Care for older adults
- Step up from Steady classes, a follow-on course for people who have completed 50 weeks of Steady & Stable

Learning:

General

"You provide a choice of activities that is truly astonishing " " I love learning and it gives me something to look forward to " "Excellent tutors " Learning new skills makes me feel better about myself "

- Running over 350 learning and health related weekly activities across the Royal Borough of Kensington and Chelsea, Hammersmith and Fulham, the City of Westminster.
- Opportunities for those who are housebound to be involved in facilitated groups over the phone
- Intergenerational learning
- A daily programme of activity for men
- Dedicated activities and trips for older carers.
- Running an employment programme to support those over 50 into paid work
- Supporting isolated older people on a one to one basis as part of Link-Up projects into learning/ leisure activities.
- Providing health and taster days, as well as activities and stalls at a multitude of community events, in order to introduce older people to potential opportunities and collect their ideas on future provision.
- Providing trips throughout the year, to museums, galleries and events.
- Participating in learning and arts related activity associated with the Historic Royal palaces.
- Organising programme of Silver Sunday activity for Royal Borough of Kensington and Chelsea (RBKC) as well as delivering activity as part of this event across Tri borough
- Continued popularity of lunch groups in pubs and restaurants as well as the ever popular Sunday lunch!

Health and Exercise

"It improves my health and helps me deal better with pain "" It keeps me mobile " "I rely on Open Age to keep me active and motivated " " It keeps me from becoming housebound and immobile . Couldn't be without it " " I lost 2 stone and feel my breathing improved " " My balance has improved "

- Big Lottery 'Active Age' project providing 16 diverse, weekly physical activity sessions across a variety of venues in Westminster, RBKC and Hammersmith and Fulham.
- 'Active Age 2' funded by Public Health delivering 21 physical activities across a multitude of community venues in RBKC.
- Public Health funded 'Positively Physical' providing a physical activity programme of 9 weekly activities for older people in North Westminster. The project's volunteer Activity Champions attending further training to learn how to encourage others to increase physical activity uptake.
- 'Steady and Stable' offering 36 weekly classes across Westminster, RBKC and Hammersmith and Fulham including those delivered by community partner organisations whose staff have attended Otago training through Steady and Stable funding.
- Three Step Up from Steady classes introduced for those who have completed the 50 week Steady and Stable classes.
- Delivering 3 'Healthy Lungs' sessions across RBKC.
- Offering 2 new bone health classes, 'Osteo Blast' in Westminster.

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Health and Exercise Cont.

- Working in partnership with Westway Community Trust to deliver table tennis, badminton and short tennis under the 'Go Generation Sports Project' banner, funded by Sport England.
- In partnership with RBKC's Road Safety Team, offering social cycling courses.
- Nineteen members attending GLL's '10th Anniversary Annual Club Games' for the over 55's held in the Copper Box Arena at the Olympic Park.
- Over 90 members attending various teas, tours and cricket matches at Lord's Cricket ground. Some taking up the offer of Middlesex County Cricket membership.
- One of the finalists in the 'Coach or Active Champion of the year' award at the Active Westminster Awards held at Lord's Cricket Ground.
- Lead co-ordinator, in partnership with West London's CCG, of a Health Day hosted at Open Age's Second Half Centre.
- Time-For-Me carers participating in Westminster Boating Base's 'Upperdeckers', sporting activities on the River Thames.
- Men's Space Programme integrating men into sport through activities such as table tennis, gym, bowls and walking football as well as sporting reminiscence sessions.
- A new Bi Monthly "Confidence to Exercise" course commencing at New Horizons and delivered by an Osteopath.
- A variety of physical activity taster sessions including Chi-Gung, Yoga, Salsa, Steady and Stable, Kundalini Yoga, Walks, Osteo Blast, Tai Chi, Bokwa, Breathing Yoga and Chair Exercise.
- Director is the voluntary sector representative on RBKC's Health and Wellbeing Board.
- Attending the senior activity and fitness conference.
- Participating in a variety of health day events across Westminster, RBKC and Hammersmith and Fulham.
- Hundreds of health talks covering a multitude of topics including arthritis, osteoporosis, healthy eating, dental hygiene, stroke, herbal detox, the myth of sugar, dementia awareness, importance of physical activity, first aid, mindfulness and stress management.
- Staff attending alcohol awareness and mental health awareness training.
- Health trainers offering health check days and weekly sessions at various Open Age venues.
- Complementary therapies across all areas, including Shiatsu, Acupuncture, Osteopathy and Alexander Technique.
- Hosting Open Age's annual picnic at Paddington Recreational Ground. Offering a new, popular- on-the-day activity – 'pond dipping'.
- Partnership work with Third Age Counselling service across most geographic areas of provision.
- Weekly lunch groups encouraging healthy eating, targeting those who are at risk of malnourishment.
- Dietitians performing malnutrition checks at social groups.
- Queens Park/Harrow Road hub, the Second Half Centre and Men's Space offering gardening sessions. Fresh produce from gardening groups is used during cooking classes.
- Working in partnership with the Whole Systems Integrated Care programme to integrate health, care and support for the over 65

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Creative and Performing Arts

*"Makes me happy, the class is very therapeutic and helps me forget my pains " (painting /drawing)
I cannot wait for Monday for my guitar classes. I feel it energising , pleasurable , relaxing and more" " If music
was food I would be putting on weight and bursting " " Pure joy" (bokwa) " The art class is my best moment of
the week "*

- A multitude of weekly classes of all kinds across the arts , crafts , music singing , dance and theatre in centres and community venues Tri borough
- London Creativity and Wellbeing event, Once Upon A time, at Paddington Arts - an exhibition of members' work, performances and workshops
- Westbourne Hub dance members took part in National Care Home Open Day event at Olive House, which combined candle making workshops, a classical guitar performance and a dance performance around the pond opposite the home.
- Dance West 'Bolder Not Older' partnership dance classes for over 75's in Hammersmith & Fulham
- Churchill Gardens Hub took part in a scriptwriting workshop in conjunction with Royal Court Theatre as part of the Southwest Fest. Writers got to have their works performed at St James's Theatre by professional actors
- Men's digital photography group had their photos displayed at an exhibition at the Edward Woods Community Centre as part of the Creativity & Wellbeing week
- Hosted a creativity and wellbeing event at St. Charles in partnership with ACAVA
- Developed a new partnership with the newly renovated Regent Street Cinema ,which involves a weekly classic matinee film screening followed by a free ballroom dance class
- Men's only music group
- New 'writing and imagination' course and guitar classes at New Horizons
- Men's Digital Photography group produced a men's photo calendar
- Life drawing classes held at Wallace Collection throughout the year
- Hosted an event called Eat, Dance, and Discover: Intercultural Celebration at Westminster Academy which was a fun, intergenerational and diverse event, involving national dances from different cultures / countries and attracting 130 people
- Delivered an interactive photography session and creative writing classes in partnership with Institute of British Architects tying in with their Brutalist Playgrounds exhibition; resulting in a creative writing booklet
- Held a Summer Showcase exhibiting works of art from all of Open Age's Art groups
- Hosted a Rhythm and Blues Event. Over 60 people took advantage of this free event putting on their dancing shoes and enjoying the food and live music from the band Odyssey Blues
- Ran several week dance classes in partnership with The Royal Academy of Dance, as part of their 'Dance for Lifelong Wellbeing Project'
- Show stopping performances at end of term Second Half Centre parties from our Bus Pass to Broadway, drama and singing groups
- Creative writing phone group for those who are housebound.
- Second Half Foundation Career Art Exhibition and sale giving professional artists as well as Open Age members the opportunity to display and sell their work
- A number of successful tea dances
- Members attended the exhibition; 'Masters of the Everyday: Dutch Artists in the Age of Vermeer' at Buckingham Palace's Queens Gallery including an art workshop facilitated by the gallery with a chance for members to create their own replica painting.
- A Sewing class also took a break from the class room to attend the Stitching and Knitting Show at Olympia
- As part of the Paddington Film Festival, we showed three films at the Beethoven Centre: Shirley Valentine, Philomena and Breakfast at Tiffany's which were well received.

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Creative and Performing Arts Cont.

- Members took full advantage of our activities over the Festive season and dived head first into a host of events donating handmade items to the Westway Christmas Festival to raise money for Open Age, as well as enjoying Christmas Carols at Lords, and an intergenerational afternoon tea at Juniper House.
- Regular visits to the Donmar Theatre

IT and Digital Inclusion

“ I am now able to operate the computer without fear “ “ The supported IT drop in is brilliant I have learned so much “ “ Increased confidence with new knowledge when using my smartphone “ “ It is essential to understand the technology of ipads, smartphones etc . Also I enjoy making new friends and meeting people “

- Daily IT training sessions for older people across our own centres and a variety of community venues using computer suites or Open Age portable laptops and tablets.
- Classes have included beginner , intermediate, advanced and specialised sessions
- Delivery of a computer training package for Open Age New Futures 50 Plus employment programme. Computers for Beginners and Microsoft Office/Social Media courses offered for beginners and more advanced learners on this programme.
- Successful IT courses provided for Men’s Space and Time for Me carers groups including social media , ipad , smart phones and apps
- Partnership with Westminster Academy 1:1 classes where sixth form students are paired with members to learn how to use mobile phones or computers.
- Weekly beginners and intermediate computer courses at Queens Park Library
- Weekly beginners and intermediate ipad sessions from the Hub at Beethoven Centre
- 1:1 sessions with volunteers at New Horizons including website set up , upgrading windows , trouble shooting and more
- Weekly Social Media and Communication classes.

Intergenerational

- Open Age client group itself encompasses at least two generations i.e. members in their early fifties socialising alongside those in their 80s and 90s, which helps deepen understanding and awareness of the problems facing the next generation, and encourages interaction.
- Collectively hosted Silver Sunday events at Westminster Academy
- Wetherby Prep school hosted an intergenerational afternoon tea; 30 members visited, sang and socialised with pupils.
- Students from Glendower School presented a project: Memories of WW1, to Open Age members, and also sang songs from the period.
- Four students from US, North Eastern University assisted Open Age members, twice a week, with IT & Digital queries. 18 members benefited.
- Work with ‘Challenge’ – UK’s leading charity for encouraging more integrated society – included production of Art work for Summer Showcase, and two groups working in areas of media and photography; the groups explored the ‘before & after’ of member’s works.
- Worked with students from The Royal College of Art, on their final project, to design a service that helps people to learn how to use technology as a tool to promote wellbeing, and a skill to use in their everyday life.
- Kensington & Chelsea Foundation worked with Second Half Centre (SHC) with the aim of school children learning more about the work we do with older adults; children from Glendower school attended a visit at the SHC.
- Visit to Lord’s Cricket Ground for a Tea, Tour, and intergenerational match.
- An intergenerational Reading Programme introduced in partnership with St Luke’s, a local primary school; Open Age members acting as volunteers to help children improve their literacy skills.
- Lunch held 3 times a year (once a term) with students from the American School in St Johns Wood; Open Age members have lunch and socialise over various activities and learn about each other’s culture/childhood et
- Year 11 students at Westminster Academy supported IT and digital skills sessions for Open Age members.
- Monthly Film Club held at Westminster Academy, with students serving refreshments afterwards.

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Employment including Information, Advice and Guidance (IAG):

- Provided Pre-employment Support for 166 older clients tri-borough including 1:1 Diagnostic Interview and Work Focused Action Plan with regular reviews
- Supported the long term unemployed with career change, job search strategies and job application process, e.g. CV production, on-line job applications and mock interviews
- Brokered jobs for the 'job ready', screening and matching them to suitable jobs vacancies, providing mock interviews with feedback and in-work support for 3-6 months
- Delivered successful Seminars on Kick Start Your Career, Self-employment and Starting a Business and provided Professional/Executive Job Coaching
- 34 attended Basic and Intermediate IT Courses for Employment at SHC and 32 attended Basic IT course at Hammersmith Library
- 30 attended our Work Clubs at SHC and Hammersmith Library for supported job search
- 34 people started work in a variety of roles/work sectors
- A significant number completed volunteer work as a first step back into work
- Successfully maintained Matrix Accreditation via annual reports on quality and standard of service with full inspection due in May 2016
- Our client group now covers those on ESA and JSA, with more than a third of our intake out of work and training for 10+ years, many with significant health issues
- Successfully bid for and maintained a range of funding from DWP, and successful partnerships working on ESF/London Councils and Cross River Contracts,
- Challenged with high conversion rates from programme starts to sustained job outcomes in a highly competitive market
- Awarded a grant from Campden Charities "for proactive work supporting people in Kensington moving them from benefits into work."

Information Services

- Drop-in information from main office in the Royal Borough of Kensington & Chelsea as well as our centres in the borough and across Westminster Hubs.
- Promotional materials distributed widely
- Termly programme of 350 plus activities on website and mailed out to all membership.
- Promotional materials distributed at numerous events as well as on the street.
- Presentations and talks in a multitude of different arenas
- Growth in use of social networking particularly tweeting !

Prevention of Isolation

"One of the few contacts with the outside world " " I don't have anything other than these (phone) groups " " Although I am isolated physically at least I have someone to talk to in the phone groups "The men's group has helped me connect with people like myself " "It has helped me cope with bereavement" " Have been a widow for 10 years and its really kept me going and given me company " " Have met lots of lovely people "

- Link up staff supporting older adults on a one to one basis into Open Age activities in RBKC and Hammersmith & Fulham
- Developed referral pathways with Cadogan Estates in Chelsea
- Partnership with Campden Charities to support those on low incomes to attend Open Age activities through a voucher scheme
- Open Age was filmed by the Campaign to End Loneliness as a case study around reducing isolation and loneliness

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Prevention of Isolation Cont.

- Trained GPs in West London CCG area on Open Age to set up new referral pathways
- Time for Me providing activities and support for older unpaid carers
- Men's only activity to engage older men in RBKC into activities
- Telephone-activity groups for those unable to leave their homes across RBKC and Westminster.
- Book clubs over the phone in partnership with the home library service.
- Lip reading sessions and social/support group for those hard of hearing.

Support for Carers

"Meeting with other carers gives you inspiration and you learn how to cope in your situation ...just great " " It is truly time for me " " I feel less isolated and more motivated to do nice things and meet other people" " carers events provide my social life now "

- Time for Me projects across RBKC and Westminster to provide older unpaid carers time for themselves
- Delivery of a wide range of trips and meals out including Royal Albert Hall, , trip to Tate Britain, Hastings, Chelsea Flower Show, Royal Academy of Arts Summer Exhibition, Winter Wonderland, National Gallery, health walks and lunches
- Delivered workshops on sleep & relaxation, yoga sessions
- IT/iPad classes specifically for older unpaid carers

Strategy

- Across the Royal Borough of Kensington and Chelsea, the Director was the Voluntary sector representative on the Health and Wellbeing Board and also the Health and Wellbeing representative on The Borough Voluntary Organisations Forum. She was also on the steering group for Whole Systems work across West London Clinical Commissioning group (WLCCG) . She also sits on the London Mayors Older Peoples Advisory Forum
- Staff played an integral part in working with WLCCG to develop the south and north Integrated Care Health Hubs for older people
- Visit from Dr Anna Dixon , new CEO of The National Centre for Ageing Better funded through £50 million Big Lottery funds
- Included in City Bridge Trust 20th anniversary annual report
- Section on Open Age appeared in Mayor of London report " Friendly London " under " respect and social inclusion "
- A case study in the Campaign to End Loneliness report "Promising Approaches to reducing Loneliness and Isolation in Later Life "
- Continued changes to organisational structure allowing for growth included new position of Deputy Director
- Work on a variety of new and developing partnerships including development of two new centre proposals for 2016/17
- Hosted a tour of Open Age provision for New York Times reporter , writing an article on Isolation and older people in UK
- Director gave presentation on Loneliness to Royal Borough of Kensington and Chelsea Councillors and leaders in the voluntary sector at a meeting of the Borough Voluntary Organisation Forum
- Open Age founder , Maureen Whyberd , given RBKC Mayors Award for services to older people in the borough
- Meetings with many individuals and organisations interested in the Open Age model of delivery and delivery of a training day for Genesis housing staff

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Use of Volunteers

The organisation has over 100 volunteers many of them older people. Volunteers were recognised in sector related award ceremonies in The Royal Borough of Kensington and Chelsea and Westminster. Open Age held several volunteer lunches and thank you events for volunteers.

Volunteer positions have included:

- Members of management committee
- Reception work
- Financial assistance – Book-keeping
- Database management
- Administration/Office support
- Tutors
- Supporting IT sessions and Drop-ins
- Organising and running interest groups
- Organising weekly trips
- Managing weekly trips
- Supporting members on transport
- Buddying new and/or frail members
- Helping with refreshments
- Activity Champions
- Walk Leaders
- Manning stalls at community events

ACHIEVEMENTS AND PERFORMANCE

Review of Performance against Objectives

*“Open Age has changed my perception of days ahead because there is always something to look forward to “
“ It’s indispensable “ ” Open Age is an inspired organisation . I can’t imagine my life without it “ “ All staff are
always caring and professional in their attitude “ “All the classes I have attended have had exceptional teachers “
I love Open Age “ “ Thank heaven for Open Age “ “ Thank you for making our lives so very, very happy “*

- Over 350 weekly education, health and leisure activities across over 50 different community venues.
- Over 1,500 individuals a week attending sessions.
- Approximately 100,000 attendances a year for leisure/ education/ health and employment activities.
- Over 250 special interest talks.
- Over 100 volunteers within the organisation.
- Over 100 unpaid carers participated in ‘Time For Me’ trips and activities, with many more receiving information.
- 34 progressions from New Start/New Futures programme into sustained, paid employment.
- National presentations , articles in national press as well as local awards, raising profile as a model of best practise
- Implementation of new database – Upshot
- Implementation of SAGE finance system
- New position of Deputy Director and new staff structures
- In end of year evaluation out of 1460 members completing it was reported :
85% Improved health and wellbeing
82% increased confidence
76% increased energy
81% more new friends / social life
86% more motivated
74% said quality of sessions excellent
77% said tutors/ speakers excellent
51% venues excellent

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Review of Fundraising Activities

Open Age continues to raise funds through trusts, foundations and statutory sources.

FINANCIAL REVIEW

Open Age's income for the year totalled £1,486,566 of which £1,283,115 was received as grants and income from contracts. The main sources of income for the year were the Royal Borough of Kensington & Chelsea, whose various departments provided £346,023; Tri-Borough in partnership with Clinical Commissioning Group: £105,132; Westminster City Council in partnership with Clinical Commissioning Group for the Hubs: £289,226; Westminster City Council: £49,545; Public Health Kensington & Chelsea and Westminster: £202,275; and The Big Lottery: £40,476; A number of other funders directed their assistance to specific projects. The specific projects comprised:

- Community activities in the Royal Borough of Kensington and Chelsea
- Community activities in Westminster
- Community activities in Hammersmith and Fulham
- The Positive Age Employment Centre – New Futures 50 Plus
- The New Horizons Multi-Activity Centre led by Open Age in partnership with Age UK, Kensington & Chelsea and The Guinness Trust
- The Second Half Centre
- Time For Me
- Link Up and Phone groups
- Open Age Hubs
- The Computer Training Project
- Positively Physical Project
- Steady and Stable
- Healthy Lungs
- Active Age Project
- Men's Space

Where specific funding received was insufficient to meet the expenditures of the specifically funded activities, additional funds have been transferred from the unrestricted funds of Open Age to eliminate the resulting deficits in the specifically funded activities at the end of the financial year.

The main expenditure of Open Age is on staff salaries and on supporting office accommodation and facilities. Costs have been allocated to activities on the basis of estimates prepared by the staff.

Open Age ended the year with cash, bank and deposit balances which totalled £424,982; Total fund balances available to be carried forward were £1,024,044 consisting of £184,938 of general funds and £839,106 of restricted funds of which £784,772 represents funds held in the New Horizons building and for ongoing projects.

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Reserves policy

In 2003 the Trustees adopted a reserves policy to build up a level of unrestricted free cash reserves sufficient to cover three months running costs. At current levels of expenditure, this amounts to a target of about £358,000

As at 31 March 2016, the unrestricted free cash reserves stood at £173,890

The trustees consider that it is necessary to hold reserves at the target level of 3 months running costs in order to:

- Ensure continuity of services and give time to enable Open Age to find alternative funding in the event of loss of funding.
- Provide sufficient cash flow to cover delays in the receipt of income.
- Provide flexibility and ability to take advantage of opportunities that may arise and to cope with unexpected cost increases which are not covered by long term project funding.

Investment Policy and Performance

The constitution provides that monies not immediately required for Open Age's activities are to be invested in or upon such investments, securities or property as may be thought fit. At present the trustees' policy is to place all such monies on interest bearing deposit.

Funding 'in kind'

Throughout the year Open Age has continued to be successful in attracting funding in kind, ranging from the free use of premises in a variety of venues such as lounges in sheltered housing, meeting rooms in libraries and community centres to skilled practitioners providing free or reduced fee tutoring. In addition to the salaried staff, members and volunteers assist with administration and with organising events. The Honorary Treasurer reviews the Charity's accounts.

Staffing

For 2015/16, the staff comprised:

	FT		PT
• Director	1		-
• Deputy Director	1		
• Manager of Second Half Centre	1		
• Falls prevention and physical activity mgr	1		
• Physical activity coordinators/ exercise specialists		-	3
• Admin support			1
• Head of Learning and Community Development	1		-
• Office Co-ordinator (part-time)	-		1
• Finance Manager	1		-
• Finance Assistant	-		2
• Link Up Workers	-		3
• Hub Managers, Westminster	3		-
• Hub / Centre Facilitators	1		4
• New Start/Futures 50 Plus Advisers (part-time)	-		1
• New Start 50 Plus Manager	-		1
• New Horizons Manager	1		-
• New Horizons Support Service coordinator	1		
• New Horizons programme , skills and IT coordinator	1		
• Time for Me' Co-ordinators			3
• Mens space coordinator			1
• Phone club coordinator			1
-			
Total	13		21

In addition, staff are supported by around 90 independent tutors.

TRUSTEES' REPORT

for the year ended 31 March 2016

Our Thanks

Open Age Management Committee, members and staff wish to thank all our funders for their generosity and interest in Open Age and we also wish to thank those individuals and members who have generously, contributed their time and energy or made donations throughout the year.

Plans for the Future

- To seek to maintain and renew and where possible to grow, a wide range of weekly health, leisure , wellbeing , education and employment related activities for older people
- To continue to grow work around provision of activity to the most isolated older people
- To continue to grow services in Hammersmith and Fulham particularly looking at phone and carer groups
- To seek out opportunities in other London boroughs
- To continue to raise the profile of Open Age as a national model of best practice.
- To develop several new partnerships/ centres currently in planning stages
- To develop further, plans around sustainability and contingency
- To embed new upshot data base and SAGE accounting system

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

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 state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the trustees have:

- Selected suitable accounting policies and applied them consistently.
- Made judgements and estimates that are reasonable and prudent.
- Stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepared the financial statements on a going concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

The Trustees of the Charity confirm that:

As far as they are aware, there is no relevant audit information (*information needed by the charity's auditors in connection with preparing their report*) of which the charity's auditors are unaware, and they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's objectives and activities and in planning future activities. It is the judgement of the trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.