

Company no. 5669443  
Charity no. 1130568

**The Involve Foundation**  
**Report and Unaudited Financial**  
**Statements**  
**31 March 2017**

## The Involve Foundation

### Reference and administrative details

For the year ended 31 March 2017

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<b>Company number</b>	5669443
<b>Charity number</b>	1130568
<b>Registered office and operational address</b>	18 Victoria Park Square London E2 9PF
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:  Jessica Greenhalf Ed Mayo Julie Mellor (appointed 11 April 2017) Patrick Middleton Estelle Rowe Paul Skidmore Jack Stilgoe Catarina Tully Toby Blume (resigned 5 May 2016) Stephen Evison (resigned 1 March 2017) Malcolm Rigg (resigned 1 January 2017) Marilyn Taylor (resigned 1 January 2017)
<b>Company secretary</b>	Tim Hughes (appointed 12 January 2017) Simon Burall (resigned 12 January 2017)
<b>Key management personnel</b>	Tim Hughes (Director from January 2017) Simon Burrall (Director to January 2017) Amy Pollard (Deputy Director to February 2017) Clive Mitchell (Operations Manager)
<b>Bankers</b>	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB  Barclays 1 Churchill Place London E14 5HP  CCLA Senator House 85 Queen Victoria Street London EC4V 4ET
<b>Independent examiners</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

## **The Involve Foundation**

### **Report of the trustees**

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The trustees, who are also directors under company law, present their report and financial statements for the year ended 31 March 2017.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2015).

2016/17 has been a year of change, challenge and progress for Involve. Two of our major programmes came to an end at the start of the year, with the inevitable impact on funding, although at year-end we were recommissioned to deliver the successor to one of these programmes. Our two relatively new areas of work - People and Participation and our work in Scotland - have delivered some important projects that have had significant impacts. We have consolidated our well-regarded work on open government and we have started to work in areas that reflect the wider changes in society, such as on data sharing. Looking ahead to the future, we now have an ambitious new 5-year strategy that aims to change the way democracy is practiced in the UK, to make it more open, participatory and deliberative.

### **1. Objectives and activities**

#### **Purposes and aims**

Involve believes that greater participation in public decision-making will help citizens to develop their capacities, help meet their needs and participate more fully in society. In turn, enhancing public engagement will make public decisions more efficient and effective.

Involve has two charitable objectives:

- 1 To advance education for the public benefit in methods and processes of public participation and democratic practice; and
- 2 To promote good citizenship for the public benefit by encouraging and facilitating participation by the public in democratic and decision making processes with an intended outcome of enabling people to develop their capacities, help meet their needs and participate more fully in society.

Involve wants to build a democracy that works for everyone – that gives people real power to effect change in their lives, communities and beyond, and helps solve 21st century challenges. We do this by working with public organisations, such as national and local governments, and with citizens, to make politics, government and society more open, participative and deliberative.

#### **Public benefit**

Each year we prepare an organisational strategy, supported by an operating plan, which sets out how we will deliver on our aims and objectives. A summary of these strategies and plans for 2016/17, for each of our programme areas, is set out below. Involve's trustees have had regard to the Charity Commission's guidance on public benefit.

We currently have four programme areas:

- a. Open Government
- b. People and Participation
- c. Scotland
- d. Citizens and Science

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##### **a. Open government**

The overarching aim of the open government programme during 2016/17 was to:

*Build and strengthen the open government movement locally, nationally and internationally.*

Specifically, the programme objectives were to:

- Develop a stronger and more diverse network of open government reformers in the public and empowered spaces;
- Build the capacity of the public space to advocate for open government reforms;
- Increase recognition and understanding of the role and practice of public participation in open government; and
- Embed open government throughout all tiers of government.

Involve continued to coordinate the UK Open Government Network, a coalition of active citizens and civil society organisations campaigning for more transparent, participatory and accountable government. This began with the launch of the UK's 2016-18 Open Government Action Plan at the Prime Minister's Anti-Corruption Summit in May.

Internationally, during the year we worked with the Open Government Partnership (OGP) to develop new Participation and Co-creation Standards to guide collaboration between government and civil society in the initiative. These set out requirements and best practices on each step of developing an open government action plan. In addition, we provided some in-country support in Jordan and Macedonia to support their national OGP processes.

The year also saw us develop guidance for OGP countries on developing public service commitments. This included a review of literature and case studies from around the world, and presentation of models, recommendations and examples from which governments and civil society can draw inspiration. Involve also produced a chapter for the OECD's "Open Government: The global context and way forward" report, which analysed and made the case for the role of civil society and citizens in open government reform.

We received grant funding from the Ministry of Justice to work with two prisons in Teesside - HMPs Holme House and Kirklevington Grange - to explore how open governance can be applied in a prison context. These are two of the six trailblazer prisons in the government's prison reform programme. Our work had a number of interlinked strands:

- Developing more open and accountable forms of decision making;
- Supporting prison staff to be more confident in listening actively to wider community perspectives;
- Supporting the development of more effective partnership working between the prisons and other organisations and civil society in Teesside; and
- Providing support and mentoring on engagement best practice.

##### **b. People and participation**

The overarching aim of the People and Participation programme is to:

*Maximise opportunities for change around new political structures and decision-making practices, enabling citizens to take and influence more of the decisions that affect their lives.*

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The programme's objectives in 2016/17 were to:

- Identify and develop funded projects in those areas where change is most likely, and able to make the biggest impact in furthering Involve's mission;
- Build and communicate evidence of the impact of public engagement in areas of key interest to decision-makers - for example, improving health and social outcomes, or saving money;
- Help make the case to decision-makers that public engagement fits with their world view; and
- Influence the views and practice of decision-makers, both amongst those who directly participate in projects, and more widely.

Over the course of the financial year, the programme focused on the delivery of two projects, 'MH:2K - a youth-led approach to exploring mental health' and 'Innovations in select committee engagement'.

#### **MH:2K**

MH:2K is a pioneering new model for engaging young people in conversations about mental health in their local area. It empowers 14-25 year olds to:

- Identify the mental health issues that they see as most important;
- Engage their peers in discussing and exploring these topics; and
- Work with key local decision-makers to make recommendations for change.

Since September 2016, Involve and our project partner, social enterprise Leaders Unlocked, have been piloting MH:2K in Oldham, supported by a Wellcome Trust People Award, Oldham Council and Oldham Clinical Commissioning Group. The pilot finished in July 2017.

MH:2K involves six main stages of activity:

- **Recruitment:** A core team of young people are recruited as 'Citizen Researchers', including those with direct experience of mental health issues and individuals from at-risk groups.
- **Design Days:** The Citizen Researchers explore key national and local information about youth mental health, alongside their own views and experiences, and decide which mental health issues are most significant for their area.
- **Roadshow:** The Citizen Researchers co-design and co-deliver workshops to engage at least 500 other young people in these issues, gathering views and potential solutions.
- **Results Day:** The Citizen Researchers help analyse and extract key findings. They work with local decision-makers to develop strong, practical recommendations for change.
- **Big Showcase:** The Citizen Researchers present their findings and recommendations to key stakeholders at a showcase event, involving facilitated conversations about next steps.
- An **Expert Panel** of key local decision-makers, researchers and stakeholders informs the project's work throughout its lifetime.

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*A group of Citizen Researchers at work on the Oldham MH:2K pilot*

Involve and Leaders Unlocked have successfully applied for funding to extend MH:2K to four more local areas from September 2017. The expanded project will also include a National Advisory Panel, whose members will help identify and disseminate nationally relevant learning on both youth mental health and engagement practice.

#### **Innovations in select committee engagement**

In Autumn 2016, the Houses of Parliament's Outreach and Engagement Service issued a tender on 'Innovation in select committee engagement'. The tender, for which Involve bid successfully, asked for "a public engagement expert to develop a guide of innovative face-to-face engagement methods that we can use to support select committees when consulting with the public."

Involve went on to deliver the following outputs:

- A main guide, which had three main sections: choosing the right method, making your method a success, and engagement method library;
- Three shorter guides focused on the methods: deliberative workshops, Open Space Technology and semi-structured interviews; and
- A half-day training session for members of the Outreach and Engagement Service covering the key elements of the main guide and trying out its ideas using scenario-based exercises.

The final element of the project, the half-day training, took place just after the end of the financial year, on 7 April 2017.

#### **c. Scotland**

The key aim for Involve's Scotland office in 2016/17 was to develop a sustainable programme of work in Scotland.

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There were four main strands of work developed and delivered during the year:

- 1 Deliberative engagement in the regulated industries in Scotland.
- 2 'Talking fracking'.
- 3 Improving public engagement by parliamentary committees.
- 4 Supporting engagement with NHS Lanarkshire's Health Care Strategy.

#### **Deliberative engagement in the regulated industries in Scotland**

Over the course of the financial year Involve, in collaboration with Ipsos Mori Scotland, undertook three interrelated projects for the Consumer Futures Unit (CFU) within Citizens Advice Scotland.

- a) An **options appraisal** designed to support staff from the CFU, and their partners in the water and energy sectors, better understand the range of different deliberative engagement methods, and how deliberative consumer participation may benefit the regulated industries. This project included the development of a decision-making matrix, to establish which method would be best in each context, and the delivery of three workshops with staff and industry partners to explore options for deliberative engagement in these sectors.
- b) A **meta-analysis** covering how different deliberative engagement processes had been used across the energy, water and postal sectors in the UK and beyond. Working with staff from Ipsos Mori Scotland, we identified and developed 31 case studies which were then used to assess how successfully different types of deliberative engagement had been used to deliver impacts on policy within these sectors, identifying key methodological strengths and challenges, and offering a comparative evaluation of effectiveness. This report will be published by Citizens Advice Scotland in the Autumn.
- c) Drawing directly from the learning and recommendations contained in the meta-analysis the CFU commissioned Involve, in partnership with Ipsos Mori Scotland, to design and deliver a series of **15 dialogues with consumers** across Scotland. These workshops not only addressed specific and timely policy questions across the water, energy and post sectors, but were designed to also test the efficacy of a range of different engagement techniques. The benefits, limitations and the 'added value' provided by each method was extensively evaluated at the conclusion of the project. The fieldwork for this project was all completed in the 2016/17 financial year however the reports will not be published until the Autumn.

#### **'Talking Fracking'**

In the lead up to the Scottish Government's public consultation on Unconventional Oil and Gas (fracking) in early 2017, Involve was commissioned by the Scottish Government to facilitate a series of roundtables with stakeholder groups from industry, the environmental sector and community based anti-fracking campaigns.

The purpose of these sessions was to provide an opportunity for these groups to express their ideas about how the consultation process could be designed in a way that would be considered fair and accessible by all parties. The key output from these meetings was a Participation Commitment Report for the Scottish Government's Unconventional Oil and Gas team that synthesised the ideas, concerns and arguments made by stakeholders into a clear set of recommendations for how the consultation should be delivered.

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This in turn directly informed the Scottish Government's Talking Fracking consultation which ran from February to May 2017. It also led to Involve being asked to develop a Discussion Pack for use by communities to hold their own 'Talking Fracking' events, which featured among the formal consultation documents, in an attempt to widen the pool of respondents.

#### **Improving public engagement by parliamentary committees**

Involve was commissioned by the committee clerks for the Scottish Parliament to:

- Give advice on their engagement strategy;
- Deliver a workshop for the Equal Opportunities Committee and staff, focused on 'thinking differently about public engagement'; and
- Deliver a further workshop for committee clerks and engagement / outreach staff focused on identifying opportunities for committees to engage with the public in creative ways.

We were also invited to present to the Commission on Parliamentary Reform about public engagement.

#### **Supporting engagement with NHS Lanarkshire's Health Care Strategy**

Involve provided mentoring, advice and two training sessions for NHS Lanarkshire staff leading on the consultation for NHS Lanarkshire's Health Care Strategy.

Related to this we also worked with The Democratic Society and staff from the Scottish Government to design and deliver a new 'Ting' model (from the old Germanic / Norse term for a governing assembly) for involving people who had not previously engaged with the healthcare system in Lanarkshire, to have a way of influencing decision making in the area.

#### **d. Citizens and science**

The focus of the work of the Citizens and Science programme in 2016/17 has been supporting more effective engagement about the potential benefits and risks that arise from the sharing of citizens' personal data between government institutions.

The effective use of personal data could support the government to deliver more effective and efficient public services. However, the storage and use of, what can sometimes be, highly sensitive data also raises concerns about both privacy and security. The public debate about the issues raised is currently minimal, but technology and the law are rapidly changing what is possible.

We delivered three related projects which aimed to open up the policy debates relating to the sharing of this type of data to a wider range of voices in order to better inform the development of this area of public policy.

#### **Better Use of Data: Open Policy Making Process**

At the start of the year we completed our work with the Cabinet Office on the Open Policy Making process, which had started in 2012. This process explored three proposals to facilitate the sharing of data between government departments and selected public authorities. The policy process involved interested parties from civil society, academia, government departments and the wider public sector who helped to strengthen the policy and ensure robustness and consistency. Between 2012 and 2016, a series of online and offline debates had been held, which covered detailed elements of the policy including definitions, scope, purpose and safeguards. The process fed into, and significantly influenced, the data sharing policies initially proposed by the government.

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To ensure that the final consultation on the legislative proposals remained open and conformed with the principles which guided the overall open policy making process, Involve proposed, designed and facilitated an External Advisory Group to assure the quality of the analysis of the consultation responses.

#### **National Data Guardian Consent Model**

In spring 2016 the Department of Health commissioned a series of workshops on the proposed new consent model for health and social care data, arising from the review led by the National Data Guardian Dame Fiona Caldicott. The purpose of these workshops was to get feedback from patient and healthcare professionals on a series of prototypes for presenting the outcomes of the Caldicott Review before publication, in order to refine and improve how the new model could be presented to the public. Working with the Cabinet Office's Policy Lab, Involve designed and facilitated six workshops across England for government officials and patients to prototype the consent model.

#### **Better use of Data: Balancing Privacy and Public Benefit workshop**

At the beginning of 2017 we began a new project, funded by CarnegieUK Trust and The Wellcome Trust's Understanding Patient Data programme. This project, which will be completed by September 2017, aims to achieve a better understanding of how different groups (government, civil society and advocacy groups) make sense of, and balance, the trade-offs inherent in data sharing: specifically between public benefit and privacy. The work in 2016/17 focused on planning and research.

In addition to this focus on data, we were delighted to find out at the end of 2016/17 that we would continue our involvement with **Sciencewise**, when the Department for Business, Energy and Industrial Strategy (BEIS) announced that it had appointed Involve to run the next phase of the programme until March 2019.

Sciencewise is BEIS's national programme for promoting public dialogue in policy making involving science and technology issues. Over the first decade of its existence, Sciencewise has supported and developed the effective use of deliberative public dialogue, and in doing so has had a significant impact on policy making in the UK.

Involve's objectives for the next phase of the programme are to:

- provide evidence on public aspirations, concerns, views and values around new and emerging areas of science, technology and innovation, along with views on their potential benefits and disadvantages, to feed into the policymaking process and help manage risk;
- provide evidence on the impacts of the dialogue projects and of Sciencewise overall;
- ensure that the dialogue projects continue to meet the needs of policy-makers through innovations in dialogue processes and in the types of projects supported (e.g. upstream issues) where appropriate; and
- communicate Sciencewise project outcomes to a wide audience of policy-makers, public participants and others including the wider research and innovation community.

#### **2. Social investment, grant making and volunteers**

Involve does not undertake social investment nor do we give grants. We do not have any volunteers, but we do have a group of Associates who bring particular expertise or skills and with whom we work from time to time. Details of our Staff, Trustees, Associates and Fellows can be found on our website at [www.involve.org.uk/about-our-team](http://www.involve.org.uk/about-our-team). During the year two new members of staff joined Involve and five people left. At 31 March 2017 we had seven staff in post.

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### **3. Achievements and performance**

This section of the report outlines what we achieved in 2016/17. Involve continued to develop strongly as an organisation, despite a challenging funding environment. We have grown our programmes in strategic areas, embedded our partnerships and gained increased influence at higher levels within government and civil society nationally and locally. Our achievements in each of our programme areas are outlined below.

#### **a. Open Government**

##### **UK Open Government**

The tumultuous political context in the UK and internationally in 2016 presented significant challenges for progressing the open government agenda. That said, progress was made on a number of fronts through the publication of the UK's 2016-18 Open Government Action Plan. The plan was published in May 2016 with 13 commitments from the UK government, the majority of which had been proposed by civil society through the Open Government Manifesto process coordinated by Involve. These included commitments to open contracting, extending company ownership transparency, grants transparency and open election data, among other things.

A further round of commitments from each of the devolved administrations was added to the action plan at the OGP Summit in Paris in December. The involvement of the devolved nations in the OGP process was, to a significant extent, the result of initial work by Involve to identify champions and engage civil society and government actors in each of the nations.

The EU referendum and resulting change of government has presented some significant obstacles to implementation of the Open Government Action Plan, including through loss of political leadership, reduced civil service capacity and competing political priorities. This has led to some delays in commitments being implemented, though at the time of writing all are underway.

Our work with the Teesside prisons is currently being evaluated, but we have already seen senior prison staff using social media to engage more widely, and our work to support more productive partnership working resulted in a well-attended and well-received co-production workshop between the prisons and Teesside organisations, which focused on practical ways to rehabilitate the men in their care.

##### **International Open Government**

The Open Government Partnership's new Participation and Co-creation Standards, developed by Involve during 2016/17, constitute an important step forward in encouraging a constructive and collaborative relationship between governments and civil society on open government reform. The standards, which were ratified by the OGP's steering committee in January 2017, define the criteria against which countries will be assessed, and set the foundation for further guidance and support. Similarly, the "Improving Public Services" report is helping to shape how the OGP progresses an important theme for the initiative.

Our work with the OECD on the role of citizens and civil society in open government reform has helped to influence thinking within the OECD, governments and other partners. We understand that the involvement of a civil society organisation in writing a report chapter for the OECD is fairly unique, but that the success of this report may result in further such future collaborations.

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##### **b. People and participation**

Both projects undertaken this year were a close fit with the programme objectives:

- MH:2K aimed to build and communicate evidence of the impact of public engagement in an area of key interest to decision-makers, that of youth mental health;
- Innovations for select committee engagement focused on an area where decision-making practices are developing and therefore change in-line with Involve's overall vision and mission is likely. It is also an area where this change could have significant impact because, for example, of the centrality of select committees to the work of parliament and their influence on government; and
- Both projects aimed to influence the views and practice of decision-makers, both amongst those who directly participated in projects, and more widely.

##### **MH:2K**

MH:2K was still ongoing at the end of 2016/17. However, the interim evaluation report for the project in February 2017 noted, among other conclusions, that:

- Expectation that the project will have an impact is consistently high across Expert Panel members and Citizen Researchers;
- Expert Panel members have identified specific actions and commitments relating to dissemination and communication of project outputs; and
- Panel members have identified multiple potential impacts on research, decision-making and future engagement practices, including a detailed list of potential impacts linking to each of the priority areas identified by Citizen Researchers, and a list of commitments for communicating and implementing findings.

The project's citizen researchers engaged with 598 other young people in Oldham at 42 roadshow events. The evaluation also recorded high levels of engagement in, and enjoyment of, the project amongst its Citizen Researchers and project delivery "of consistently high quality".

##### **Innovations in select committee engagement**

This project ended a few days after the end of the financial year, with the subsequent general election and the rising of Parliament making it as yet hard to assess the project's impacts. What is clear, however, is that the project's outputs were warmly welcome by Parliament's Outreach and Engagement Service, and attendees at the training session scored it highly.

There has also been significant interest in the project's outputs from the other UK parliaments, particularly the National Assembly for Wales and the Scottish Parliament. We expect there to be further interest from within and beyond the UK parliaments once the guides are officially published.

##### **c. Scotland**

The work delivered in Scotland this year has served to increase awareness of Involve's work and consolidate our reputation in Scotland.

The projects have had clear and direct impacts on how at least one department within the Scottish Government is considering their approach to public engagement. The knock-on effects from this are that we are now being approached for advice from a number of other departments and invited to tender for further consultation work.

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The work with Citizens Advice Scotland engaged ca. 220 consumers across 16 events. As a result a significant number of consumers across Scotland have had a direct and meaningful opportunity to influence policy and decision making in the regulated industries. The work has also drawn considerable attention from across government and other stakeholders regarding opportunities for deliberative engagement. This will undoubtedly increase once the comparative methods analysis undertaken as part of this project is launched at a large, stakeholder event being planned by Citizens Advice Scotland for October.

#### **d. Citizens and Science**

Only two of this programme's projects were completed in 2016/17.

##### **Better Use of Data: Open Policy Making Process**

The agreement by the Cabinet Office to Involve's proposal for an External Advisory Group to provide assurance on a government consultation was a significant achievement in its own right. It is a strong indicator of the success of the wider process and the constructive nature of the Open Policy Making Process we designed and delivered.

Our work on the **National Data Guardian's Consent Model** fed into the further development and refining of the model.

#### **4. Financial review**

2016/17 has been a challenging year in terms of our funding. Two of our major programmes (Sciencewise and NHS Citizen) came to an end at the end of 2015/16. We had already started, in advance of those changes, to pursue and secure new sources of funding. Our People and Politics and Scotland programmes (both relatively new areas of work for us) moved beyond their initial investment phase and began to bear significant fruit in terms of securing funding for some major pieces of work in 2016/17. We also ended the year with being recommissioned to lead the next phase of the Sciencewise programme.

At 31 March 2017 Involve had total funds of £163,333 (2016: £232,458), of which £33,264 were general funds, with the balance being our Stability Fund of £40,211 and restricted funds of £89,858.

Involve's funding comes from a mix of programme grants and contracts. We normally receive no core funding and we therefore rely significantly on ensuring a current and future pipeline of grants and contracts. We have, however, recently been successful (in July 2017) in applying to Joseph Rowntree Charitable Trust for an unrestricted core-funding grant. This grant (£60,000 for a period of 18 months) will be used to help deliver our new 5-year strategy.

##### **Reserves policy**

Involve has one designated reserve, our Stability Fund, which at 31 March 2017 held £40,211. We hold the Stability Fund in the CCLA, which is a charity fund manager that invests its clients' funds in various ways. Other than the CCLA account, trustees have decided not to have other investments.

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The purpose of the Stability Fund is to enable Involve to weather shocks and remain resilient and (if necessary) close the organisation with honour. The level of the Stability Fund is purposely based on an assessment of business risks and a clear understanding of our contingent liabilities should the organisation become non-viable. This level has been set to maximise the use of general funds within the organisation whilst also ensuring that we can meet our obligations. Trustees keep the level of reserves under careful scrutiny, reviewing them on a 6-monthly basis and recalculating them as necessary. We recognise that the current level of this fund is tight, given our liabilities, and Trustees plan to increase the level of the fund this year. Trustees have identified that, over the longer term, Involve should move towards holding a significantly higher level of reserves.

#### Going concern

The funding environment has been challenging as we moved into and through 2016/17, and during the year trustees had to give serious consideration to the financial sustainability of the organisation. However, we have taken a number of robust steps to ensure that Involve is sustained and can continue to build on its track record of leadership and impact in delivering its charitable objectives, and these are outlined below. In the opinion of the trustees, Involve is a going concern.

The steps taken to ensure financial sustainability included:

- Focusing strategically on securing new and replacement sources of funding. This is nothing new for Involve, and we have a successful track record of generating programme funding through both grants and contracts. We secured some significant funding during 2016/17 and we have also secured significant funding going forward, in particular Sciencewise, MH:2K and a core funding grant. Involve has a strong reputation in our field of work, both nationally and internationally, and this reputation has been instrumental in securing our sources of funding. Looking ahead, we have a new 5-year strategy, which was also instrumental in securing our core funding grant;
- Well-established and highly active arrangements in place for forward planning on our cash flow, and robust risk management arrangements with clear oversight from trustees; and
- Detailed scenario planning during 2016/17, regularly discussed with trustees, including options for reducing our staffing levels and clear trigger points for decision-making by trustees. In consequence one member of staff took voluntary redundancy during 2016/17, steps were taken to move to reduced hours for some senior members of staff, and restrictions on discretionary spending were implemented.

#### 5. Principal risks and uncertainties

Involve has a risk register which is actively managed by both the management team and by trustees through the Audit and Finance Sub Committee. Our principal risks and uncertainties, and the steps we have been taking to manage them, are outlined below.

- **Short-term funding and liquidity** – this risk, and some of the ways in which we are managing it, have already been highlighted above in the reporting on financial review and going concern. In addition, the staff team regularly reviews business development opportunities and we have significantly strengthened our pricing tools to ensure that we more consistently match our income to our costs.
- **Sustainable funding** – we have secured a number of significant sources of funding for the medium term, as already outlined above, and our programmatic work has placed us in a good position to win further work. Our new 5-year strategy has created the strategic framework for seeking funding and has been instrumental in our successful application for core funding.

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- **Staff capacity, both the risk of losing staff in the short term and capacity for managing growth and new opportunities** – We manage this risk in a number of ways: by paying careful attention to the way we manage staff and the way we support their development and career progression, by regularly reviewing capacity, and by working with our Associates and partnering with other organisations where appropriate. Because of the type of organisation we are, Involve has a natural turnover of staff, particularly those who are in the early stages of their careers.

#### 6. Plans for future periods

Trustees have approved a new strategy for Involve for 2017-2022 with a vision to “*build a democracy that works for everyone*”. Our analysis leads us to believe that our political system is lacking three essential qualities of democracy:

- **Openness** – The public should be able to understand, influence and hold decisions-makers to account for the actions and inactions of their governments;
- **Participation** – People should have the freedom, support and opportunity to shape their communities and influence the decisions that affect their lives; and
- **Deliberation** – A key role of democracy is exchanging and acknowledging different perspectives, understanding conflict and finding common ground, and building a shared vision for society.

We will be putting the strategy into action by working broadly in three areas:

- **Agenda setting** - responding to the current political context and setting-out a vision for an open, participatory and deliberative democracy, and how to get there;
- **Coalition building** - building, supporting and coordinating broad, unexpected and powerful coalitions of allies to shape and advocate for a new vision for democracy; and
- **Participation practice** - supporting world class public participation practice and research, particularly where it can be used to build the case and pressure for wider change.

#### 7. Structure, governance and management

Involve is a charitable company limited by guarantee. It was incorporated on 9 January 2006 and registered as a charity on 15 July 2009. The Memorandum of Association establishes the objects and powers of the charitable company which is governed under its Articles of Association.

Involve has a Board of Trustees who meet quarterly and are responsible for the strategic direction, finances and policy of Involve. Our Articles of Association allows us to have up to 15 trustees. At 31 March 2017 there were 7 trustees (one of whom was on sabbatical leave), with a range of experience, skills and knowledge relevant to Involve’s mission. The company Secretary (who is Involve’s Director) also sits on the Board, but has no voting rights. Other staff also attend the Board as required.

The Board had two sub-committees in 2016/17: An Audit and Finance Sub-Committee and an HR and Governance Sub-Committee. The Audit and Finance Sub Committee is chaired by the Treasurer and meets quarterly, in advance of the Board meeting. The HR and Governance Sub Committee was chaired by the Board Chair and met six monthly. Looking ahead, trustees have decided to no longer have an HR and Governance Sub Committee.

Tim Hughes was appointed as Involve’s new Director in January 2017, replacing Simon Burall who becomes a Senior Associate at Involve.

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Responsibility for the day to day management of the organisation is delegated to the Director. The Director is supported by a Management Team. In 2016/17 the management team comprised:

- Simon Burall, Director
- Amy Pollard, Deputy Director (who left Involve in February 2017)
- Faiza Khan, Programme Director (who left Involve in September 2016), and
- Tim Hughes, then Programme Manager.

#### **Recruitment and appointment of trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as the trustees. Trustees are appointed for an initial period of three years by resolution of the trustees. This is renewable for a further term of three years. Trustees who have served six continuous years must leave and remain out of office for a period of one year unless the trustees resolve that it is in the best interests of Involve for that person to continue to serve as a trustee.

Due to the nature of Involve's work, which is oriented to policy, research and practice, the trustees have agreed that suitably experienced individuals are required to exercise adequate governance. Trustees identify potential new Board members through relevant networks and contacts and by open recruitment, followed by interview. When appointing new members, trustees look for a commitment to Involve's mission and attempt to achieve a balance of skills and experience on the Board. Trustees have identified that we need to strengthen the diversity of our Board and will be addressing this in the next planned recruitment round.

During 2016/17 Marilyn Taylor, Malcolm Rigg and Toby Blume came to the end of their terms as trustees, and Steve Evison resigned from the Board. One new trustee, Dame Julie Mellor, joined the Board in April 2017. We are currently recruiting for a new Treasurer.

#### **Trustee induction and training**

All new trustees are provided with a pack of information about governance, management and the work of Involve. This pack includes key financial and governance documents. In addition, all new trustees are encouraged to attend a short training session with the Director. The purpose of this session is to familiarise themselves with the charity, its purpose, structure, financing and activities, as well as the role of a Board member.

#### **Related parties and relationships with other organisations**

Involve is a small organisation and, although we have a strong set of skills and experiences amongst our staff and Associates, we partner with other organisations and individuals on a significant proportion of our work. This partnering includes work where we are the lead organisation in a partnership as well as sub-contracting by us or to us.

A full list of our funders in 2016/17, and details of our Associates and partners, is available on our website: [www.involve.org.uk/who-funds-us/](http://www.involve.org.uk/who-funds-us/)

Involve has an established Conflicts of Interest policy for trustees. Trustees, and senior management staff, are required to complete an annual declaration of interests. Declaring interests is a standing item at the start of all Board and committee meeting agendas. The policy outlines how any interests are then handled at the meeting, guided by the overall principle that trustees should not be able to unduly influence decision-making on issues where they have an interest. Note 16 in the attached notes to the financial statements provides details of trustee related party transactions.

## **The Involve Foundation**

### **Report of the trustees**

#### **For the year ended 31 March 2017**

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##### **Remuneration policy for key management personnel**

Involve's pay policy and the pay scales for its key management personnel are set and reviewed by trustees on an annual basis. Involve has an established appraisal system which includes setting, and reviewing performance against, annual objectives. The trustees approve any pay rises, within the agreed pay scales, following the annual appraisal. The Director is appraised by the Chair of trustees.

##### **Statement of responsibilities of the trustees**

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

The trustees confirm that to the best of their knowledge there is no information relevant to the examination of which the independent examiners are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant examination information and that this information has been communicated to the independent examiners.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

##### **Independent examiners**

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 9 November 2017 and signed on their behalf by

Ed Mayo - Chair

Estelle Rowe - Treasurer

## **Independent examiner's report**

### **To the trustees of**

#### **The Involve Foundation**

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I report on the accounts of the charitable company for the year ended 31 March 2017, which are set out on pages 17 to 28.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date:

**Alison Godfrey FCA**

**Member of the ICAEW**

For and on behalf of:

**Godfrey Wilson Limited**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

**The Involve Foundation**

**Statement of financial activities** *(incorporating an income and expenditure account)*

**For the year ended 31 March 2017**

	Note	Restricted £	Unrestricted £	2017 Total £	2016 Total £
<b>Income from:</b>					
Charitable activities	3	160,220	249,961	<b>410,181</b>	1,402,447
Investments		-	276	<b>276</b>	519
<b>Total income</b>		<u>160,220</u>	<u>250,237</u>	<u><b>410,457</b></u>	<u>1,402,966</u>
<b>Expenditure on:</b>					
Raising funds		-	39,912	<b>39,912</b>	15,777
Charitable activities		<u>75,074</u>	<u>364,596</u>	<u><b>439,670</b></u>	<u>1,389,157</u>
<b>Total expenditure</b>	5	<u>75,074</u>	<u>404,508</u>	<u><b>479,582</b></u>	<u>1,404,934</u>
<b>Net income / (expenditure)</b>		85,146	(154,271)	<b>(69,125)</b>	(1,968)
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>	6	85,146	(154,271)	<b>(69,125)</b>	(1,968)
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>4,712</u>	<u>227,746</u>	<u><b>232,458</b></u>	<u>234,426</u>
<b>Total funds carried forward</b>		<u><u>89,858</u></u>	<u><u>73,475</u></u>	<u><u><b>163,333</b></u></u>	<u><u>232,458</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 14 to the accounts.

## The Involve Foundation

### Balance sheet

As at 31 March 2017

	Note	£	2017 £	2016 £
<b>Fixed assets</b>				
Tangible assets	9		157	1,440
<b>Current assets</b>				
Debtors	10	75,478		144,851
Cash at bank and in hand		<u>150,064</u>		<u>171,834</u>
		<b>225,542</b>		316,685
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	11	<u>(62,366)</u>		<u>(85,667)</u>
<b>Net current assets</b>			<u>163,176</u>	<u>231,018</u>
<b>Net assets</b>	13		<u>163,333</u>	<u>232,458</u>
<b>Funds</b>	14			
Restricted funds			89,858	4,712
Unrestricted funds				
Designated funds			40,211	64,619
General funds			<u>33,264</u>	<u>163,127</u>
<b>Total charity funds</b>			<u>163,333</u>	<u>232,458</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 9 November 2017 and signed on their behalf by

Ed Mayo - Chair

Estelle Rowe - Treasurer

**The Involve Foundation**

**Statement of cash flows**

**For the year ended 31 March 2017**

	<b>2017</b>	2016
	<b>£</b>	£
<b>Cash used in operating activities:</b>		
Net movement in funds	<b>(69,125)</b>	(1,968)
<i>Adjustments for:</i>		
Depreciation charges	<b>957</b>	992
Loss / (gain) on disposal of asset	<b>326</b>	-
Dividends, interest and rents from investments	<b>(276)</b>	(519)
Decrease / (increase) in debtors	<b>69,373</b>	(88,677)
Increase / (decrease) in creditors	<b>(23,301)</b>	5,604
<b>Net cash provided by / (used in) operating activities</b>	<b><u>(22,046)</u></b>	<u>(84,568)</u>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	<b>276</b>	519
Purchase of tangible fixed assets	<b>-</b>	(873)
<b>Net cash provided by / (used in) investing activities</b>	<b><u>276</u></b>	<u>(354)</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>(21,770)</b>	(84,922)
Cash and cash equivalents at the beginning of the year	<b><u>171,834</u></b>	<u>256,756</u>
<b>Cash and cash equivalents at the end of the year</b>	<b><u><u>150,064</u></u></b>	<u><u>171,834</u></u>

## The Involve Foundation

### Notes to the financial statements

#### For the year ended 31 March 2017

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#### 1. Accounting policies

##### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Involve Foundation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate despite the challenging funding environment of 2016/17. Further detail is provided in the trustees report.

##### c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of consultancy services is deferred until criteria for income recognition are met.

##### d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

##### e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

## The Involve Foundation

### Notes to the financial statements

#### For the year ended 31 March 2017

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##### **f) Funds accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

##### **g) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### **h) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Direct staff costs and other direct costs are allocated to raising funds on the basis of staff time spent on the activity. General support and governance costs are allocated wholly to charitable activities as this is a fairer representation of the charity's activities.

##### **i) Tangible fixed assets**

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer and office equipment	3 years straight line basis
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##### **j) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **k) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **l) Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **m) Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

## The Involve Foundation

### Notes to the financial statements

#### For the year ended 31 March 2017

##### n) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

##### o) Foreign currency transactions

Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

## 2. Prior period comparatives

	Restricted £	Unrestricted £	2016 Total £
<b>Income from:</b>			
Charitable activities	1,076,885	325,562	<b>1,402,447</b>
Investments	-	519	<b>519</b>
<b>Total income</b>	<b>1,076,885</b>	<b>326,081</b>	<b>1,402,966</b>
<b>Expenditure on:</b>			
Raising funds	-	15,777	<b>15,777</b>
Charitable activities	1,099,886	289,271	<b>1,389,157</b>
<b>Total expenditure</b>	<b>1,099,886</b>	<b>305,048</b>	<b>1,404,934</b>
<b>Net income / (expenditure)</b>	<b>(23,001)</b>	<b>21,033</b>	<b>(1,968)</b>
Transfers between funds	12,065	(12,065)	-
<b>Net movement in funds</b>	<b>(10,936)</b>	<b>8,968</b>	<b>(1,968)</b>

## 3. Income from charitable activities

	Restricted £	Unrestricted £	2017 Total £	2016 Total £
Grant income	160,220	43,156	<b>203,376</b>	1,090,190
Consulting income	-	206,348	<b>206,348</b>	310,882
Training	-	457	<b>457</b>	1,375
<b>Total income from charitable activities</b>	<b>160,220</b>	<b>249,961</b>	<b>410,181</b>	<b>1,402,447</b>

## 4. Government grants

The charitable company receives government grants, defined as funding from Ministry of Justice, NHS England and Oldham Council to fund charitable activities. The total value of such grants in the period ending 31 March 2017 was £90,787 (2016: £969,563). There are no unfulfilled conditions or contingencies attaching to these grants.

**The Involve Foundation**

**Notes to the financial statements**

**For the year ended 31 March 2017**

**5. Total expenditure**

	Raising funds £	Charitable activities £	Support and governance costs £	<b>2017 Total £</b>	2016 Total £
Direct costs	-	83,330	-	<b>83,330</b>	848,879
Staff costs (note 7)	39,539	145,069	145,979	<b>330,587</b>	459,403
Other staff costs	-	-	2,118	<b>2,118</b>	22,613
Premises costs	-	-	22,678	<b>22,678</b>	18,042
Office and IT costs	-	-	11,163	<b>11,163</b>	23,043
Other	373	-	26,524	<b>26,897</b>	27,156
Governance costs	-	-	1,309	<b>1,309</b>	1,798
Audit and independent examination	-	-	1,500	<b>1,500</b>	4,000
<b>Sub-total</b>	39,912	228,399	211,271	<b>479,582</b>	1,404,934
Allocation of support and governance costs	-	211,271	(211,271)	-	-
<b>Total expenditure</b>	<b>39,912</b>	<b>439,670</b>	<b>-</b>	<b>479,582</b>	<b>1,404,934</b>

## The Involve Foundation

### Notes to the financial statements

#### For the year ended 31 March 2017

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#### 6. Net movement in funds

This is stated after charging:

	2017 £	2016 £
Depreciation	957	992
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	416	1,234
Auditors' / independent examiner's remuneration:		
▪ Statutory audit (excluding VAT)	-	4,000
▪ Over-accrued audit fees for 2015/16	(1,000)	-
▪ Independent examination (excluding VAT)	2,500	-
▪ Other services	-	10,842
	<u>          </u>	<u>          </u>

Trustees' reimbursed expenses relate to payments made to 3 (2016: 5) trustees for reimbursed travel expenses.

#### 7. Staff costs and numbers

Staff costs were as follows:

	2017 £	2016 £
Salaries and wages	295,538	415,196
Social security costs	28,090	44,045
Pension costs	6,959	-
	<u>          </u>	<u>          </u>
	<u>330,587</u>	<u>459,241</u>

One employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Director, Deputy Director and Operations Manager. The total employee benefits including pension contributions of the key management personnel were £109,027 (2016: £152,951).

Included within salaries and wages above is a redundancy payment to a former employee of £2,395 including statutory payments.

The average number of employees during the year was as follows:

	2017 No.	2016 No.
Average head count	<u>9.40</u>	<u>18.00</u>

#### 8. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

The Involve Foundation

Notes to the financial statements

For the year ended 31 March 2017

9. Tangible fixed assets

	Computer and office equipment £
<b>Cost</b>	
At 1 April 2016	10,238
Disposals	<u>(7,492)</u>
At 31 March 2017	<u>2,746</u>
<b>Depreciation</b>	
At 1 April 2016	8,798
Charge for the year	957
On disposals	<u>(7,166)</u>
At 31 March 2017	<u>2,589</u>
<b>Net book value</b>	
<b>At 31 March 2017</b>	<u><u>157</u></u>
At 31 March 2016	<u><u>1,440</u></u>

10. Debtors

	2017 £	2016 £
Trade debtors	43,467	100,419
Prepayments	1,792	4,548
Accrued income	28,719	38,384
Other debtors	<u>1,500</u>	<u>1,500</u>
	<u><u>75,478</u></u>	<u><u>144,851</u></u>

11. Creditors : amounts due within 1 year

	2017 £	2016 £
Trade creditors	7,908	10,920
Accruals	23,296	23,914
Other taxation and social security	13,734	33,471
Deferred income (see note 12)	11,578	12,899
Other creditors	<u>5,850</u>	<u>4,463</u>
	<u><u>62,366</u></u>	<u><u>85,667</u></u>

## The Involve Foundation

### Notes to the financial statements

For the year ended 31 March 2017

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#### 12. Deferred income

	2017 £	2016 £
At 1 April 2016	12,899	14,277
Released during the year	(12,899)	(14,277)
Deferred during the year	<u>11,578</u>	<u>12,899</u>
At 31 March 2017	<u><u>11,578</u></u>	<u><u>12,899</u></u>

Deferred income comprises consultancy income received in advance of work being delivered.

#### 13. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	157	157
Net current assets	<u>89,858</u>	<u>73,318</u>	<u>163,176</u>
<b>Net assets at 31 March 2017</b>	<u><u>89,858</u></u>	<u><u>73,475</u></u>	<u><u>163,333</u></u>

The Involve Foundation

Notes to the financial statements

For the year ended 31 March 2017

14. Movements in funds

	At 1 April 2016 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2017 £
<b>Restricted funds</b>					
Omidyar UK Open Government Partnership	4,712	12,899	(17,611)	-	-
NHS Citizen	-	168	(168)	-	-
Nesta Open Government Network	-	8,000	(4,963)	-	3,037
Potter Open Government Network	-	13,500	-	-	13,500
UK Civil Society Engagement	-	1,000	(1,000)	-	-
Wellcome Young People and Mental Health	-	34,795	(24,138)	-	10,657
Ministry of Justice - Teeside Reform Prisons	-	80,618	(19,680)	-	60,938
Big Lottery Fund (via Scottish Council for Voluntary Organisations)	-	9,240	(7,514)	-	1,726
<b>Total restricted funds</b>	<b>4,712</b>	<b>160,220</b>	<b>(75,074)</b>	<b>-</b>	<b>89,858</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Stability fund	64,619	-	-	(24,408)	40,211
<i>Total designated funds</i>	<i>64,619</i>	<i>-</i>	<i>-</i>	<i>(24,408)</i>	<i>40,211</i>
General funds	163,127	250,237	(404,508)	24,408	33,264
<b>Total unrestricted funds</b>	<b>227,746</b>	<b>250,237</b>	<b>(404,508)</b>	<b>-</b>	<b>73,475</b>
<b>Total funds</b>	<b>232,458</b>	<b>410,457</b>	<b>(479,582)</b>	<b>-</b>	<b>163,333</b>

**Purposes of restricted funds**

Omidyar UK Open Government Partnership	This was a grant to support the development and coordination of the UK Open Government Network from June 2014 to June 2016.
NHS Citizen	This NHS England-funded programme developed a new model for addressing the challenges facing the NHS, through a co-design approach involving the public and senior NHS managers.
Nesta Open Government Network	This was a grant to support the development and coordination of the UK Open Government Network from September 2016 to August 2017.
Potter Open Government Network	This was a grant to audit the openness of UK government and agree the advocacy priorities of the Open Government Network.

## The Involve Foundation

### Notes to the financial statements

#### For the year ended 31 March 2017

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##### Purposes of restricted funds (continued)

UK Civil Society Engagement	This was a contribution from 360 Giving to the coordination of the Open Government Network.
Wellcome Young People and Mental Health	The MH:2K pilot project has developed an innovative, youth-led model for influencing research and decision-making around youth mental health prevention, support and services.
Ministry of Justice - Teeside Reform Prisons	This Ministry of Justice-funded project has enabled us to work with two Reform Prisons in North East England, to support them to become more open and accountable organisations.
Big Lottery Fund (via Scottish Council for Voluntary Organisations)	This was a grant, in partnership with the Scottish Council for Voluntary Organisations, Welsh Council for Voluntary Action and Northern Ireland Environment Link, to build the capacity of citizens and civil society across the United Kingdom to contribute and input to policy-making and service delivery in progressing the UN Sustainable Development Goals (SDGs).

##### Purposes of designated funds

Stability fund	This fund enables Involve, if necessary, to close down the organisation in an orderly and honourable manner.
----------------	--

#### 15. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2017	2016
	£	£
Amount falling due:		
Within 1 year	6,000	18,550
Within 1 - 5 years	-	6,000
	<u>6,000</u>	<u>24,550</u>

#### 16. Related party transactions

##### *Transactions with trustees*

Julie Mellor, trustee, is also a trustee of NESTA, from whom Involve received £8,000 in the financial year ending 31 March 2017.