



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	1	April	2021		31	March	2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

The Bluecoat Centre	
Upper Northgate Street	
Chester	
<b>Postcode</b>	CH1 4EE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Mann	Chair		
2	Susan Haywood		From October 2021	
3	Dawn Llewelyn		From October 2021	
4	Barbara Carter	Secretary	From October 2021	
5	Gillie O'Rourke		Until January 2022	
6	Cathy Powell			
7	Lorraine Pate		From July 2021	
8	Rachel Forster			
9	Liz Temple-Murray		Until October 2021	
10	Natasha Deaffern		Until July 2021	
11	Ann Dytor-Walsh	Treasurer		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Alison Breadon, Centre Manager

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Voluntary organisation
Trustee selection methods (eg. appointed by, elected by)	By application and appointment

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

CSASS holds 4 meetings of the Board of trustees per annum in addition to an annual AGM. Other meetings may be arranged according to organisational requirements. Reporting mechanisms are in place. At each board meeting the trustees are provided with impact, risk, activity, and financial information. Trustees follow a structured induction program, which includes visits, reading, and online and in-person training covering governance and specialist knowledge and skills.

The CSASS Centre Manager is accountable to the board and during this year managed three further staff members. The staff managed a team of around 20 volunteers to deliver services and activities. The staff consisted of the Centre Manager, a Core Service Manager, an Outreach Manager and an Office Manager.

CSASS is a member of Rape Crisis England and Wales (RCEW) and is proud to have met RCEW national service standards, following a rigorous independently verification process. We are also an organisational member of the British Association of Counsellors and Psychotherapists (BACP) and adhere to their ethical framework. CSASS has a risk management strategy. The organisational risk register is reviewed on a regular basis by the trustees, while operational risks are managed by staff.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The overall objective of CSASS is:

*"To preserve and protect the health and well-being, and relieve the distress and trauma, of anyone aged 18 years or over; who has experienced, or who is experiencing, any form of sexual abuse or sexual violence, through the provision of support, information and counselling, maintaining women-only services and space as a core offer."*

- To raise money, employ staff, manage volunteers and assets in order to fulfil our objective
- To produce materials, conduct research and arrange events in order to fulfil our objectives.
- To work in partnership with statutory and Voluntary Sector Organisations.
- To support and facilitate the development of the rape crisis movement.
- To promote equal opportunities, and not be party political or sectarian.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

CSASS transforms the lives of adult survivors of sexual violence and abuse who have been assaulted at any time in their lives, through free specialist counselling, telephone supportline, LiveChat and groupwork. In partnership with others, we reach survivors within under-represented communities, developing new ways of working. Our campaigns raise awareness and challenge the attitudes and behaviour that lead to sexual violence.

Free unlimited confidential counselling is our core offer, and it is available for survivors and those affected by the impacts of rape and sexual abuse. Counsellors receive regular specialist training and clinical supervision, and are all BACP registered.

The Support line and LiveChat offer a confidential listening service, with emotional support, information and signposting as needed, either to further support, or other specialist organisations. The CSASS team receive regular training, support and development opportunities.

CSASS staff and volunteers also run groupwork, campaigns and outreach activities to empower and support survivors, raise awareness and challenge the behaviours and attitudes that lead to sexual violence. Outreach work includes training, work in partnership, development of new ways of working and promoting services. Our awareness raising and prevention work encompasses public stalls and distribution of posters, cards and stickers, use of online networks and social media, and targeted campaigns, aiming to reach survivors across all sections of our local community.

As well as our membership of RCEW and BACP, CSASS is part of the third sector community in Cheshire, attends local business club events and participates in multi-agency work. The trustees give due regard to the guidance issued by the charity commission on public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

CSASS relies on volunteers - our support line, LiveChat and awareness-raising work is entirely delivered by volunteers. Without our volunteers, our work for survivors would not happen.

Summary of the main achievements of the charity during the year

**Our impact report can be found here:**

<https://csass.org.uk/wp-content/uploads/2022/06/Impact-report-2022.mp4>

**Goal 1: Survivors are making progress towards recovery**

*A wider range of survivors of sexual violence and abuse supported by our specialist services, including women-only services, are making progress towards recovery.*

- 24 survivors attended monthly Saturday Social groupwork sessions for survivors, along with 3 volunteers. The linked online secure facebook group was a source of support through the week.

*"It is a brilliant place come to and know there is no judgement and you will always be welcomed enthusiastically."*

- Our facilitated online wellbeing group provided specialist strategies for survivors  
*'I now feel I have a substantial tool kit to draw upon on a daily basis'*  
*'These sessions have been invaluable. I (can) envisage a future (and) actually take practical steps towards one'*

*'The client expressed their amazement at a lightbulb moment that occurred for them when attending the group and how bringing this lightbulb moment to their therapy for exploration led to further processing and new self awareness.'*

- We delivered 1483 Supportline phone calls, LiveChats, sessions and group activities for survivors
- We supported 133 survivors through specialist counselling. 52 were complex cases, 48% more than previous year. 85% of survivors reported improved health and wellbeing following counselling.

*'My counsellor was very supportive, professional and caring. I was able to work through at my own pace and never felt rushed.'*

*'The most valuable things (out of many so this was a difficult choice), was she walked me through my life journey, and gave me my resilience and wings back. For that I will be ever grateful and humbled.'*

*'I cannot verbalise how much this has impacted my life, I cause others less harm and I maintain my integrity.'*

*'She . . . gave me my resilience and wings back. For that I will be ever grateful.'*

**Goal 2: Survivors and supporters have the information and confidence to access support**

*We're reaching more, and a wider range of survivors.*

- We reached out by working with others, such as street campaigning with Chester Women's Aid, and visiting the Samaritans volunteer team. E-newsletters reached GP Wellbeing coordinators and all Cheshire West and Chester council staff
- We trained people within our partner organisations, building confidence to respond to disclosures, and to support and signpost survivors they encounter

- Our social media messages promoted services, delivered campaigns and empowered survivors.
- Toilet door stickers offering information about services accessible in a private space, were replaced in local pubs
- We promoted services through stalls at the University of Chester during North West Sexual Violence awareness week
- Our major 'SafetyNet' week held at Ellesmere Port Arcades reached 120 people as lockdown lifted with creative support and service information
- New giveaway wristbands reassured survivors 'We Believe You' and offered a link to our website.

### **Goal 3: The causes of sexual violence are challenged**

*Attitudes and behaviors that lead to sexual violence are widely understood and challenged in the area we serve*

- Sarah Everard's death lead us to remember victims and re-commit to campaigning for change
- We took part in the Chester Women's March, in partnership with other local women's organisations
- We held a moving public vigil in November, along with council staff, fire service, police, and our sister Rape Crisis centre, RASASC. We raised up the powerful voice of a survivor poet at the vigil, and made her voice heard.
- Our Footprints craftivist campaign offered a quiet way to protest, reminding people that it is common for women to feel scared when they are just walking home

### **Goal 4: We have the resources and knowledge we need to be effective, safe, sustainable and accountable**

- Learning
  - Team members attended Rape Crisis England and Wales annual conference for inspiration, and specialist learning
  - We ran two induction training courses for new volunteers and trustees, and held regular delivery team specialist support meetings
  - Staff professional development covered areas including leadership, clinical supervision and action learning
- At our whole organisation Vision day, the whole team of staff, trustees and volunteers came together and planned for growth and development at CSASS.
- We made survivors needs heard by taking part in consultations on Mental Health services and Integrated Care Partnership (NHS) development, leading to better resources for survivors in future
- We welcomed Georgia to work with us for 6 months, supported by the Government Kickstarter scheme
- We invested in technology to improve
  - confidentiality
  - reliability and
  - accessibility
 from on-line accounting to a new office broadband/phone line

### **What did we to in 2021/22 to improve . . .**

#### **Health, Safety and Wellbeing**

- Covid challenged our physical and mental health. It was

## Section D

## Achievements and performance

different for each person. We kept asking what people needed to be, and to feel safe, at CSASS and made regular changes.

- Regular checks like risk assessments and walk throughs are important to prevent problems - we found (and fixed!) blocked fire exit routes for wheelchair users

### Data Safety

We introduced new 2 factor secure data access for staff and volunteers, keeping all our information confidential

### Safeguarding

- We completed our safeguarding governance audit, based on Charity Commission guidance
- Everyone at CSASS completed annual safeguarding training *'sessions have provided a safe, non-judgemental environment'*
- Verbal reminders at each session about confidentiality help to ensure that survivors continue to feel safe during groupwork activities

### Environmental sustainability

- We maintained low travel emissions through continuing to provide services like phone and online counselling
- We now have established hybrid and flexible working options, wherever possible for staff and volunteers
- Purchased pre-loved furniture for the office

### Quality and accountability

- On-line feedback forms have increased returns to 40%, enabling us to hear where we are doing well, and where we can remove barriers and improve our service.

We have responded by, for example:

- arranging for a therapy dog to attend sessions
- changing the way we involve people in planning, by offering a variety of ways to feed in (online or in person, conversation or written input)
- No formal complaints received

### Diversity & Inclusion

- Hybrid groupwork enabled more people to access support in a way that suited them
- We researched ways to improve class diversity in governance, to support us to recruit more working class trustees in future
- Our BSL (sign language) videos for survivors and supporters in the Deaf community received 1366 views
- Held events and activities accessible to survivors living in areas of economic deprivation

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The policy of the charity is to have sufficient unrestricted reserves to cover 6 months rent, all staff notice and redundancy costs, plus £6000.

**Details of any funds materially in deficit**

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### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principle source of funding for the year was the Ministry of Justice Rape Support Fund. Our Reaching Communities grant from the Lottery Community fund continued throughout, and we have also received a welcome grant from Garfield Weston Foundation.



### Section F Other optional information

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### Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Barbara Carter	Dawn Llewellyn
Position (eg Secretary, Chair)	Chair	Secretary

Date 29<sup>th</sup> November 2022



**Receipts and payments accounts**

CC16a

For the period  
from

Period start date  
1st April 2021

To

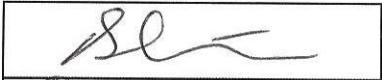

Period end date  
31st March 2022

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Rape Support Fund - Ministry of Justice		61,443	-	61,443	65,699
Big Lottery Reaching Communities	-	27,750	-	27,750	51,724
Cheshire Community Foundation	-	-	-	-	10,000
Leather Sellers	-	-	-	-	1,000
Brook Trust	-	5,000	-	5,000	5,000
Kickstarter - Dept of Work and Pensions	-	7,415	-	7,415	
Association of Mental Health Providers	-	5,000	-	5,000	
One Family Foundation	-	2,250	-	2,250	
Garfield Weston	-	15,000	-	15,000	
Earned income	300			300	
Donations, sponsorship and events	6,660		-	6,660	4,216
Bank interest	7		-	7	82
<b>Sub total (Gross income for AR)</b>	<b>6,968</b>	<b>123,858</b>	<b>-</b>	<b>130,825</b>	<b>137,721</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,968</b>	<b>123,858</b>	<b>-</b>	<b>130,825</b>	<b>137,721</b>
<b>A3 Payments</b>					
Rent	-	4,428	-	4,428	2,583
Insurance	-	745	-	745	706
Marketing	-	446	-	446	
Staffing costs and expenses	-	89,700	-	89,700	82,157
Freelance Supervision and Counselling	-	15,700	-	15,700	11,933
Training	1,750	65	-	1,815	1,161
Volunteer Expenses	-	752	-	752	691
Office expenses and misc	240	2,161	-	2,400	3,147
External Evaluation	-	2,000	-	2,000	2,500
IT/phone and communications	-	6,572	-	6,572	8,149
Governance	-	314	-	314	25
Outreach Projects	-	3,368	-	3,368	3,590
<b>Sub total</b>	<b>1,990</b>	<b>126,250</b>	<b>-</b>	<b>128,240</b>	<b>116,631</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,990</b>	<b>126,250</b>	<b>-</b>	<b>128,240</b>	<b>116,631</b>
<b>Net of receipts/(payments)</b>	<b>4,978</b>	<b>- 2,393</b>	<b>-</b>	<b>2,585</b>	<b>21,090</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	<b>25,630</b>	<b>29,617</b>	<b>-</b>	<b>55,247</b>	<b>34,157</b>
<b>Cash funds this year end</b>	<b>30,608</b>	<b>27,224</b>	<b>-</b>	<b>57,832</b>	<b>55,247</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Account	300	27,224	-
	Bank Deposit Account	30,303	-	-
	Petty Cash	5	-	-
	<b>Total cash funds</b>	<b>30,608</b>	<b>27,224</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	IT/Phone			1,118
	Furniture and Equipment			454
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Barbara Carter		29th Nov 2022
		Dawn Llewellyn		29th Nov 2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Chester Sexual Abuse Support Service

On accounts for the year ended

31<sup>st</sup> March 2022 Charity no 1133564

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*N. Edwards*

Date:

6/1/2023

Name:

NEAL JOHN EDWARDS

Relevant professional qualification(s) or body (if any):

N/A

Address:

70 BRADFORD STREET,  
CHESTER, CH4 7DG

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A