

# LHA Support Services Limited

Financial Statements for the year ended 31 March 2007



LHA Support Services Limited  
A member of the LHA-ASRA Group Limited

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## **Board, Directors and Advisers**

### **Members of the Board**

#### **Chairman**

David Betterley

#### **Members**

David Betterley (Chairman)

Don Greening

Eileen Leadeatt

Farouk Haider

Shantilal Makwana

Atul Patel (Company Secretary)

#### **Co-opted Members**

Asit Acharya (Co-optee, Executive)

John Stemp (Co-optee, Executive)

#### **Managing Director**

John Stemp

#### **External Auditors**

KPMG LLP

#### **Internal Auditors**

PricewaterhouseCoopers (PWC) LLP

#### **Bankers**

Yorkshire Bank plc

#### **Solicitors**

Harvey Ingram LLP

#### **Company Secretary**

Brian Bassett (to 30 March 2007)

Atul Patel (from 31 March 2007)

#### **Registered Office**

3 Bede Island Road

Leicester

LE2 7EA

# **LHA Support Services Limited**

## **Boards' Report**

### **Legal Status**

LHA Support Services Limited (LHASS) is a charitable and unregistered Industrial and Provident Society. The ultimate parent undertaking is LHA-ASRA Group Limited.

### **Business overview**

The principal objective of LHA Support Services Limited is the provision of:

- Care
- Housing related support and
- Housing Services

Over the year the Domiciliary Care services in Leicestershire and Nottinghamshire has continued to expand at a steady rate. In Leicestershire a new office in Melton Mowbray had been acquired to support existing staff working in the area and to support expansion.

Top-up funding received from Leicester and Leicestershire Primary Care Trust's has ceased for new service users but has been retained for existing service users reducing on a pro-rata basis as these service users leave the homes affected.

## **The Board and its Committees**

The Board comprises of 8 members, led by the Chairman, David Betterley. It controls LHASS's strategic direction and reviews its operating and financial position. There is a formal schedule of matters reserved specifically to the Board, which ensures that it takes all major strategy, investment and policy decisions affecting LHASS. The Board has an established governance framework, which encourages all members to bring an independent judgement to bear on issues of strategy, performance, resources (including key appointments) and standards of conduct.

The Board conducts an annual review of its effectiveness and that of its individual members of the Board, with a view of improving both individual contributions and group achievement. There is an ongoing training programme for both Board Members and senior management.

The Board is supplied with timely and relevant information to enable it to discharge its duties. Board papers are normally distributed at least a week in advance of the relevant meeting, and the papers are sufficiently detailed to enable the members to obtain a thorough grasp of LHASS's management and financial performance. The Board's terms of reference make provision for it to receive independent professional advice to enable it to carry out its duties.

## **Internal control and risk management**

The Board is responsible for LHASS's system of internal control and its effectiveness and therefore demands a strong control environment. However, the system is designed to manage rather than eliminate the risk of failure to achieve LHASS's business objectives and can provide therefore only reasonable and not absolute assurance against material misstatement or loss. Senior management has undertaken a detailed examination of the internal control environment operating within LHASS and the specific elements and effectiveness of its internal control processes. Their reports, together with those from the internal and external auditors have been reviewed by the LHA-ASRA Group Audit & Risk Committee.

The Board, through the LHA-ASRA Group Audit & Risk Committee, has reviewed the effectiveness of LHASS's internal financial controls and risk management for the year ended 31 March 2007. No significant weakness in the internal controls resulting in material losses, contingencies or uncertainties, which require disclosure in the financial statements, has occurred.

## **Employee involvement and consultation**

Our people strategy aims to cultivate focussed, well-managed staff who understand how they contribute to the organisation. We consult with employees in a range of ways, both formally and informally.

We comply with employment legislation and seek to ensure that the workforce employed reflects the diversity of the population and customers of the areas in which we work. We emphasise employee involvement and keep employees informed through a programme of formal and informal briefings.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the individuals concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment with LHASS is continued and that appropriate training is arranged. It is LHASS's policy that the training, career development and promotion of disabled persons should, as far as possible, be identical with that of other employees.

## **Health & Safety**

Health & Safety performance measures are included in the key performance indicators of LHASS.

## **Post Balance Sheet Events**

There are no post balance sheet events that require disclosure in the financial statements.

## **Auditors**

KPMG have expressed their willingness to continue in office as auditors to LHASS. A resolution proposing their reappointment will be proposed at the Annual General Meeting.

## **Statement of the Board's responsibilities in respect of the Board Report and the financial statements**

The Board of Management (the Board) are responsible for preparing the Board Report and the financial statements in accordance with applicable law and regulations.

Industrial and Provident Society law requires the Board to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

The Association and parent association financial statements are required by law to give a true and fair view of the state of affairs of the Association and the parent association and of the surplus or deficit for that period.

In preparing these financial statements, the board are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association and the parent association will continue in business.

The Board are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the parent association and enable them to ensure that its financial statements comply with the Industrial & Provident Societies Acts 1965 to 2002. They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Association and to prevent and detect fraud and other irregularities.

By Order of the Board



Atul Patel  
Company Secretary  
19 September 2007

