

# Moving Forward

Reporting on the first full year of  
activity from the Northern Ireland  
Commissioner for Children and Young  
People (NICCY)

April 2004 to March 2005





**NDPB Commissioner for Children and Young People for Northern  
Ireland Annual Report and Accounts  
Moving Forward  
Reporting on the first full year of activity from the Northern Ireland  
Commissioner for Children and Young People (NICCY)  
For the year ended 31<sup>st</sup> March 2005**

Laid before the Houses of Parliament by the OFMDFM in accordance with  
Paragraph 12(2) and (4) of the Schedule to the Northern Ireland Act 2000 and  
Paragraph 40 of the Schedule to the Northern Ireland Act 2000 (Prescribed  
Documents) Order 2004

24<sup>th</sup> July 2006

Laid before the Northern Ireland Assembly under Commissioner for Children  
and Young People (Northern Ireland) Order 2003 by the OFMDFM

24<sup>th</sup> July 2006

Ordered by The House of Commons to be printed  
24<sup>th</sup> July 2006



## **NICCY's Mission**

- Listen to children and young people
- Safeguard and promote their rights
- Work with them to challenge and change the world in which they live



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As Chief Executive of NICCY and interim Commissioner I have overseen the completion of this annual report and accounts.

Nigel Williams, Northern Ireland's first Commissioner for Children and Young People sadly died on March 28<sup>th</sup> 2006. He was dedicated to the children and young people of Northern Ireland. He sought to uphold their rights and to ensure their best interests in everything he did. He built a solid foundation for their involvement in the office of their Commissioner. To quote one young person from the NICCY Youth Panel "He truly was a children's champion."

Before he died Nigel drafted the following foreword:

### **Foreword**

*For everyone who works in the Office of the Children's Commissioner, each day brings new challenges. Trying to capture a year of those challenges in an accessible way is almost impossible. But it is a challenge that I knew we must face. In addition to being accountable to Parliament I felt it important to be answerable to children and young people – as well as their parents and carers. That is why in addition to this annual report, I produced 'NICCY News', a review of the year in a colourful, informative format, which I believe, helped explain the breadth of work we all undertake at NICCY. A copy can be sent to anyone who wishes.*

*In introducing this report on the year I would like to draw your attention to that wide scope of work. It was also a year when we consolidated on setting up our office – indeed it was a year when we were very pleased to throw open the doors of our new offices to all visitors!*

*But most of all it was a year when we continued and expanded what we were doing for children and young people in Northern Ireland.*

*Through our work we have challenged the way children and young people are treated by public services, highlighted areas where things can be improved and been instrumental in bringing issues affecting children, young people and their parents higher up the agenda.*

*But most of all, I believe the real achievement in 2004-2005 was in hearing the voice of children – through our communication and participation with young people, our research, through our consultation and, importantly hearing what individual children have to say about their lives, the way they are treated, and what they believe can be done, should be done and must be done.*

Tributes to Nigel Williams flowed in to NICCY from across the world on the news of his death. These can be viewed on [www.niccy.org](http://www.niccy.org)

It is with great sadness that I dedicate this report to Nigel Williams but also with hope, sure that NICCY will continue to grow stronger to face the challenges in safeguarding and promoting the rights and best interests of children and young people in Northern Ireland.



Barney McNeany  
Interim Commissioner and Chief Executive  
June 2006

## Introduction to the report

This Annual Report 2004/2005 represents NICCY's first full year of activity. To help readers understand how we have worked to achieve set objectives we have reproduced our corporate objectives and associated actions. For clarity we have used a 'traffic light' system to indicate our progress against our objectives:

- **Green indicates that the corporate objective has been completed**
- **Amber indicates that the objective was partially completed**
- **Red shows that the objective has not been met**
- **Blue that the objective represents ongoing work**

Underneath some of the tables you will see additional written information, this includes short examples and more detailed explanations of the work associated with those objectives. This helps to put the work into context and provide clarity and understanding around how those actions and activities addressed the corporate objectives.



**Review of the year**

<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<p><b>1.1</b>            To provide a range of high quality, targeted and accessible services, meeting the duties set out in Article 7 of the Northern Ireland Commissioner for Children and Young People (NI) Order and, where appropriate, using our powers under the Order, to safeguard and promote the rights and best interests of Children and Young People.</p>	<p><b>1.1 A</b>            Develop innovative ways of listening to and encouraging the participation of Children and Young People in the work of the N.I. Commissioner for Children and Young People and a range of key stakeholders.</p>	<ul style="list-style-type: none"> <li>• <b>Examine the potential for the development of mechanisms such as:</b></li> <li>• <b>Consultation groups / CYP forum</b></li> <li>• <b>Engagement with existing Youth Councils</b></li> <li>• <b>Develop and engage Schools Councils</b></li> <li>• <b>Develop means of engagement using on-line and other electronic media</b></li> </ul>

**Participating @ NICCY**

Participating with and listening to the views of children and young people is central to the work of NICCY. An important part of this is the NICCY Youth Panel which during 2004/2005 expanded to 42 members. The Youth Panel have been supporting our work, as well as developing their own skills and competencies. The panel established sub-committees during the year dealing with many aspects of the work of NICCY including establishing their own constitution.

There have also been regular visits from schools, youth organisations and other youth and community groups to the NICCY offices to learn about the work of the Commissioner as well as telling us their views.

**Communicating @ NICCY**

Part of our legislation is that NICCY must communicate what we do and how we do it. During the year we hosted and accommodated more than 50 events – large and small at the NICCY offices. Members of the senior management team and other staff have spoken at numerous events including meetings and events involving schools and youth councils. The NICCY web site ([www.niccy.org](http://www.niccy.org)) was used by an average of 6,000 unique visitors per month. We issued in the past year more than 100 media releases and had more than 900 items of media coverage.

We have also worked with our Commissioner colleagues in the UK and the Children's Ombudsman in Ireland to establish BINOCC, the British and Irish Network of Ombudsman and Children's Commissioners, to share experiences and deal with areas of mutual concern across these islands.

<b>1. Stakeholders and Customers</b>		
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**Research & Review @ NICCY**

One of the main objectives at NICCY has been our desire to make sure that what we do is based on good quality research. Over the past year we carried out extensive research in several areas and begun the process of commissioning much more.

Key in our research was establishing a baseline. Queen's University, Belfast carried out this work on behalf of NICCY. Its aim was to highlight the gaps, problems and difficulties in the protection, promotion and implementation of Children's Rights in Northern Ireland. In identifying the areas where children's rights, under the United Nations Convention on the Rights of the Child (UNCRC), were underplayed or ignored, the research informed NICCY's priorities for action. The research, which was comprehensive in nature and extent, allowed for consultation with children, young people and their carers, as well as the broad range of professionals and volunteers working across all elements of the children's sector.



The research presented findings in relation to general measures relating to the implementation of the UNCRC; Family Life and Alternative Care; Health, Welfare and Material Deprivation; Education; Play and Leisure; and Youth Justice and Policing. The report of the research, entitled Children's Rights in Northern Ireland: 2004 was launched in October 2004.

In October 2004 NICCY submitted a report to the UN Committee on the Rights of the Child against torture.

In March 2005 we launched a review into speech and language therapy services in Northern Ireland. The review identified standards of services and waiting times for children and young people varied widely across Northern Ireland. The review was carried out under Article 7 (3), which provides the Commissioner with a power to review the adequacy and effectiveness of services provided for children and young people by relevant authorities. It identified six key recommendations for improvements, the implementation of which will be monitored during 2005/6.

NICCY organised the 'Hope' Conference in February 2005 to highlight the very real and pressing issue of suicide and self harm. We called for concerted action to address the issues of suicide and self-harm in Northern Ireland.

During the year we carried out a comprehensive review of Child Protection vetting arrangements in Northern Ireland. The review, which was led by NICCY working in co-operation with all government departments, was announced by the then Secretary of State, Paul Murphy, in March 2004. The impetus behind this work was the circumstances surrounding the tragic deaths of Holly Wells and Jessica Chapman in Soham in August, 2003.

The review was not only an attempt to take a comprehensive view of the vetting arrangements in Northern Ireland and how they worked in practice, but also took into account plans to change the arrangements by the implementation of Part V of the Police Act 1997, the Protection of Children and Vulnerable Adults (Northern Ireland) Order, 2003 and the Bichard Inquiry recommendations. An initial scoping of policy and practice by Government Departments, PSNI, District Councils, Executive Agencies and employers was followed by an intensive independent review of the findings by Ruth Lavery, a barrister and law lecturer. The review report, A Right to Protection, was launched in June 2005. We hope the findings and recommendations made will add to the safeguards in place for the protection of children and young people across all employment sectors in Northern Ireland. NICCY will monitor progress on implementing the recommendations during 2005-06.



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<p><b>1.1</b>            To provide a range of high quality, targeted and accessible services, meeting the duties set out in Article 7 of the Northern Ireland Commissioner for Children and Young People (NI) Order and, where appropriate, using our powers under the Order, to safeguard and promote the rights and best interests of Children and Young People.</p>	<p><b>1.1 D</b>            Communicate the Commissioner for Children and Young People views on issues affecting Children and Young People to a range of Stakeholders and Customers.</p>	<ul style="list-style-type: none"> <li>• <b>Produce 3 NICCY awareness bulletins by the end of Quarters 3 &amp; 4</b></li> <li>• <b>Publish position statements on 8 key issues affecting Children and Young people, by March 2005</b></li> <li>• <b>Host Annual conference and launch key consultation on 1.1 G below at October event</b></li> </ul>

**SHOUT @ NICCY**

We launched a major consultation in October 2004 on our corporate priorities– put simply we wanted to know what they should be for the three years 2005 to 2008. To ensure what we do is based on sound evidence we used our extensive research into the UNCRC to guide our choice of draft priorities.

The consultation was launched at Belfast’s BBC studios. It was entitled SHOUT and we delivered the message and sought feedback using a variety of methods, including mail, telephone, SMS text messages, email, advertising and a special website (you can still see it at [www.niccy.org/shout](http://www.niccy.org/shout)) .

Members of the Senior Management Team visited schools, youth groups and voluntary organisations working with children and young people in a SHOUT road show.

The result of this extensive consultation was that 1,700 people told us what they thought our office should work on over the next three years. SHOUT helped develop, refine and shape our Business Plan and Corporate Plan.



<b>1. Stakeholders and Customers</b>		
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### **Reaching out from NICCY**

During the year 2004/2005 NICCY worked to extend the reach of the office by, for example, appointing Participation Officers. This work was not completed in year as originally planned because of delays in agreeing the staffing complement for NICCY, which was outside our control.

The NICCY website ([www.niccy.org](http://www.niccy.org)) was further developed throughout the year, with new content added on a weekly basis. There was a steady increase in visitors, which produced an average of 6,000 unique visitors per month.

At the end of this period we began the process of developing a range of NICCY information. Children and young people were involved at every stage. We decided that information that described and communicated children and young people's rights should take precedence over providing a guide to the NICCY legislation.

We produced a General Information leaflet explaining what NICCY does. We also began developing a second leaflet explaining the basics of the United Nations Convention on the Rights of the Child, which we will distribute to school and youth groups when they visit NICCY's offices.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
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**Asking the question**

The NICCY draft priorities were developed from the Queen’s University, Belfast research ‘Children’s Rights in Northern Ireland: 2004’, and by consulting members of the NICCY Youth Panel.

NICCY attended and hosted many events, as well as the Shout consultation on the NICCY priorities already referred to in 1.1D.

The launch of the consultation was the biggest event hosted by NICCY during 2004/2005. Almost 200 young people, stakeholders and politicians attended the launch in BBC’s Blackstaff Studios to see the public unveiling of the draft priorities and the key points emerging from the QUB research.

The event was reported on all the main broadcast and print media outlets in Northern Ireland as well as further a field. Indeed, all of NICCY’s events throughout the year were given coverage on all main media outlets. The Commissioner was interviewed by BBC, UTV, Downtown Radio, and appeared in the Irish News, News Letter and Belfast Telegraph on a range of issues, including work undertaken on child and adolescent mental health services and comments on key consultations by government.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<b>1.2</b> To influence change in Policy and Legislation.	<b>1.2 A</b> Promote our recommendations and advice to a range of key stakeholders on key policy and legislative proposals to include for example: <ul style="list-style-type: none"> <li>• Strategy for Children and Young People</li> <li>• Regional HPSS strategy</li> <li>• Race Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• <b>95% of recommendations submitted on time. NICCY's views were sought by the media in key areas of policy and legislation relating to children and young people</b></li> <li>• <b>All key recommendations debated, supported &amp; accepted</b></li> </ul>

**NICCY providing responses**

NICCY produced a series of key responses on policy and legislative proposals from Government, including a detailed response to the draft 10-year Strategy for Children and Young People. Other responses included Review of Public Administration (RPA), Priorities and Budget 2005 – 2008, Expulsions and Exclusions, SEND Order (SENDO), Leaving & After Care Regulations, Review of the Criminal Justice System in N I (2000) - Recommendation 190, Response on Draft Unauthorised Encampments. We were pleased with the positive response to many of our recommendations.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<p><b>2.1</b> To make effective, efficient and strategic use of our resources.</p>	<p><b>2.1 A</b> Set and agree budgets, monitoring and control mechanisms.</p> <p><b>2.1 B</b> Appoint internal auditors and produce Annual Accounts for 2003/2004.</p> <p><b>2.1 C</b> Agree outline Risk Management Strategy and Register.</p> <p><b>2.1 D</b> Agree policies and procedures for Human Resources and Staff Handbook.</p>	<ul style="list-style-type: none"> <li>• <b>Complete by end of February 2004</b></li> <li>• <b>Budget outturn for 2004 / 2005 no greater +/- 2%</b> <ul style="list-style-type: none"> <li>○ <b>Auditors appointed, initial audit undertaken and accounts presented in line with agreed timetable</b></li> <li>○ <b>Develop strategy &amp; implement by December 2004</b></li> </ul> </li> <li>• <b>Implement policies and procedures and train Senior Staff from April 2004</b></li> </ul>

**Using our resources**

NICCY's budgets were monitored by ensuring that management accounts were prepared and reviewed on a monthly basis. The annual audit for the year 2004/05 was completed by the Northern Ireland Audit Office. The audit stated that the financial statements gave a true and fair view of the expenditure and income of NICCY and that the expenditure and income had been applied to the purposes intended by Parliament and that the financial transactions conformed to the authorities governing them.

Over the year work was completed on the development of a range of NICCY policies and procedures. An Audit and Risk Committee was established to provide a means of independent assurance and objective review of NICCY's internal control mechanisms, including financial, non-financial and risk management processes. A Child Protection Policy and Procedure was also put in place, which requires all newly recruited staff to be vetted and provided with child protection training.



NICCY continued its commitment under Section 19 of the Freedom of Information (FOI) Act 2000, producing an FOI Publication Scheme and dealing with one FOI request. NICCY prepared its draft Equality Scheme, and took the novel approach of combining the consultation of the draft Equality Scheme with its consultation on NICCY's Corporate Plan and priorities. In taking forward all of this work, our aim was to ensure that effective control measures and management processes are in place at NICCY.

<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<b>2.2</b> To control costs.	<b>2.2 A</b> Review and implement all 2003/4 audit recommendations.  <b>2.2 A</b> Move to new premises is within budget and to time and audit constraints.	<ul style="list-style-type: none"> <li>• <b>All relevant recommendations implemented and independently reviewed by December 2004</b></li> <li>• <b>Complete by end of March 2004</b></li> <li>• <b>Budget outturn for project no greater +/- 2%</b></li> </ul>

**Managing the NICCY budget**

NICCY’s annual budget for 2004/05 was £1.725 million with an out-turn of a surplus of £83,412 (including notional costs). It was agreed with our sponsor department, OFMDFM, that up to 5% of budget could be carried forward from one financial year to the next. On this basis we carried forward 3.02% of NICCY’s budget into 2005/06 in order to complete unfinished projects. Monthly management reports were submitted to our sponsor department and quarterly liaison meetings between both NICCY and OFMDFM ensured that funding was kept under regular review. In addition, financial procedures were developed in line with audit requirements and the Management Statement and Financial Memorandum were completed in line with the requirements set out for Non-Departmental Public Bodies.

The financial information (Accounts) at the end of the document explains this in more detail.

<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<p><b>2.3</b> To secure funding to maintain and develop our services.</p>	<p><b>2.3 A</b> Ensure revenue is adequate to meet requirement of statutory duties.</p> <p><b>2.3 B</b> Complete and submit appropriate in-year bids.</p> <p><b>2.3 C</b> Develop arrangements for work with key partner organisations.</p>	<ul style="list-style-type: none"> <li>• <b>Review and negotiate with OFMDFM and review</b></li> <li>• <b>All inputs to spending reviews and monitoring rounds submitted on time</b></li> <li>• <b>80% + of bids successful</b></li> <li>• <b>Memoranda of understanding with 4 key organisations developed and implemented by March 2005</b></li> </ul>

### **Securing NICCY**

Throughout the year NICCY maintained constant liaison with the Office of First Minister/Deputy First Minister as our sponsor department. As well as regular informal communication, there were 4 formal liaison meetings between NICCY and OFMDFM. This dialogue enabled us to fulfill negotiations for the right funding formula and staffing of the office. NICCY further developed and secured services by establishing a service level agreement with the Equality Commission for Northern Ireland for the provision of ICT support; this novel approach has allowed us to secure assets and information in a cost-effective way.

NICCY also took forward the development of memoranda of understanding with key organisations, to ensure each agency's role was clear and agreed. Initial discussions of the key areas of inter-agency work and statutory responsibilities took place with the following agencies: Human Rights Commission, Social Services Inspectorate, Equality Commission for Northern Ireland, Commissioner for Complaints, and Criminal Justice Inspectorate. An initial draft memorandum of understanding has also been drawn up between NICCY and the Police Ombudsman for Northern Ireland.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<p><b>3.1</b> To utilise effectively our powers to safeguard and promote the rights and best interests of children and young persons through:</p> <ol style="list-style-type: none"> <li>1. Advice</li> <li>2. Research</li> <li>3. Promotion</li> <li>4. Complainant Assistance</li> <li>5. Investigation and Informal Investigation</li> <li>6. Legislative Review</li> <li>7. Service Review</li> </ol>	<p><b>3.1 A</b> Comply with the Commissioner for Children and Young People's statutory responsibilities and to develop the range and activity levels in our work with customers and stakeholders:</p> <ul style="list-style-type: none"> <li>• Service providers</li> <li>• Individuals</li> <li>• Govt. departments</li> <li>• Public authorities</li> <li>• NGOs</li> <li>• Trades unions</li> <li>• Politicians</li> <li>• Complainants</li> <li>• Those who might benefit from our work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>100% compliance with the Commission's statutory responsibilities</b></li> <li>• <b>Develop Child Protection Policy by end of April 2004</b></li> <li>• <b>Promote good practice with targeted Service Providers resulting in improvements in practices which benefit &amp; promote the rights and best interests of children and young persons with service providers</b></li> <li>• <b>Provide general information &amp; advice to 300 Children and Young People and Service Providers by March 2005 within 7 working days of the request</b></li> <li>• <b>Maintain and develop guidance materials to meet the requirements of bullet points 3 &amp; 4 above</b></li> </ul>

**Using our powers @ NICCY**

A Child Protection Policy was developed to ensure the safety of children and young people accessing our services. A key recommendation arising from the development of the policy was that staff should also receive general child protection training as well as training on the policy itself; this was agreed as a key priority for 2005/06. Information, advice and assistance was provided to over 300 children and young people. By March 2005 all such requests were responded to within 7 working days. NICCY also negotiated on behalf of children and young people with service providers and other bodies to enhance their rights and best interests. (see Section 3.1B – 3.1D for more information).



<b>1. Stakeholders and Customers</b>		
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### **Complaints @ NICCY**

We are both an advocate for children and young people and a source of help in our role as Ombudsman for children; and over the year 2004/2005 we supported more than 342 children and young people who have had complaints about the way they are treated or the services they receive. The following case studies illustrate just two of the types of complaints that we deal with:

#### **Case Study 1 - Voice of the Child**

When a child complained to NICCY that they were being moved out of a foster care home to a different set of foster parents the Legal and Complaints team investigated the issue.

The child did not want to move nor did the family want the child to move. The child felt that the family was supportive and enjoyed being part of the family unit.



NICCY appointed an independent social worker and after her report was submitted to the Trust, it was agreed that the child could stay with the original foster parents.

**Case Study 2 - Assessed in time**

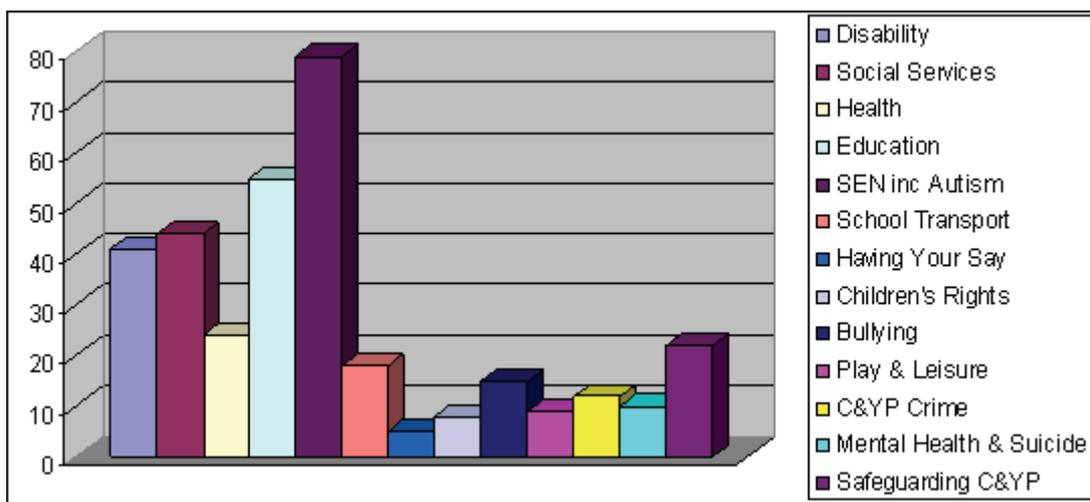
A child’s right to education can sometimes be affected by conditions they suffer from, such as attention deficit hyperactivity disorder or similar conditions.

When a mother told us about how her 8-year-old’s education was being affected and his emotional behaviour was worsening, she knew that her son needed to be assessed properly.

Both the school and the child psychiatrist agreed. However, the assessment by an educational psychologist was being delayed.

Working in partnership with the school and parents, NICCY’s Legal and Complaints team was able to make sure the assessment took place. As a result, the specialist education curriculum the boy needed is in place and he is achieving much more in school.

Approximately 80% of the total number of complaints were resolved to the satisfaction of the children or young people involved. The bar chart below provides information on the nature of complaints received. You will note the high number relating to special educational needs (SEN), including autism.



We also challenged the introduction of Anti Social Behaviour Orders (ASBOs) in the courts. We challenged Government about the introduction of this legislation because they had not properly consulted with children and young people about the impact of the new law.

While we failed to prevent their introduction, we challenged the issue to make sure that children and young people had a say in major issues affecting their lives.

We have also commented on a significant number of new pieces of legislation relating to Equality, Children's Rights and Criminal Justice, seeking to ensure the rights and best interests of Children and Young People are safeguarded.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<p><b>4.1</b>            To have staff numbers and skill levels required to deliver our services.</p>	<p><b>4.1 A</b>            Employ sufficient staff resources to ensure effective and efficient delivery of business plan activities in 2004 / 2005.</p> <p><b>4.1 B</b>            Prepare for duties in all areas.</p>	<ul style="list-style-type: none"> <li>• <b>Deploy human resources to meet the requirements of this Business Plan</b></li> <li>• <b>Agree scheme for rotational employment of “intern” grade, for example, recruitment from the unemployed.</b></li> <li>• <b>Involve young people in recruitment</b></li> <li>• <b>Train all relevant staff by December 2004 &amp; allocate duties to relevant Division</b></li> </ul>

**Working @ NICCY**

The year 2004-2005 involved NICCY making sure that everyone was in place to do the job required under our legislation. As the year closed in March 2005 we were almost at our full staff complement. And, importantly, each member of staff who has been appointed was interviewed by a panel including a member of our Youth Panel.



<b>1. Stakeholders and Customers</b>		
<b>Corporate Objective</b>	<b>Actions</b>	<b>Measure of success &amp; target</b>
<b>4.2</b> To be recognised as an excellent service provider.	<b>4.2 A</b> Establish customer service benchmarks.  <b>4.2 B</b> Prepare for EFQM.	<ul style="list-style-type: none"> <li>• <b>Agree benchmark partners and complete review by March 2005</b></li> <li>• <b>Audit Children and Young People for their views on our services</b></li> <li>• <b>Complete Assessment by March 2005</b></li> </ul>

**NICCY – establishing the standards**

In the year 2004/05 NICCY completed research on the range of standards available, for example Investors in People, EFQM, We agreed that it would be better to achieve a standard that was a constituent part of EFQM, rather than the full EFQM model. We therefore agreed to take forward Investors in People, Lexcel, and Employers of Choice and commenced work on preparing to action these accreditations in 2005/06.



## **Summary and looking forward....**

The year 2004/2005 involved NICCY consolidating a hectic period of development. Moving into new premises, appointing staff and establishing policies and protocols for the range of work we were undertaking.

The work of the office continued apace during this period of consolidation – as you will have read above. Indeed out of 56 outcome measures we have completed 44 fully and 8 partially and 4 have not been completed.

As a growing organisation, a small number of our targets were ambitious and unfortunately could not be met. However, these have been revisited in the 05/06 business year and we have continued to make substantial progress against the NICCY Corporate Plan.

We have also agreed a comprehensive Business Plan for 2005/06 which has been agreed by our sponsor department, OFMDFM. This sets out a range of objectives and activities to further the key strategic priorities of NICCY.

The following is a short resume of the high level Business Plan Actions to support our Corporate Objectives in 2005/06. A complete outline of Business Plan Objectives, how they will be measured and the intended impact are to be found in the full Business Plan at [www.niccy.org](http://www.niccy.org):

<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<p><b>1.0 Listening to and encouraging the active involvement, participation and engagement of children and young people and their parents and promoting the office of the Commissioner</b></p>	<p><b>1.1</b>            Recruiting, supporting and building the capacity of children and young people to assist NICCY in all aspects of its work</p> <p><b>1.2</b>            Engaging with Parents and/ or Parent's representative groups</p> <p><b>1.3</b>            Undertake an audit of participation practice</p> <p><b>1.4</b>            Develop effective means of communicating with children and young people including through the website and other media</p> <p><b>1.5</b>            Work with a range of other organisations to support NICCY's work on participation and young people's involvement</p>



<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<p><b>2.0 Influencing and improving the law, policy and practice relating to children and young people</b></p>	<p><b>2.1</b>            Promote the full inclusion of the UNCRC in the Bill of Rights and report to the UNCRC</p> <p><b>2.2</b>            Monitor casework to identify strategic cases to effect changes in policy and the law across all areas and with specific reference to:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs</li> <li>• Looked After Children</li> <li>• Bullying</li> <li>• Physical Punishment</li> </ul> <p><b>2.3</b>            Review legislative and policy developments in Northern Ireland and Great Britain to enhance the rights of children and young people and to promote improvements to the law and practice relating to children and young people</p> <p><b>2.4</b>            Work with a range of partner organisations such as the Equality Commission, the Bamford Review and NGOs to improve the law, policy and services to children and young people in Northern Ireland</p> <p><b>2.5</b>            Develop guidance on Bullying</p>

<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<b>3.0 Conducting formal investigations and providing a responsive, accessible and targeted complaints and advice service inc assistance in legal proceedings</b>	<p><b>3.1</b> Keep under review the need for formal investigations (FI)</p> <p><b>3.2</b> Monitor Casework to ensure FI issues are identified</p> <p><b>3.3</b> Develop and utilise criteria for assisting clients</p>



<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<b>4.0 Promoting awareness of the work of the Office and developing and maintaining effective relationships with key organisations</b>	<p><b>4.1</b> Provide training in the UNCRC to a range of children and young people</p> <p><b>4.2</b> Develop and maintain relationships with a range of organisations working for children and young people</p> <p><b>4.3</b> Host and co-host a range of events to promote our work</p> <p><b>4.4</b> Undertake a media campaign and provide a media and communications response to all relevant issues</p> <p><b>4.5</b> Produce a range of publications in various media including use of the internet and other child friendly approaches</p>

<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<b>5.0 Developing, implementing and evaluating a programme of research and service reviews</b>	<p><b>5.1</b>            Inform all work with a strong evidence base and undertake research on:</p> <ul style="list-style-type: none"> <li>• School Transport</li> <li>• Applied Behavioural Analysis</li> <li>• Physical Punishment</li> <li>• Bullying</li> <li>• Awareness of NICCY</li> </ul> <p><b>5.2</b>            Undertake a range of service reviews to support children rights including:</p> <ul style="list-style-type: none"> <li>• Mental Health Advocacy</li> <li>• School Transport</li> <li>• Child Centred Care</li> </ul>

<b>Key Business Plan Actions to support NICCY's Corporate Objectives in 2005/06</b>	
<b>Corporate Objective</b>	<b>Actions</b>
<b>6.0 Being an effective and efficient organisation</b>	<p><b>6.1</b>            Develop and maintain a range of governance policies and procedures including:</p> <ul style="list-style-type: none"> <li>• Equality Scheme</li> <li>• Risk Map and Register</li> <li>• FOI scheme</li> <li>• Stress Management Policy</li> <li>• Anti-fraud policy</li> </ul> <p><b>6.2</b>            Recruit staff, develop and maintain staff skills to ensure delivery of Business Plan Objectives</p> <p><b>6.3</b>            Develop and apply staff appraisal policy</p> <p><b>6.4</b>            Develop, balance and review budgets</p> <p><b>6.5</b>            Develop a range of IT requirements to meet business objectives</p>

**Accountable to You!**

**The Commissioner for Children and Young People for  
Northern Ireland**

**Financial Statements**

**For the year ended  
31<sup>st</sup> March 2005**

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*Note of Explanation to Accounts:*

*Mr Barney McNeany, Chief Executive of NICCY, was Acting Commissioner and Accounting Officer on the date on which the financial statements were signed- the following financial statements are signed on this basis. On the date on which the Annual Report was approved, Mr McNeany was Commissioner, appointed on an interim basis by the Secretary of State.*

## **Foreword to the Accounts**

The Commissioner for Children and Young People for Northern Ireland (NICCY) is an executive non-departmental public body sponsored by the Office of the First Minister and Deputy First Minister. NICCY was established on 3<sup>rd</sup> October 2003 under the Commissioner for Children and Young People (Northern Ireland) Order 2003.

These accounts are prepared in accordance with Schedule 2 11 (1) of the Commissioner for Children and Young People (Northern Ireland) Order 2003 and in a form directed by the Office of the First Minister and Deputy First Minister with the approval of the Department of Finance and Personnel.

## **Principal Activities**

The Commissioner for Children and Young People for Northern Ireland's principal aim is to 'safeguard and promote the rights and best interests of children and young people'. While the detailed powers are set out in the legislation, they may be grouped under three main areas as follows:

- Promoting children's rights- the Commissioner will be guided by the United Nations Convention on the Rights of the Child, an international agreement setting out how children should be treated and the rights that they have.
- Complaints and legal action- the Commissioner can deal with individual complaints from children and young persons, or their parents/ guardians about any services that impact on those under 18 years old (or under the age of 21 for those with a disability or leaving care).
- Research and enquiries- the Commissioner wants the Office to base all its work on helping children and young people on thorough research. The Commissioner has the power to undertake general enquiries into issues where he believes children and young people are being adversely affected. The Commissioner is also required to review the ways that those providing services for children and young people listen to complaints and take account of their views.

## **Important Events Occurring After the Year End**

There have been no significant events since the year-end, which would affect these accounts.

## **Results for the Year**

The results for the Commissioner for Children and Young People for Northern Ireland for the period are set out in detail on page 11 (43 in Annual Report). The surplus for the period was £51,562.



### **Business Review**

A full review of the activities of the Commissioner for Children and Young People for Northern Ireland is given in the 2004/2005 Annual Report.

### **Fixed Assets**

Details of the movements of fixed assets are set out in Note 6 to the Accounts.

### **Research & Development**

The Commissioner for Children and Young People for Northern Ireland does not engage in any research and development activities as defined by UK GAAP.

### **Charitable Donations**

The Commissioner for Children and Young People for Northern Ireland made no charitable donations during the period.

### **Pensions Liabilities**

Staff Pension Liabilities are borne by the Principal Civil Service Pension Scheme (NI) – see notes 1.5 and 3(d) to the Accounts.

### **Payments to Suppliers**

The Commissioner for Children and Young People for Northern Ireland is committed to the prompt payment of bills for goods and services received in accordance with the Government's Better Payment Practice Code.

Unless otherwise stated in the contract, payment is due within 30 days of receipt of the goods or services, or presentation of a valid invoice or similar demand, whichever is later.

During the period 98.01% of bills were paid within this standard.

### **Disabled Persons**

The Commissioner for Children and Young People for Northern Ireland seeks to follow best practice guidance as set out in Disability Codes of Practice, on employment and the provision of services to disabled persons.

### **Equality of Opportunity**

The Commissioner for Children and Young People for Northern Ireland is committed to the provision of equality of opportunity and fair participation to all persons regardless of sex, marital status, religious belief, political affiliation/opinion, age, family status, ethnic or racial background, sexual orientation, disability, nationality or trade union membership.

The Commissioner for Children and Young People for Northern Ireland will, in all its actions, conform to both the letter and the spirit of the relevant equality legislation.



The Commissioner for Children and Young People for Northern Ireland will provide equality of opportunity to all persons irrespective of whether or not there are legislative provisions in place.

### **Employee Involvement**

The Commissioner for Children and Young People for Northern Ireland encourages widespread consultation and exchange of information at all levels within the Office through staff and team briefings.

### **Commissioner's Interests**

An up to date register of Commissioner's interests is maintained by the Accounting Officer and is available for inspection at the Commissioner for Children and Young People for Northern Ireland offices in Millennium House, 17-25 Great Victoria Street, Belfast BT2 7BA.

### **Auditors**

The financial statements are audited by the Comptroller and Auditor General for Northern Ireland (C&AG) in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001. He is head of the Northern Ireland Audit Office and he and his staff are wholly independent of the Commissioner for Children and Young People, and reports his findings to Parliament.

The audit of the financial statements for 2004/05 resulted in an audit fee of £9,000 which is included in the Operating Costs within the Income and Expenditure Account.

### **Offices of the Commissioner for Children and Young People for Northern Ireland:**

Millennium House  
17-25 Great Victoria Street  
Belfast  
BT2 7BA

### **Auditor:**

Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

### **Signed by:**



Barney McNeany  
Acting Commissioner and Accounting Officer



## Statement of Commissioner's Responsibilities

Under Schedule 2 11 (1) of the Commissioner for Children and Young People (Northern Ireland) Order 2003 , the Commissioner for Children and Young People for Northern Ireland is required to prepare a statement of accounts in the form and on the basis determined by the Department of Finance and Personnel. The accounts are prepared on an accruals basis and must give a true and fair view of the Commissioner for Children and Young People for Northern Ireland's state of affairs at the year-end and of its income and expenditure, total recognised gains and losses and cash flows for the year.

In preparing the accounts the Accounting Officer is required to:

- Observe the Accounts Direction issued by the Office of the First Minister and Deputy First Minister, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements;
- Prepare the financial statements on an ongoing concern basis, unless it is inappropriate to presume that the Commissioner for Children and Young People for Northern Ireland will continue to operate.

The Accounting Officer of the Office of the First Minister and Deputy First Minister has designated the Commissioner of the Office of the Commissioner for Children and Young People for Northern Ireland as the Accounting Officer. The Commissioner's duties as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the Non-Departmental Public Bodies Accounting Officer's Memorandum issued by the Department of Finance and Personnel.

Signed by:



Barney McNeany  
Acting Commissioner and Accounting Officer



## **Statement on System of Internal Control**

As Acting Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievements of the Commissioner for Children and Young People for Northern Ireland's policies, aims and objectives, set by the legislation, the Office of the Commissioner and Ministerial direction, whilst safeguarding the public funds and the Commissioner for Children and Young People for Northern Ireland assets for which I am personally responsible, in accordance with the responsibilities assigned to me in 'Government Accounting Northern Ireland'.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Commissioner for Children and Young People for Northern Ireland's policies, aims and objectives, to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically. The Office of the Commissioner for Children and Young People appointed the remainder of the senior team in February and March 2004; other key staff took up appointment between October 2004 and January 2005, with the remainder of the staff to be appointed in the year 2005/2006. During the year 2004/2005 the senior team developed many of the systems necessary to implement the Department of Finance and Personnel guidance, although not all of these systems were in place at 31<sup>st</sup> March 2005, as the full complement of staff had not been recruited at that stage.

As part of a wide-ranging consultation exercise during October 2004 to January 2005, the Commissioner for Children and Young People for Northern Ireland developed its Corporate Plan for the years 2005 to 2008; this plan has identified the Commissioner for Children and Young People's key objectives. This will ensure that associated risks are identified and will determine a control strategy for each significant risk. As a result, risk ownership will be allocated to the appropriate staff and the Commissioner for Children and Young People for Northern Ireland will set out its attitude to risk in the achievement of its objectives prior to the completion of the next financial year (2005/2006).

During the year ended 31 March 2005, the Commissioner for Children and Young People developed the structures to set up an Audit and Risk Committee, whose role would be to provide a means of independent assurance and objective review of NICCY's internal control mechanisms, including financial, non-financial and Risk Management processes. At 31<sup>st</sup> March 2005, the Office of the Commissioner for Children and Young People was verifying with Central Government whether or not the appointments



should be completed as public appointments; after the financial year-end it was confirmed that these were not public appointments.

The Commissioner for Children and Young People for Northern Ireland will ensure, as part of its approach to the management of risk, that procedures are in place for verifying that risk and internal control are regularly reviewed and reported on. There will be a full risk and control assessment before reporting on the year ending March 2006. Risk management has been incorporated more fully into the corporate planning and decision-making process of the Commissioner for Children and Young People for Northern Ireland and is part of the process upon which the Commissioner for Children and Young People for Northern Ireland has consulted the public as part of its Section 75 duties.

As part of that process I, as Acting Commissioner, will receive periodic reports concerning internal control. The appropriate steps will be taken to manage risks in significant areas of responsibility and to monitor progress reports on key projects.

Actions to be taken as part of this process are to:

- regularly review and update the record of risks facing the organisation;
- set up a system of key performance and risk indicators; and
- develop and maintain an organisation-wide risk register.

The Commissioner for Children and Young People for Northern Ireland has an internal audit service, provided by the Internal Audit Department of PriceWaterhouseCoopers (PWC), which operates to standards defined in the Government Internal Audit Manual. They submit reports, which include the Head of Internal Audit's independent opinion on the adequacy and effectiveness of the Commissioner for Children and Young People for Northern Ireland's system of internal control together with recommendations for improvement.

My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Commissioner for Children and Young People for Northern Ireland who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letters and other reports.

Signed by



Barney McNeany  
Acting Commissioner and Accounting Officer



**The Commissioner for Children and Young People for Northern Ireland  
The Certificate of the Comptroller and Auditor General to the House of  
Commons and the Northern Ireland Assembly**

I certify that I have audited the financial statements on pages 11 to 26 (43 to 58 in Annual Report) under the Commissioner for Children and Young People (NI) Order 2003. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 15 to 16 (pages 47 to 49 in Annual Report).

**Respective responsibilities of the Commissioner and Auditor**

As described on page 6 (38 in Annual Report) the Commissioner is responsible for the preparation of the financial statements in accordance with the Commissioner for Children and Young People (NI) Order 2003 and the Office of the First Minister and Deputy First Minister directions made there under and for ensuring the regularity of financial transactions. The Commissioner is also responsible for the preparation of the contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Commissioner for Children and Young People (NI) Order 2003 and the Office of the First Minister and Deputy First Minister directions made there under, and whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Commissioner has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on pages 7 and 8 (39 and 40 in Annual Report) reflects the Commissioner's compliance with the Department of Finance and Personnel's guidance on the Statement on Internal Control. I report if it does not meet the requirements specified by the Department of Finance and Personnel, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Accounting Officer's Statement on Internal Control covers all risks and controls.



I am also not required to form an opinion on the effectiveness of the Commissioner's corporate governance procedures or its risk and control procedures.

### **Basis of audit opinion**

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Commissioner in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Commissioner's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the Commissioner for Children and Young People for Northern Ireland at 31 March 2005 and of the surplus, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Commissioner for Children and Young People (NI) Order 2003 and directions made there under by the Office of the First Minister and Deputy First Minister; and
- in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.



**J M Dowdall CB**  
**Comptroller and Auditor General**  
**March 2006**

**Northern Ireland Audit Office**  
**106 University Street**  
**Belfast BT7 1EU**



## Income and Expenditure Account for Year Ended 31<sup>st</sup> March 2005

	<u>Notes</u>	12 months to 31/03/05 £	6 months to 31/03/04 £
<b>Income</b>			
Grant from the Office of the First Minister and Deputy First Minister	2	1,632,454	395,886
<b>Expenditure</b>			
Staff Salaries and Commissioner's Fees	3	611,269	97,905
Operating Costs	4	500,279	230,331
Other Costs	5	437,494	85,144
Depreciation	6	151,855	63,147
Capital Expenditure Grant Release	13	(151,855)	(63,147)
		1,549,042	413,380
Notional Cost of Capital	10	31,850	7,342
<b>Total Expenditure</b>		<b>1,580,892</b>	<b>420,722</b>
Surplus (Deficit) for period		51,562	(24,836)
Credit in respect of Notional Costs	10	31,850	24,553
Transfer to Reserves		83,412	(283)

All amounts above relate to continuing activities.

The notes on pages 15 to 26 (47 to 58 in Annual Report) form part of these accounts.

**Statement of Total Recognised Gains and Losses for Year Ended 31<sup>st</sup>  
 March 2005**

	Notes	12 months to 31/03/05 £	6 months to 31/03/04 £
Result for the period		83,412	(283)
Unrealised surplus/(deficit) on revaluation of fixed assets		-	-
Total recognised gains/(losses) for the period		<u>83,412</u>	<u>(283)</u>

**Balance Sheet as at 31<sup>st</sup> March 2005**

	<u>Notes</u>	12 months to 31/03/05 £	6 months to 31/03/04 £
<b>Fixed Assets</b>			
Tangible Assets	6	836,658	895,967
<b>Current Assets</b>			
Debtors	7	31,022	4,155
Cash & Bank	8	139,873	90,419
		<u>170,895</u>	<u>94,574</u>
<b>Current Liabilities</b>			
Amounts falling within 1 year	9	<u>87,766</u>	<u>94,857</u>
<b>Net Current Assets</b>		83,129	(283)
<b>Total Assets less Current Liabilities</b>		919,787	895,684
Creditors – amounts falling due after 1 year	11	-	-
Provisions	12	<u>-</u>	<u>-</u>
		<u>919,787</u>	<u>895,684</u>
<b>Financed by</b>			
Government Grant Reserve	13	836,658	895,967
General Fund	14	<u>83,129</u>	<u>(283)</u>
		<u>919,787</u>	<u>895,684</u>

The notes on pages 15 to 26 (47 to 58 in Annual Report) form part of these accounts.

**Cash Flow Statement for Year to 31<sup>st</sup> March 2005**

	Notes	12 months to 31/03/05 £	6 months to 31/03/04 £
Net cash inflow from operating activities	15	49,454	90,419
Capital Expenditure:			
Purchases of Tangible Assets	6	(92,546)	(959,114)
Financing:			
Capital Grant Received	13	92,546	959,114
(Decrease)/Increase in Cash		<u>49,454</u>	<u>90,419</u>

The notes on pages 15 to 26 (47 to 58 in Annual Report) form part of these accounts.

The financial statements on pages 2 to 26 (34 to 58 in Annual Report) have been approved by the Commissioner for Children and Young People for Northern Ireland:



Barney McNeany  
 Acting Commissioner and Accounting Officer

## Notes to the Accounts for the Year Ended 31<sup>st</sup> March 2005

### 1. Accounting Policies

#### 1.1 Accounting Convention

The financial statements have been prepared in accordance with the historical cost convention and paragraph 7(2)(A) of the Northern Ireland Act 1998.

Without limiting the information given the financial statements comply with the accounting and disclosure requirements of the Companies (Northern Ireland) Order 1986, the accounting standards issued or adopted by the Accounting Standards Board and accounting and disclosure requirements issued by the Department of Finance and Personnel, insofar as those requirements are appropriate.

#### 1.2 Funding

The activities of the Commissioner for Children and Young People for Northern Ireland are fully funded by the Office of the First Minister and Deputy First Minister. Income from other sources is immaterial. Permission must be sought from the Office of the First Minister and Deputy First Minister before non-grant income can be applied to the Commissioner for Children and Young People for Northern Ireland's activities. Non-grant income for which departmental approval to use is not forthcoming is surrendered to the Consolidated Fund.

Grants of a revenue nature are credited to the Income and Expenditure account in the year to which it relates. Grants appropriated for capital purposes are credited to a Deferred Income account and released to the Income and Expenditure account over the expected life of the assets.

#### 1.3 Expenditure

All expenditure on goods and services fall within the ambit of the Grant in Aid and complies with the Commissioner for Children and Young People for Northern Ireland's Financial Memorandum and government purchasing requirements.

#### 1.4 Fixed Assets

- (a) The fixed asset additions are fully funded by the Office of the First Minister and Deputy First Minister.
- (b) Tangible fixed assets have been valued at historic cost.
- (c) A capitalisation threshold of £500 is applied.



- (d) Depreciation is provided on tangible assets at rates calculated to write off the cost of each asset evenly over its expected life as follows:

Furniture and Fittings	10 years
Fixtures	10 years
Office Equipment	3 years
IT Equipment	3 years

### 1.5 Pension Costs

Staff have the opportunity to join the Principal Civil Service Pension Scheme (NI). The expected cost of providing pensions, as calculated periodically by professionally qualified actuaries, is charged to the Income and Expenditure account so as to spread the cost over the service lives of employees in the Scheme, in such a way that the pension costs is a substantially level percentage of current and expected future pensionable payroll.

Superannuation contributions are funded as follows:

Salary Band-	£Nil	-	£17,199	12%
	£17,200	-	£35,099	13%
	£35,100	-	£75,999	16%
	£76,000 and over			18%

### 1.6 Value Added Tax

The Commissioner does not have any income which is subject to output VAT. Accordingly the Commission is not VAT registered and cannot recover any input tax.

### 1.7 Investments

The Commissioner does not undertake any investment activities.

### 1.8 Stocks

The value of stocks of consumables is immaterial and the Commissioner does not attribute a value for stocks in the accounts.

### 1.9 Operating Leases

Operating Lease costs are charged to the Income and Expenditure Account during the period within which they are incurred.

### 1.10 Notional Cost of Capital

The Income and Expenditure account bears a non-cash charge for interest relating to the use of capital. The basis of the charge for interest is 3.5% per annum on the average capital employed defined as the average of total assets less current liabilities.



**1.11 Government Grant Reserve**

Grants received for capital expenditure are held as a Government Grant Reserve and are released over the life of the assets to which they relate.

**2. Grant from the Office of the First Minister and Deputy First Minister**

	<b>Notes</b>	<b>12 months to 31/03/05 £</b>	<b>6 months to 31/03/04 £</b>
Grant from Office of the First Minister and Deputy First Minister		1,725,000	1,355,000
Less transfer of capital element to Government Grant Reserve		92,546	959,114
Revenue Grants credited to Income and Expenditure account		1,632,454	395,886

**3. Salaries (including Commissioner)**

	<b>Notes</b>	<b>12 months to 31/03/05 £</b>	<b>6 months to 31/03/04 £</b>
Commissioner Fees		98,389	47,533
Staff Salaries		512,880	50,372
		611,269	97,905

**3 (a) Commissioner Fees**

	<b>Notes</b>	<b>12 months to 31/03/05 £</b>	<b>6 months to 31/03/04 £</b>
Commissioner Fees		77,610	37,500
Social Security Costs		8,361	4,033
Pension Costs		12,418	6,000
		98,389	47,533

### 3(b) Staff Costs

Directorate	Salary	Social Security Costs	Pension Costs	Seconded staff/ Agency Costs	12 months to 31/03/05	6 months to 31/03/04
	£	£	£	£	£	£
General	304,029	27,293	42,503	139,055	512,880	50,372
Total	304,029	27,293	42,503	139,055	512,880	50,372

The above figure includes notional salaries- see note 10.

The Commissioner's salary includes taxable benefits in kind but does not include a performance related bonus. The Commissioner is a member of the Principal Civil Service Pension Scheme (NI) on the same basis as all other members of staff. At 31<sup>st</sup> March 2005 the Commissioner has served 18 months of a 4 year service contract which may be renewed once. At the year end he would have been entitled to compensation for premature loss of office amounting to the equivalent of 2.5 years' gross salary.

### 3(c) Average Number of Full Time Equivalents

	12 months to 31/03/05	6 months to 31/03/04
Commissioner	1	1
General	7	-
Management	3	2
	<b>11</b>	<b>3</b>

### 3(d) Salary and Pension Entitlement

Details are given below of salary and pension entitlement (excluding any pension benefits arising from Additional Voluntary Contributions or the pension benefits transferred from other schemes) of the Commissioner and Senior Management included in the above costs summaries.

	Salary including performance pay	Real increase in pension and related lump sum at age 60	Total accrued pension at 60 at 31/3/05 and related lump sum	CETV at 31/3/04	CETV at 31/3/05	Real increase in CETV after adj. for inflation & market investment factor
	£k	£k	£k	£k	£k	£k
<b><u>Commissioner</u></b>						
N Williams (Commissioner) Appointed 03/10/2003	75 - 80	0 - 2.5 no lump sum	10 -15 no lump sum	123	147	14
<b><u>General Management</u></b>						
B McNeaney (Chief Operating Officer) Appointed 01/02/2004	65 - 70	0 - 2.5 plus 2.5 - 5.0 lump sum	5-10 plus 30 - 35 lump sum	118	137	12
L Kerr (Head of Legal Services and Complaints) Appointed 01/02/2004	45 - 50	0 - 2.5 no lump sum	0 - 5 no lump sum	2	13	10
T Devlin (Head of Research and Service Review) Appointed 29/03/2004)	40 - 45	0 - 2.5	0 -5 no lump sum	0	8	8
M Kinghan (Head of Communications and Participation) Appointed 09/02/2004	45 – 50	0 - 2.5 no lump sum	0 - 5 no lump sum	1	10	7

**Salary**

(i) 'Salary' includes gross salary', performance pay or bonuses, overtime, reserved rights to London weighting or London allowances, recruitment and retention allowances, private office allowances and any other allowance to the extent that it is subject to UK taxation.

(ii) Pension benefits are provided through the Civil Service pension arrangements. From 1 October 2002, civil servants may be in one of three statutory based "final salary" defined benefit schemes (classic, premium, and classic plus). New entrants after 1 October 2002 may choose between membership of premium or joining a good quality "money purchase" stakeholder based arrangement with a significant employer contribution (partnership pension account).



(a) Classic Scheme

Benefits accrue at the rate of  $1/80^{\text{th}}$  of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. Members pay contributions of 1.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse at a rate of half the member's pension. On death in service, the scheme pays a lump sum benefit of twice pensionable pay and also provides a service enhancement on computing the spouse's pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction and with service enhanced as for widow(er) pensions.

(b) Premium Scheme

Benefits accrue at the rate of  $1/60^{\text{th}}$  of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum, but members may commute some of their pension to provide a lump sum up to a maximum of  $3/80^{\text{ths}}$  of final pensionable earnings for each year of service or 2.25 times pension if greater (the commutation rate is £12 of lump sum for each £1 of pension given up). For the purposes of pension disclosure the tables assume maximum commutation. Members pay contributions of 3.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse or eligible partner at a rate of  $3/8^{\text{ths}}$  the member's pension (before any commutation). On death in service, the scheme pays a lump-sum benefit of three times pensionable earnings and also provides a service enhancement on computing the spouse's pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction. Where the member's ill health is such that it permanently prevents them undertaking any gainful employment, service is enhanced to what they would have accrued at age 60.

(c) Classic Plus Scheme

This is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

All staff in service at 1 October 2002 will be given the option to join the premium or classic plus arrangements.

Pensions payable under classic, premium and classic plus are increased in line with the Retail Prices index.

(d) Partnership Pension Account

This is a stakeholder-type arrangement where the employer pays a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product.



The employee does not have to contribute but where they do make contributions, these will be matched by the employer up to a limit of 3% (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of risk benefit cover (death in service and ill health retirement). The member may retire at any time between the ages of 50 and 75 and use the accumulated fund to purchase a pension. The member may choose to take up 25% of the fund as a lump sum.

Benefits in kind

(iii) The monetary value of benefits in kind covers any benefits provided by the employer and treated by the Inland Revenue as a taxable emolument.

**4. Operating Costs**

	<b>12 months to 31/03/05 £</b>	<b>6 months to 31/03/04 £</b>
<b>General Costs</b>		
Travel & Subsistence	14,165	10,609
Staff Recruitment	131,012	107,669
Staff Training	2,905	6,205
Postage	3,515	67
Telephones	35,646	6,932
Hospitality	6,058	1,643
Audit - external	11,500	7,500
Insurance	2,034	282
Miscellaneous	6,409	905
Office Consumables	31,881	4,153
Annual Contracts	10,479	1,045
Library	66	848
Legal Costs	1,430	3,231
Corporate Services	19,019	60,182
	276,119	211,271
<b>Premises Costs</b>		
Rents	106,332	11,424
Rates	63,116	-
Service Charge	24,736	6,775
Electricity	17,361	459
Cleaning	12,615	402
	224,160	19,060
	500,279	230,331



Corporate Services costs include £1,538 in respect of vehicle operating leases. The rent charge above includes £97,055 in respect of a land and building operating lease.

## 5. Other Costs

	<b>12 months to 31/03/05</b>	<b>6 months to 31/03/04</b>
	<b>£</b>	<b>£</b>
Communication & Participation	311,831	17,336
Legal and Complaints	20,821	218
Investigations, Research & Consultancy	104,842	67,590
	<u>437,494</u>	<u>85,144</u>

## 6. Fixed Assets

	<b>Information Technology</b>	<b>Office Equipment</b>	<b>Furniture</b>	<b>Fixtures</b>	<b>Total 2005</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Valuation at 31/03/04	95,240	34,970	77,584	751,320	959,114
Additions	36,462	33,421	3,536	19,127	92,546
Disposals	-	-	-	-	-
Valuation at 31/03/05	<u>131,702</u>	<u>68,391</u>	<u>81,120</u>	<u>770,447</u>	<u>1,051,660</u>
Accumulated Depreciation at 31/03/04	15,873	5,829	3,879	37,566	63,147
Depreciation for the period	43,901	22,797	8,112	77,045	151,855
Depreciation on disposals	-	-	-	-	-
Accumulated Depreciation at 31/03/05	<u>59,774</u>	<u>28,626</u>	<u>11,991</u>	<u>114,611</u>	<u>215,002</u>
Net Book Value at 31/03/05	<u>71,928</u>	<u>39,765</u>	<u>69,129</u>	<u>655,836</u>	<u>836,658</u>
Net Book Value at 03/10/04	<u>79,367</u>	<u>29,141</u>	<u>73,705</u>	<u>713,754</u>	<u>895,967</u>



**7. Debtors: amounts due within 12 months**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
Prepayments	30,325	4,155
Debtors	697	-
	31,022	4,155

**8. Cash at Bank and in Hand**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
Cash in Bank	139,703	90,395
Cash in Hand	170	24
	139,873	90,419

**9. Creditors and Accruals: amounts falling due within 12 months**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
Sundry Creditors and Accruals	87,766	94,857
	87,766	94,857

**10. Notional Costs**

Some of the costs directly relating to the running of the Office of the Commissioner for Children and Young People for Northern Ireland were borne by other Government Departments or organisations. These costs have been included on the basis of the estimated cost incurred by the providing organisation.

**Notional Costs included in Expenditure**

	<b>12 months to 31/03/05</b>	<b>6 months to 31/03/04</b>
	£	£
Salaries	-	12,428
Travel	-	4,783
Notional Cost of Capital	31,850	7,342
	31,850	24,553

**11. Creditors: amounts falling due after 1 year**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
Other	-	-
	<u>-</u>	<u>-</u>

**12. Provisions**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
Other	-	-
	<u>-</u>	<u>-</u>

**13. Government Grant Reserve**

Capital Allocations not yet released to Income and Expenditure Account

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
As at 31/03/04	895,967	-
Received in period	92,546	959,114
Released to Income and Expenditure	(151,855)	(63,147)
	<u>836,658</u>	<u>895,967</u>

**14. Reconciliation of Movements in Reserve Funds**

	<b>31/03/05</b>	<b>31/03/04</b>
	£	£
At 31/03/04	(283)	-
Transfer from Income and Expenditure Account	83,412	(283)
	<u>83,129</u>	<u>(283)</u>

**15. Notes to Cash Flow Statement**

a. Reconciliation of result for period to net cash inflow from operating statement

	<b>31/03/05</b> £
Result for the period	51,562
Adjustment for non-cash transactions:	
Credit for notional charge	31,850
Depreciation	151,855
Capital grant release	(151,855)
Adjustments for movements in working capital:	
Decrease/(increase) in debtors	(26,867)
(Decrease)/increase in creditors	(7,091)
(Decrease)/increase in creditors – over 1 year	-
Net cash flow	49,454

b. Reconciliation of net cash inflow to movement in net funds

	<b>31/03/05</b> £
Opening Cash	90,419
Net Cash Inflow	49,454
Closing Cash	139,873

**16. Financial Commitments**

Commitments existed at the 31<sup>st</sup> March 2005 under operating leases in respect of annual rentals which expire:

Land and Buildings

	<b>2005</b> £	<b>2004</b> £
Within 1 year	-	-
Within 2-5 years	-	-
Over 5 years	145,852	145,582
Total	145,852	145,582



Equipment

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Within 1 year	-	-
Within 2 – 5 years	4,549	4,549
Over 5 years	-	-
Total	<u>4,549</u>	<u>4,549</u>

Commitments under finance leases £nil.

**17. Contingent Liabilities**

There were no contingent liabilities at the balance sheet date.

**18. Related Party Transactions**

The Commissioner for Children and Young People for Northern Ireland is a Non-Departmental Public Body sponsored by the Office of the First and Deputy First Minister (OFMDFM). OFMDFM is regarded as a related party. During the year the Commissioner has various material transactions with OFMDFM and various other bodies for which OFMDFM is regarded as the parent body.









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