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Annual Report

Cork Centre for Independent Living

CIL



Cork Centre for Independent Living Limited
Working to support maximum independence and choice for people with disabilities

Find us

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Front Cover Original Art Work Sylvia Mathews 2022



Independent Living:

- To ensure that Service Users and Members are central to the review, design, delivery of services.
- To ensure that services and activities are person-centred, based on the assessed needs of our Service Users.
- To promote and support self-directed and self-managed services.

Services:

- To offer person-centred, flexible services which support maximum independence and choice for Service Users.
- To ensure transparent and responsible use of resources and be a service provider of choice.
- To implement an information system that will support the governance and management of services.

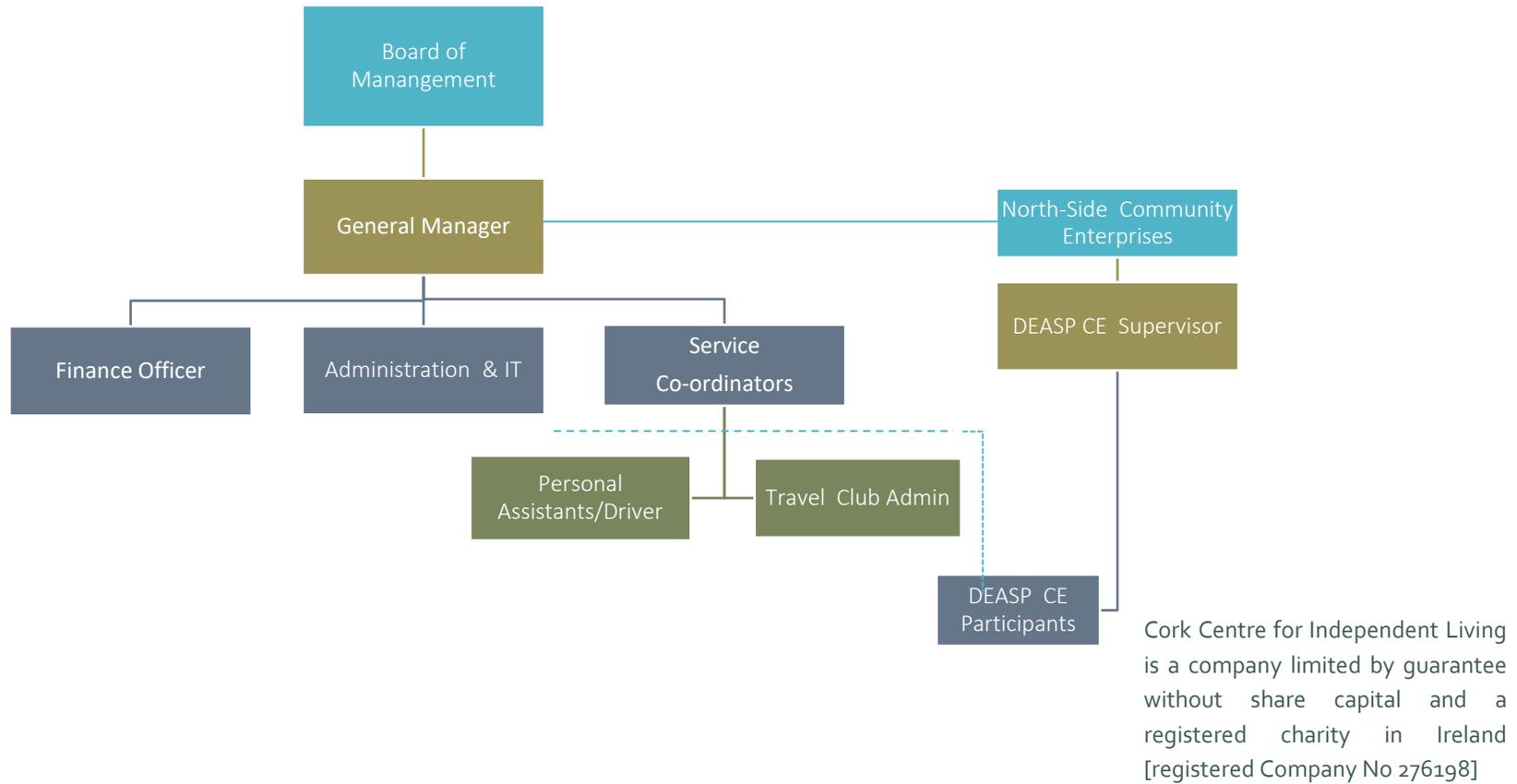
People:

- To continue to improve management and decision-making systems to support staff, manage risk and ensure safe service protocols and practice.
- To support staff development to enhance their skills, increase job satisfaction and maintain service quality.

Governance:

- To meet all legal and regulatory responsibilities and to be accountable to all our stakeholders.
- To lead the organisation, its people and services making sure that our vision, purpose, and values remain relevant.
- To ensure the transparent, efficient, and effective use of all our resources.

Organigram 2022



Our Trustees -the Cork CIL Voluntary Board of Management

MICHELLE CASSERLY

Michelle joined the Board of Management of Cork CIL in April of 2019. A qualified Chartered Accountant with over 10 years financial experience, and a Diploma in International Financial Reporting Services. She works as a Senior Manager, Accounting and Finance Policies, for a leading international technology innovation. Family commitments mean that Michell will be standing down from the Board for a while in 2022

JOHN CRONIN

John is a keen advocate of the rights of people with a disability and is a passionate believer in the ethos of the independent living movement. John played a key role in the foundation of Cork CIL and has been a member of the Board of Management since 1998. An ardent fan of sports John is a double Gold Paralympian Boccia player.

PADRAIG HANNAFIN

Padraig has worked in the Communications and Public Affairs Department in the Rehab Care since 2009.

A CIL service user since 2003 when he moved to Cork to study at U.C.C Padraig joined the board whilst a student and is a service User. Padraig is a keen fan of most sports and plays power soccer for the Kingdom Rebels.

NICOLA MEACLE

Nicola a strong advocate of independent living is one of the people credited with introducing "independent living" to Ireland and as a disabled woman was inspired to envisage a future with many possibilities. Nicola supported the establishment of Cork CIL and worked with the organisation for the next 23 years. Nicola now works with ILMI and has particular interest ensuring disabled people they have a voice.

DAVID O'SULLIVAN

David has worked in the Agri Supplement manufacturing industry for over 30 years with roles in manufacturing and human resource management. With a particular interest and expertise in Human Resource Management David has also served on the board

David has a keen interest in supporting those with disabilities having had a son with severe epilepsy He understands the value that organisations such as CIL can bring to those that need it most. In 2021 David assumed the Role Chairperson

DONAL O'SULLIVAN

Donal has been a member of the Cork CIL Board since 2013. As the CEO of Cooperative Animal Health, a farmer owned Cooperative in the animal medicine and nutrition business. Donal brings a wealth of Board and Governance experience.

DR GERARD WHITE

Gerard holds a BA, MA & PhD in Nursing as well as post graduate diplomas in Management, Education Gerard has worked as a clinical nurse for 24 years and as an Advanced Nurse Practitioner in A&E. Gerard is now Asst Director Nursing at the SIVUH his areas of interest include clinical teaching, trauma management, and ethics in nursing.

Message from the Chairperson

I have been a member of the Cork CIL Board of Management since 2019. My own background is in the manufacturing industry with a Masters in Human Resource Management, added to this I had a son who suffered from epilepsy, so I am only too familiar with the value that organisations such as Cork CIL bring to the lives of people with additional needs. In 2021 I took over the role of Chairperson.

2021 was not without its challenges for everyone in Cork CIL. Covid 19 continued to impact activities in Cork CIL coupled with having to interpret and adjust to regular updates to HSE protocol during 2021. As in 2020 everyone without exception rose to the challenge adopting new ways of working adapting to ever-changing guidelines.

The Board continues to be involved in activities at all levels of Cork CIL. The board continues to support Cork CIL by constantly revisiting areas such as the risk register as well as the monthly financial management

reports, coupled with a more strategic look at the direction of Cork CIL.

The Board has confidence in the leadership of our General Manager Pat Beirne supporting the strategic development and the general and day-to-day operations, ensuring our organisational compliance while at the same time allowing a level of autonomy among all stakeholders that ensures that creativity and new ideas never get lost.

To that end a comprehensive survey was undertaken in 2021 to gather insights from all staff and service users as to what direction Cork CIL should take. As a result there are additional activities planned in 2022 that will support the independent living ethos mission and vision of Cork CIL.

I would like to thank the Board members for their time, commitment and expertise for attending the board meetings and for the additional work that has gone on outside the scheduled board meetings all of which

has enabled the board to continue to be productive right throughout 2021.

Michelle Casserly our Treasurer for family reasons has decided to step down from the board on a temporary basis following this AGM. I would like on behalf of everyone in Cork CIL to thank Michelle for volunteering her time and financial expertise that has contributed enormously since joining the board in 2019. We wish Michelle well and look forward to her returning to the board in the future

Finally as we go forward together I would like to on behalf of the board express my sincere gratitude to all our staff members and service users as well as their families for making Cork CIL the organisation it is today and into the future.



David O'Sullivan
Chairperson
December 2021

General Managers Report

In 2021 Covid 19 was still impacting our day-to-day services. 42% of staff and 58% of Service Users were directly impacted by Covid 19. But yet again the skills of the frontline staff, service co-ordinators and administration team ensured that we continued to provide person centred services. In some cases were able to increase supports where they were needed.

Working in a landscape changed by Covid 19 and notwithstanding the challenges we have all faced some positive things have resulted. Our changed world has encouraged us think about to work differently, how to use simple technologies to increase our connectedness. It has also taught us to look risk differently manage and reduce it.

As we moved through 2021 we recommenced the referral and waiting list meetings with the HSE we are pleased that we have been able to offer services to new service users .

In 2021 we took the time to consult with Service Users and Staff. We want them to help shape the future of Cork CIL. A series of Strategy Workshops were facilitated by

members of the Board. In reaching out to our Services Users and Staff we wanted to know what they valued and what things they would like Cork CIL to prioritise in the future.

Lots of thoughts ideas were shared, some suggestions like driving lessons and access to IT and technology supports are already available from specialist providers.

Requests to continue with different ways of working, on-line Service Users supports, hybrid working and on-line face to face recruitment and training were easy to maintain. We will continue to evaluate these new ways of working to ensure they remain optimum for the Cork CIL services and Service Users.

Suggestions from Service Users for social, arts and creative hobby-based activities offer new and exciting opportunities. In response to this Cork CIL successfully applied for once off HSE Strengthening Disability Funding and this will support a number of new Service User focussed initiatives planned for 2022

I want to welcome David O'Sullivan as the new Chairperson and thank all the members of the Board for their support during 2021. I particularly extend my thanks to Michelle Casserly our Treasurer who has supported us to ensure sound financial governance.

I again want to recognise the continued support of the Co-ordinators and Administration Team, the hard work and commitment of our PA's, our Travel Club drivers and the understanding and support of our Service Users all of which has contributed to a positive year.

And I would also like to acknowledge the support of HSE and especially the Department of Public Health who have been invaluable, sharing information and updates as well as giving Cork CIL service specific advice to help us reduce risk and maintain our much- needed community-based PA services.



Pat Beirne
General Manager
December 2021

What we do...

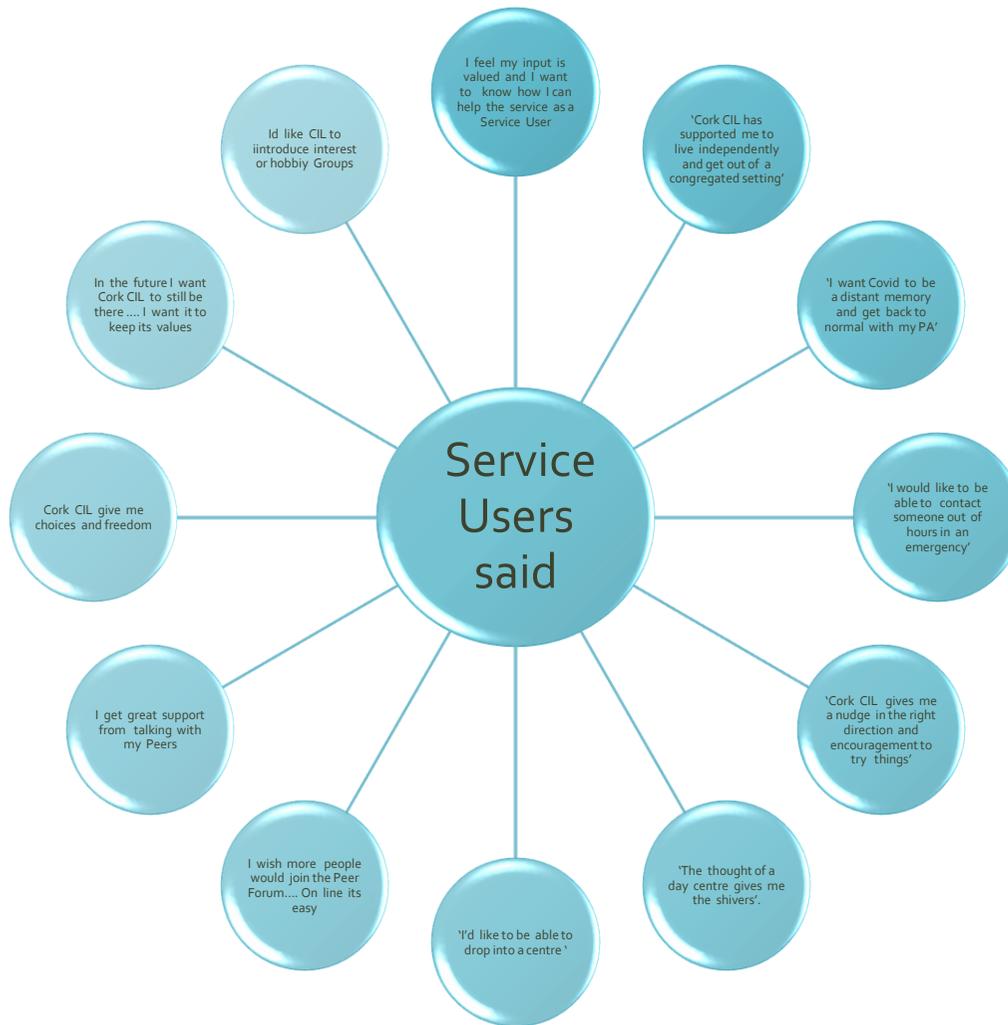


Cork CIL provides community based Personal Assistant services to people with primary physical and sensory disabilities. As a Section 39 HSE funded agency Cork CIL provides Assisted Living community- based, community focussed services on behalf of the HSE Our Service Users live mainly in the HSE CHO₄ area of South Lee.

Our services range from complex services supporting people in all aspects of daily life, supporting people to live independently in their own home. Some Service Users have all their supports from Cork CIL for others Cork CIL supports are an adjunct to other community services especially home support services and offer another dimension to the community-based supports available. Cork CIL also offers a Travel Club supporting people with local accessible transport.

Despite the ongoing challenges presented by Covid-19 we have continued to consolidate our present activities, promoting Cork CIL as a provider of choice for clients within its catchment area, and maintaining our exemplary standards of governance to develop our services ensuring they respond to the changing needs of our service users and are underpinned by the Cork CIL ethos, of choice and independence.

Shaping Our Future



In 2021 we held series of successful workshops We want to hear want our Services User think about their service and their priorities for the Cork CIL's future.

From these idea and thoughts we can priorities what we do... Some things we can respond to straight away and may a difference Some ideas can inform our future Strategic Plan

We have

- established some new services including Out of Hours Emergency Support
- purchased a second Travel Club vehicle
- changed the way we provide existing services including maintaining remote supports and offering alterative supports like 'shop and drop'
- created new options and choices in 2022 we will be launching a series of social activities to support inclusivity and increase options for Cork CIL Service Users including Mindful Drawing and On line Cookery

Shaping Our Future



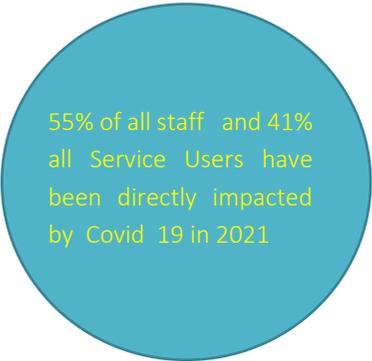
In the works shops we also wanted to understand what staff thought and what is important to them and their ideas for the future of Cork CIL. The feedback we got from staff encouraged us to look at how we communicate and share information with staff and how we can improve this to be confident that they are up to date with what we can offer and what supports are available to them. In 2021 we:

- Updated and published our Staff Handbook so staff can see information at a glance
- Updated our website which published all our vacancies in real time
- Reminded staff about the VHI EAP employee assistance programme for all staff and their families to access information and support 24/7.
- Improved how we use social media with links to Facebook, Linked-In and Instagram
- Increased use of targeted texts and emails to signpost staff to information online and on our website, including vacancies and training opportunities.
- We continue to advocate for equity in pay and pension for Section 39 employees. We look forward to the statutory changes and the new Pension Auto Enrolment in 2024

Covid -19

In 2021 the Sars Covid -19 Pandemic was still having a big impact on our lives and our services. Whilst we had a very positive response to vaccine and uptake amongst staff and service user was around 98% the level of community spread resulted in high number of Service Users and staff

During the year 89 individuals were directly affected by Covid 19 of these 42% were staff and 58% Service Users.



55% of all staff and 41% all Service Users have been directly impacted by Covid 19 in 2021

- 140 separate Covid related issues were recorded and reported to HSE
- 68 related to staff with 33% symptomatic and 67% close contact
- 72 related to Service Users with 41% symptomatic and 59% close contacts

Cork CIL was 100% compliant with the prevailing public health guidelines requiring people to isolate or restricting their movement. And as we experienced in 2020 this had a significant impact on the continuity of services were temporarily suspended . Covid 19 continues to have an impact and we continue to work hard to maintain our services and reduce and manage the risk to Services Users and Staff

Cork CIL Activity 2021

We received €1.527 m
Income

We spent €1.491 m on
services

- Income €1,527,000
- We spent €1,491,231
- We delivered over 49,000 Face to Face PA hours

62 Frontline HCW
provided

49,000 PA hours

134 Service Users
and families

- Our Personal Assistant supports were provided by 62- sixty -two skilled Frontline Healthcare Workers
- Our services benefitted 134 Service Users and their families
- 99% of the services we provided were on behalf of the HSE as part Assisted Living Services.

Our Risk Management Approach to Quality Services

The importance of delivering person centred and user led services that are both flexible and responsive to the needs of our very diverse service users and are simultaneously safe and compliant remains our priority. Covid 19 brought an new focus to assessing and managing risk and Cork CIL continues to embed a risk assessment and risk management approach to all that we do.

The Cork CIL Risk Register is reviewed regularly by the Board of Trustees and used it as a tool to identify and prioritise risks and look at how best to mitigate that risk. Our front-line staff are in a unique position and are often the first to identify a potential risk. We are working hard support our staff to work safely by:

- Ensuring that staff all understand from the start that Risk and Risk Management is all our responsibilities and helping staff understand their roles and responsibilities
- Encouraging and making communication easier and more effective
- Supporting and developing staff through ongoing training and supervision, including the opportunity for Service Co-ordinators to access external supervision in their professional
- Ensuring staff access to up-to date policies , procedures and guidelines and by being confident that these reflect best practice and support compliance.
- Supporting staff to get advice and support to respond to specific risk even out of hours with the On-call Supports

RISK
MANAGEMENT



Investing in Staff Remuneration and Benefits

Pay Scales as @ 1/10/21.			
Grade	WTE	Gross PA WTE	Pro rata / Gross hourly pay
VIII	0.6	€70,373-€84,877	€42,224-€50,926
V	2.0	€44,128-€52,926	
IV	3.95	€29,249-€46,968	
III	0.50	€24,601- €40,592	
Pay Scales as @ 1/10/21. .			
PA	24.77	€28,493-€36,862	€14.05-€18.18 p h basic
PA Premia		Time + 1/6th 8pm – 12 MN; Time + Time Sunday & PH	

Remuneration

Cork CIL staff are aligned to the Health Services Executive Consolidated Pay scales Personal Assistant Staff are aligned to the Home Support grade as at 1/8/2020 - rebanded x 2% 39 hours pw week is the full time equivalent [WTE]. In addition staff receive premia for working at antisocial times- 8.00 pm to midnight, Sunday and public holidays. Administration, Finance and Co-ordinators staff are aligned to HSE consolidated Clerical Grades III, IV, V and VIII at 1/10/21

Pension & PRSA

In line with the Pensions (Amendment) Act 2002 all staff have an opportunity to save with a Personal Retirement Savings Account [PRSA] long-term personal pension plan. Currently there is no workplace pension provision Cork CIL however in 2024 there will be Auto Enrolment into an Occupational Pension and Cork CIL are working hard to be confident that we are ready to administer this on behalf of our staff

VHI Employee Assistance Programme

Confidential 24/7 service which offers support from general and specialist advice to counselling supports available to all staff and their families.

Cycle to Work Scheme

The Cycle to Work Scheme is a tax incentive scheme which aims to encourage employees to cycle to and from work. Under the scheme all employers can pay for bicycles and bicycle equipment for their employees and the employee pays back through a salary sacrifice arrangement of up to 12 months. The employee is not liable for tax, PRSI or the Universal Social Charge on their repayments.

Accounts 2021¹



Cork Centre for Independent Living CLG

A Company Limited by Guarantee (CLG) (limited by guarantee not having a share capital):

Statement of Financial Activity Income and Expenditure Account For the period ending 31 December 2020

Continuing Operations

	12 months ended		12 months ended
	31/12/21		31/12/20
Income	1,526,653.00		1,562,792.00
Expenditure	(1,490,458.00)		(1,479,495.00)
Surplus for the Financial Year	36,195.00		83,279.00
Retained Surplus (loss)/ brought forward	388,094.00		304,797.00
Retained Surplus (loss)/ carried forward	424,289.00		388,094.00

The financial statements were approved by the Board on **14th June 2022** signed on its behalf by:

David O'Sullivan _____
Director

Michelle Casserly _____
Director

Date: 14th June 2022

¹ Accounts will be published online at www.corkcil.ie

Accounts 2021



Cork Centre for Independent Living CLG.

A Company Limited by Guarantee (CLG) (limited by guarantee not having a share capital):

Balance Sheet as of 31st December 2021

	31/12/2021		31/12/2020	
Fixed Assets				
Tangible assets	19,963.00		14,107.00	
Current Assets				
Debtors	97,923.00		79,508.00	
Cash & Cash Equivalents	424,896.00		423,728.00	
		522,819.00		503,236.00
Creditors: amount falling due within 1 year		(115,493.00)		(129,249.00)
Net Current Assets/(Liabilities)	407,326.00		373,787.00	
Total Assets Less Current Liabilities	424,289.00		388,094.00	
Accruals and Deferred Income				
Net Assets/(Liabilities)		424,289.00		388,094.00
Reserves				
Statement of income and retained earnings	424,289.00		388,0984.00	
Members Funds	424,289.00		388,0984.00	

The financial statements were approved by the Board on 14th June 2022 and signed on its behalf by:

David O'Sullivan _____
Director

Michelle Casserley _____
Director

Date: 14th June 2022



The Board of Management

David O’Sullivan Chairperson
Padraig Hannafin
Johnny Cronin
Donal O’Sullivan
Dr Gerard White
Michelle Casserly Treasurer
Nicola Meacle



Auditors

Fitzgerald & Associates
6 Sullivan’s Quay
Cork



Solicitors

Whelan’s Solicitors
Grattan Court
Cork



Bankers

Bank of Ireland 70 Patrick Street Cork	Allied Irish Bank 6/7 Blackpool Retail Park Cork
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Head Office Staff

Pat Beirne	GM & Company Secretary
Vicky Chan	ALS Co-ordinator
Sharon Lyne	ALS Co-ordinator
Claire Murphy	ALS Co-ordinator
Sarah Coveney	Finance Officer
Sinead Tóibín	Administrative Officer
Martina Mahony	Administrative Officer
Maisie Jones	Administrative Officer
Joe West	Travel Club Co-ordinator



Northside Community Enterprises



Cork Centre for Independent Living CLG

Company Registration No 276198
Charity Registered No CHY No 12470

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