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ANNUAL REPORT
2018-19

Ecas promotes equality, choice and integration for physically disabled people. We promote opportunities for physically disabled people to be self-fulfilled and to participate in all aspects of society. We also work to promote disability equality throughout society.



Chair's Remarks

This has been another busy and successful year as you will see reading through this report. Following Intern recommendations (more details in Ally's report), Ecas launched a new website in March 2019, incorporating new social media channels; Twitter and Instagram now run alongside our more established Facebook page and YouTube channel. The website design and functionality has been updated to help attract a younger audience while remaining appropriate for existing service users. Website copy was created in consultation with a copywriter to ensure we only use accessible 'non jargon' language.

A Social Media and Communications Co-ordinator was recruited on a one day per week contract to manage our social media platforms and website. We are already seeing the benefits of broadening our social media offer; the

Edinburgh Evening News ran a story promoting our Grants Fund after seeing our Twitter feed.

Ecas' Grants Fund continues to provide financial support to those in need. Approved applications have included accessible seating, white goods, UK holiday breaks and computer equipment. The case study example on page 19 illustrates the impact our funding can have on the whole family not just the recipient.

Group activities continue to be well subscribed. Client responses from annual evaluations have been positive and this feedback continues to help tailor activities to be more responsive to client needs.



The Befriending Service matches those isolated due to a physical disability with our volunteer befrienders who do a wonderful job of brightening up someone's day week in, week out. Match reviews reveal that Ecas continues to provide a high quality, person centred service.

Following an update of our Director recruitment process, we are delighted to welcome two new Directors onto the Board. Ashleigh and Jennifer have enabled Ecas to be more representative

of the younger demographic we are looking to support in future.

The success of Ecas is entirely due to the hard work of many people: our volunteers (befrienders, Directors, committee members and those who support activities); our funders (individuals, companies and trusts); the staff; our many partners (public, private and voluntary sectors) and, of course, our clients.

Caroline Loudon, Chair

Honorary President

The Countess of Rosebery

Vice-Presidents

Iain M.M. MacMillan

W Graham Monteith

Gavin Strang

Board of Directors

Caroline Loudon (Chair)

Alastair McIntosh (Vice Chair)

John Abbott

Elaine Boyd

Catherine Dowell

John Laurie

Jennifer Learmonth

Robin McKendrick

Ashleigh De Verteuil

Permanent Staff

Ally Irvine, Chief Executive,
Befriending Manager and Company Secretary

Sunil Bhatnagar, Manager

Janice Todd, Administrator

Sam Collins, Befriending Assistant

Sophie Amono, Social Media and
Communications Co-ordinator

Sue Barclay, Craft Group Leader

Neil Russell, Swimming Group Leader

Sheila Donnelly, Yoga Group Leader

John Glynn, Computing Group Leader

Martin Hensey, Art & Craft Group Leader

John Mackay, Reading and Creative Writing Group Leader

Graham Young, Art Group Leader

Akin Fatunmbi, Music Group Leader

Ann Richards, Seated Tai Chi and Relaxation Group Leader

Greg Watson, Lifeguard and Standby Swimming Group Leader

Registered Office

Ecas, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

Telephone: 0131 475 2344 Email: hello@ecas.scot Website: www.ecas.scot

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Chief Executive's Report

Proposals to enhance service provision for younger disabled adults are ongoing. We secured the services of a paid Intern (part-funded by Santander) on a 10-week placement from Edinburgh University which focussed on networking and outreach. The Intern made great progress with her report, noting a series of recommendations and responses from 25 organisations and educational institutions.

Overall, responses found more support is in place for younger adults with a learning disability or those with complex health needs – especially those transitioning between child and adult services.

Following recommendations from the report, the Ecas Board agreed to:

- ▶ Redesign the Ecas website and increase social media presence (more information in Caroline's remarks on page 2)
- ▶ Create a three day per week Outreach Officer post. Duties to include; strengthening links with youth service providers, schools and colleges who support young physically disabled adults; and reaching out to young physically disabled adults in transition with a view to collating responses that will support the introduction of new youth services. Recruitment is taking place in autumn 2019.

- ▶ Create a fourth strand to Ecas that is focussed on supporting younger physically disabled adults. Ecas Youth Services will sit alongside Activities, Grants and Befriending as Ecas' main areas of work.

- ▶ Any service or activity created within Ecas Youth Services will be outcome focussed where people will move on to other destinations. This is a clear departure from the way current activities operate.

A number of organisations in the Intern report noted difficulties around reaching out to young disabled adults. The task ahead is not straightforward, but feel we need to give someone time to link with youth organisations and young disabled adults directly to see if Ecas can provide worthwhile support to those who need it.

Thank you to Louisa Mathies for undertaking the internship and completing the report.

The quotes in the annual report help to provide insight from our clients and the talent across all activities is clear from the photos within the report.

Many thanks to all those involved with Ecas for their support.

Ally Irvine, Chief Executive



Craft



Our craft groups are cheerful and full of lively characters who have developed different interests both in terms of craft and painting. Activities range from card making to collage, glass painting, using clay and pottery. Others enjoy themselves doing painting and drawing. What counts for all of them is a good blether with music, laughter and plenty of biscuits.

“A nice mixture of people of all ages and backgrounds.” RUTH

Lollipop Fox
by Barbara



“I enjoy trying different crafts and the opportunity to express myself artistically.” DAVID

“My artistic skills have improved.” SIMON

“The group has helped me to communicate my feelings.” RICHARD

Craft

Norton Park

Thursday 10.30am – 12.30pm
Friday 10.30am – 12.30pm





Seated Tai Chi and Relaxation



Tai Chi is a series of gentle movements and sequences which promotes relaxation, releasing stress and tension. We use the breath to guide the movements and allow the body to relax.

The activity concludes with relaxation further promoting a sense of calm and wellbeing.

“Tai Chi calms me down. My family has noticed a big difference in me for the better.” FRANK

“Breathing exercises are very helpful.” MARION

“Tai Chi is good exercise for my limited ability. My balance is improving.” CHRISTINE

Seated Tai Chi and Relaxation

Norton Park

Tuesday 1.15pm – 3.15pm

Computing



Over the past year we have seen a number of new people using the computing sessions as a 'drop-in' facility. People have appreciated the support and opportunity to learn in a safe environment to gain confidence in using their own tablet or laptop. For some clients, the activity has helped advance their knowledge of specific software including Microsoft Office and Adobe Photoshop Elements. This year has also seen us upgrade our computers with faster processors and touch screen monitors. This has been especially helpful for clients with dexterity issues. We are grateful to Sir Jules Thorn Charitable Trust for their support in upgrading our computers.

"I find computing quite difficult, but feel that I am learning slowly. The main reason I attend is to do on-line shopping in case I can't get out of the house. John (Group Leader) is very patient, and encourages me. I'm doing OK for being 75 years old!" ANNE



Computing

Norton Park

Monday 9.30am – 12.30pm
and 1.00pm – 3.00pm



Reading & Creative Writing



Clients have produced a lot of excellent writing this year. After a session on ekphrasis, we linked up with the Ecas craft group and produced artwork to accompany our prose and poetry. We have also read widely, leading to stimulating discussions about the life and work of a variety of authors. Conversations are lively, and not always limited strictly to what is written on the page. Good literature, after all, is about life itself – what it means to be human.

“The group has helped me come out of myself a bit more; more interactive with people.” MARION

“Attending gave me the confidence to write a book.” RUTH

“Helps me understand words better.” BARBARA

“Everyone feels comfortable expressing their opinions.”

WILLIAM

Reading and Creative Writing

Norton Park

Thursday 1.00pm – 3.00pm



Music for Fun



Music for Fun encourages clients to share their interests in music and contribute to their wellbeing. This might involve listening to songs, singing, playing instruments or creating new music. Clients can express themselves freely and not be constrained by concerns about volume!

Having a variety of instruments available lends itself to creative performance techniques, devised by the members to suit their needs. The Music for Fun class is an enthusiastic group who enjoy listening and creating music in a supportive and friendly environment.

“Brilliant, super duper!” KEVIN

“A friendly group with lots of talent. It’s good to see and try out different instruments.” CHRISTINE

Music for Fun

Out of the Blue Drill Hall

Friday 2.00pm – 3.30pm



Yoga



A lot of our yoga practise is in the imagination, in that it comes from the mind more than motion. This is a powerful tool which feels good to use.

We now have another teacher who stands in when required; this arrangement is working well as it gives clients a change in practice every now and then which, from the feedback, they seem to appreciate and enjoy.

Our 'treat' this year was a seated tai chi demonstration given by Ecas Group Leader Ann and was enjoyed by all concerned.

Yoga

Longstone Centre
Tuesday 12.45pm – 2.45pm

A few collective words from the group:

“Yoga is a challenge sometimes but that is one of its benefits. It makes us feel good and we enjoy getting together to practice, laugh and have a little chat.”



Swimming



The swimming group continues to be busy and thriving. Clients often talk about the freedom that swimming gives them as well as how easily accessible the activity is. With a mixture of client goals of relaxation, physical exercise and social interaction, the swimming group continues to be a popular activity for all who attend.

“Swimming with the group has helped rebuild my confidence with walking and is a good place to meet with like minded and welcoming people.” STUART

“Swimming has helped manage the challenges I have with my joints and circulation in a warm pool environment.” COLIN

Swimming

Astley Ainslie Hospital

Monday 5.30pm – 8.30pm,
Friday 5.30pm – 8.30pm

We are grateful to the following for their support of our swimming groups: The Alchemy Foundation, The Lynn Foundation, J Smart and Co (Contractors) plc.



Kirsten with her work inspired by the Ecas Art trip to the Kelpies.

Art



Our trip to the Kelpies (see the blog on the Ecas website) in Falkirk has inspired some fantastic work on their return. In general, people have been very productive and have been keeping our framer busy!

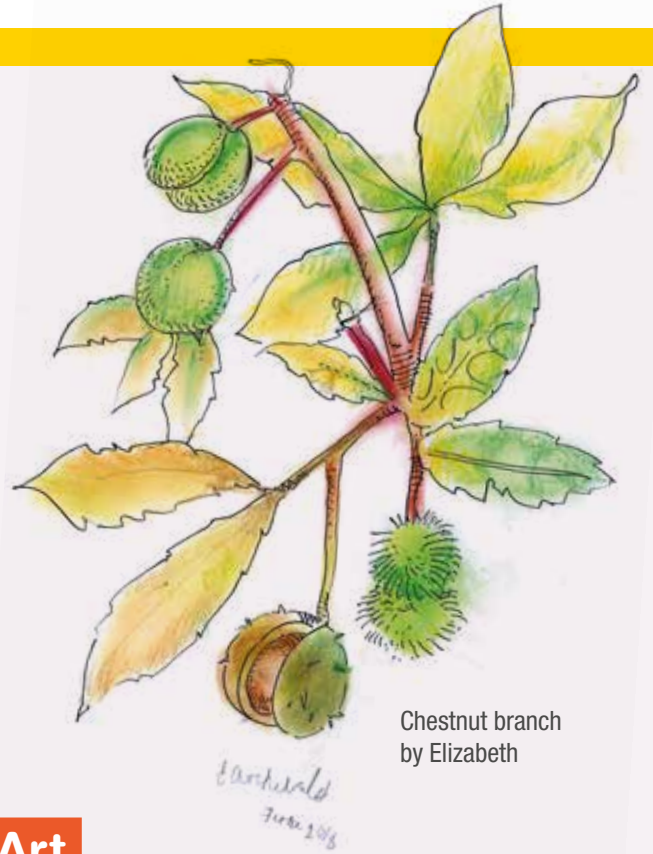
“Life saving – Art has provided distraction from the problems of living with disability.” JK

“A sociable activity that keeps my hand joints moving and therefore working.” JACK



Dog on mattress by Bill

“I have accomplished a lot in the class and it has helped me to appreciate art and what it means to others.” **BILL**



Chestnut branch by Elizabeth



Coloured hair by Angela

Art

Oxgangs Neighbourhood Centre

Wednesday 9.30am – 11.30pm and 12.00pm – 2.00pm

Norton Park

Friday 1.15pm – 3.15pm



Rachel with her work inspired by her visit to South America



Befriending

Here are some of the things we have been up to this year.

Volunteer Focus Group and Activity Day

Twice per year we hold an event to thank our volunteer befrienders for their fantastic efforts. It is also a really useful opportunity for them to meet and learn from other volunteers.

Euan's Guide Network Manager Ryan (front, centre left) and Ambassador Gary (front, centre right) with Ecas befrienders.



Last summer's volunteer day brought representatives from Euan's Guide to the Royal Botanic Garden. They delivered an informative presentation to our befrienders on how Euan's Guide is used by thousands of disabled people to review, share and discover accessible places to go. After lunch we enjoyed a wander around the gardens. Amazingly, it was sunny!

Our December volunteer day was full of Christmas spirit after our complementary tour around the National Portrait Gallery which included an Ecas Christmas quiz.



Everyone's a winner!



Ecas befriender Paul McCay receiving his Volunteer Edinburgh Inspiring Volunteer Award from Ally Irvine, Ecas Befriending Manager.



Become a befriender and make a difference!

If you have 2 hours of free time per week you can help to provide meaningful company and connection for someone isolated due to their physical disability. We welcome volunteers from all walks of life – please contact Ally or Sam on **0131 475 2344** or **www.ecas.scot**

A 'Snapshot' of some of our Befriending matches

Ryan and Khalid have been meeting up since July 2018. They enjoy a good chat and like to watch a film or football match on TV. In nice weather, they like to go out for food.

Ryan: "I enjoy spending time with Khalid; he's funny, interesting and good company. As time goes on he seems more relaxed and open."

Khalid: "It's nice! Ryan's a friendly guy; we have fun."



Elizabeth and Gillian have been meeting up regularly since November 2018 for a cup of tea and a chat at home.

Elizabeth: "Some weeks Gillian hasn't been feeling good; she's always pleased to tell me when my company has helped take her mind off things."

Gillian: "Elizabeth is very outgoing and likes to talk. We get on well and have a great chat about anything and everything."

Douglas and Ruth have been meeting up since March 2018 and make getting out and about a key part of their time together.

Ruth: "Douglas is amusing and a good conversationalist. We're well matched, with lots in common, and I enjoy being in his company".


Douglas: "We have managed to do lots of things she had heard about but not managed to do herself. I feel like the best-informed person on the Edinburgh arts scene now!"



Facilitated friendship

Ann and Pat have known each other since school but found it difficult to keep in contact due to the logistics involved. Re-introduced in 2013 with Ecas' help, they meet regularly for a catch up and some retail therapy!

A 'facilitated friendship' involves two disabled people who have lost touch through housing or mobility issues being supported by Ecas to maintain a friendship. If you would like to find out more about Facilitated Friendships, please contact Sam or Ally on **0131 475 2344**.



Ann and Pat enjoying a well-deserved refreshment break at Cameron Toll.

Ecas Befriending Service would not be possible if it wasn't for our amazing volunteer befrienders. The time, commitment and support they give makes a HUGE difference to those who really need it. Thank you!!

We are most grateful to Euan's Guide, Royal Botanic Garden and The National Portrait Gallery for their support of our Befriending Service.

Many thanks to Befriender Joanne King for raising nearly £100 for Ecas by running a half marathon. As she puts it, 'They befriended me so I am befriending them back'.

Ecas Grant fund



Ecas' Grants Fund is open to people of all ages. Grants are available to help assist individuals with increased costs associated with a physical disability across Edinburgh and Lothian.

Over the financial year 2018/19:

- ▶ 29 applications were received with 24 being approved.
- ▶ A total of £19,758.82 was awarded.

Recent examples of awards have included purchase of specialist equipment, white goods, electronic goods, UK holidays, help with student fees and much more.

Key Grants Fund details:

- ▶ We can award grants up to £1,500. In exceptional circumstances, we may consider one-off grants over this amount.
- ▶ For grants up to £750, successful applicants can re-apply after 2 years. For grants more than £750 and up to £1,500, successful applicants can re-apply after 4 years.
- ▶ We will make a decision within 8 weeks of receiving the application.
- ▶ There are no deadlines; we accept grant applications throughout the year.

If you, or someone you know, would benefit from a grant then please contact the Ecas office for more information on **0131 475 2344**.

Dr Alastair McIntosh, Ecas Grants Fund Chair

Subject to certain exclusions, grants can be for anything not covered by statutory sources. Exclusions and eligibility criteria are detailed on the grant application form along with further information available on our website:

www.ecas.scot/grants

Grants Fund Impact

Rocco Wood was born three months premature and weighed less than a bag of sugar. He also had quadriplegic cerebral palsy.

Cerebral palsy means that Rocco could not walk, talk or sit unaided. Yet, he was a happy and sociable child who loved to be around people and to paint, bake and watch cartoons.

Rocco had nothing comfortable or suitable for sitting on after a busy day at school. After many failed attempts to find a solution, Rocco's mum Louise came across the P-Pod: a beanbag that offers positioning support for children and young adults.

But it cost too much for Louise. Although she'd found the ideal solution, she couldn't afford it. Louise carries on with the story:

“ Because of Ecas' funding, Rocco now has somewhere comfortable to sit. Without the P-Pod, he would have to sit in his wheelchair until bedtime or go straight to bed after he got back from school. Your funding has changed his life, and ours as a family. He can be in a comfy seat in the living room with the rest of the family, and do the things he loves at the weekend. You have made such a difference to Rocco's quality of life and I am forever grateful for that. ”



Interested in attending an activity?

All our activities are fully accessible and are led by fully trained staff. No previous experience is necessary and all materials are provided.

As a help towards costs, clients are asked to pay fees of £1.15 per hour for their activity.

For those who meet a set criteria, clients can apply for a grant to assist with transport costs to and from their activity. The activities timetable can be found on the back page on this report. For further information, please contact the office on **0131 475 2344** or email **hello@ecas.scot** or visit our website: **www.ecas.scot**

Fundraise for Ecas

Whatever you do for us, and whatever you raise, whether it's £5 or £50, we are thankful for every last penny. Do get in touch if you'd like to discuss your fundraising ideas. Or simply link your fundraising to our JustGiving page **www.justgiving.com/ecaslimited**

THANK
YOU



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@EcasScot



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Finance Report

The summary accounts show Ecas' portfolio performed well over the year despite uncertainty created by the ongoing political problems throughout the world.

Headline investment income has decreased slightly from £188,347 in 2017/18 to £179,499 in the current year.

Donations and legacies increased from £22,000 in 2017/18 to £137,828 in the current year partly due to receiving a substantial legacy of £130,610.

Spending on charitable activities increased during the year. The balance sheet reflects a financially stable organisation.

Fundraising continues to concentrate on the following restricted funds: transport for clients attending activities, computing and swimming.

Ecas could not achieve what it does without the support of the trusts, companies and individuals that make donations, provide gifts or services in kind and help us in so many ways. Ecas is most grateful for your support and hope it can continue.

I would like to thank our investment managers, Adam and Co, our accountants, French Duncan and my fellow committee members for their continuous support.

John Laurie, Chairman

Finance & Personnel Committee

John Laurie, Chair

Jeanette Curtis

Andrew Herberts

Caroline Loudon

Anne McDonald

Alastair McIntosh

Accounts

Summary Financial Statement

The financial information set out in this Summarised Financial Statement is only a summary of information derived from the charity's annual accounts. It does not contain additional information derived from the trustees' annual report. It does not contain sufficient information to allow as full an understanding of the results and state of affairs of the charity as would be provided by the full annual accounts and report.

Anyone requiring more detailed information can obtain a full copy of the charity's annual accounts and trustees' annual report from the Ecas office. Members who wish to elect to receive a full copy of the annual accounts for all future financial years should contact the Ecas office.

Statement of Financial Activities incorporating the income and expenditure account for the year ended 31 March 2019

	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019	Total funds 2018
	£	£	£	£
INCOME FROM:				
Donations and legacies	134,628	3,200	137,828	22,000
Charitable activities	8,191	–	8,191	7,287
Other trading activities	157	–	157	237
Investments	179,499	–	179,499	188,347
TOTAL INCOME	322,475	3,200	325,675	217,871
EXPENDITURE ON:				
Raising funds	36,318	–	36,318	27,569
Charitable activities	237,891	19,200	257,091	233,926
TOTAL EXPENDITURE	274,209	19,200	293,409	261,495

	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019	Total funds 2018
Net income/(expenditure) before investment gains/(losses)	48,266	(16,000)	32,266	(43,624)
Net gains/(losses) on investments	190,925	–	190,925	(318,297)
Net income/(expenditure) before transfers	239,191	(16,000)	223,191	(361,921)
Transfers between Funds	(16,000)	16,000	–	–
NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS FOR THE YEAR	223,191	–	223,191	(361,921)
RECONCILIATION OF FUNDS:				
Total funds brought forward	4,767,377	–	4,767,377	5,129,298
TOTAL FUNDS CARRIED FORWARD	4,990,568	–	4,990,568	4,767,377

There were no recognised gains and losses for 2019 or 2018 other than those included in the Statement of Financial Activities.

Balance Sheet as at 31 March 2019

	2019	2018
FIXED ASSETS		
Tangible assets	9,192	–
Investments	4,954,983	4,748,889
CURRENT ASSETS		
Debtors	11,041	10,898
Cash at bank and in hand	33,253	28,511
TOTAL	44,294	39,409
CREDITORS		
Amounts falling due within one year	(17,901)	(20,921)
NET CURRENT ASSETS	26,393	18,488
NET ASSETS	4,990,568	4,767,377
CHARITY FUNDS		
Unrestricted funds	4,990,568	4,767,377
TOTAL FUNDS	4,990,568	4,767,377

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and constitute the annual financial statements required by the Companies Act 2006 and for circulation to the members.

The financial statements were approved and authorised for issue by the Trustees on 28 May 2019 and signed on their behalf, by **Caroline Loudon**

Independent Auditors' Statement to the members of Ecas Limited

We have examined the summary financial statement for the year ended 31 March 2019.

Respective responsibilities of the trustees and the auditor

The trustees (who also act as directors of the charity for the purposes of company law) are responsible for preparing the summary financial statement in accordance with applicable United Kingdom law. Our responsibility is to report to you our opinion on the consistency of the summary financial statement with the full annual financial statements, and its compliance with the relevant requirements of section 427 of the Companies Act 2006 and the regulations made thereunder.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board. Our report on the

company's full annual financial statements describes the basis of our opinion on those financial statements.

Opinion

In our opinion the summary financial statement is consistent with the full annual accounts of Ecas Limited for the year ended 31 March 2019.

French Duncan LLP
Chartered Accountants
and Statutory Auditors
56 Palmerston Place
Edinburgh EH12 5AY

Statement of Trustees

The auditor has issued unqualified reports on the full annual accounts and on the consistency of the trustees' annual report with those annual accounts. Their report on the full annual accounts contained no statement under sections 498(2) or 498(3) of the Companies Act 2006.

Signed on behalf of the trustees by
Caroline Loudon

Donations

In addition to those listed under befriending, computing and swimming we are most grateful to Forth Ports Limited and Leith Benevolent Association for their generous support of our transport scheme for activities.

And to the following for their generosity in making general donations:

Sheila Alexander, Dr John Hunter, Lord Rosebery Charitable Settlement, Dr Iain McMillian, Barbara Stewart, Colin Stewart, Rt Hon Dr Gavin Strang and many Ecas clients for their generosity in making general donations.

We are also extremely grateful for a legacy from Valerie Robertson and late husband John Robertson. Proceeds from the legacy will be used to fund new projects.

If Ecas has helped you, or someone close to you, please consider supporting Ecas by leaving something in your Will or by making a donation. Your support really will make a difference. THANK YOU.

Ecas Criteria for Clients

Ecas follows the EHRC guideline that: “You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

- ▶ ‘substantial’ is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed
- ▶ ‘long-term’ means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.”

However, please remember that Ecas only provides support to people who have a physical disability. We regret that the following conditions, on their own, do not meet our criteria: psychiatric disorders, learning difficulties, behavioural disorders, developmental delay, Down’s syndrome, autism, visual or hearing impairment, cancer, diabetes, epilepsy, HIV and back pain.

Potential clients will be asked to complete an application appropriate to the service they require.

PLEASE NOTE: Qualifying criteria for Ecas’ Grants Fund is different to the above. Please visit our website for more information.

www.ecas.scot or contact the office on 0131 475 2344

Anyone attending an Ecas Activity is precluded from being matched up with a befriender as part of our Befriending Service. Likewise, anyone currently matched up with an Ecas befriender is precluded from attending Ecas Activities. We are happy to discuss this with potential clients prior to referrals and applications being made, or when there are changes in circumstances.

Activities Timetable

For information, please contact the office – 0131 475 2344 or hello@ecas.scot The programme does change occasionally, so check with the office for the latest details.

Day	What	When	Where
Monday	Computer 1	9.30am – 12.30pm	Norton Park
	Computer 2	1.00 – 3.00pm	Norton Park
	Swimming	5.30 – 8.30pm	Scientific Block, Astley Ainslie Hospital
Tuesday	Yoga	12.45 – 2.45pm	Longstone Centre, 62 Longstone Street
	Seated Tai Chi and Relaxation	1.15 – 3.15pm	Norton Park
Wednesday	Art 1	9.30 – 11.30am	Oxgangs Neighbourhood Centre
	Art 2	12.00 – 2.00pm	Oxgangs Neighbourhood Centre
Thursday	Craft 1	10.30am – 12.30pm	Norton Park
	Reading group	1.00 – 3.00pm	Norton Park
Friday	Craft 2	10.30am – 12.30pm	Norton Park
	Art 3	1.15 – 3.15pm	Norton Park
	Music For Fun	2.00 – 3.30pm	Out of the Blue Drill Hall, 36 Dalmeny Street
	Swimming	5.30 – 8.30pm	Scientific Block, Astley Ainslie Hospital

Internet Café and Ecas Classrooms. When not being used for activities, our computers and classrooms can be used by clients provided they do not need assistance. Ring the office first to check availability.